![NSW Government State Archives & Records]

ANNUAL REPORT 2016/2017

WINDOWS IN—TO WARTIME

Images throughout this report are digitised items in the State archives. Images with a Digital ID number are available to order online.

As at 30 June 2017 the State Archives and Records Authority of New South Wales is a related entity of the Department of Finance, Services and Innovation (DFSI).

Where a reference is made to a current policy or related document released under the previous title of the Department of Finance and Services (DFS) and the Office of Finance and Services (OFS) that name is still used in the text.

The Hon Victor Dominello MP
Minister for Finance, Services and Property
GPO Box 5341
SYDNEY NSW 2001

20 October 2017

Dear Minister,

On behalf of the State Archives and Records Authority of New South Wales I take pleasure in forwarding the Annual Report and Financial Statements of the Authority for the year ended 30 June 2017.

The report has been prepared in accordance with the requirements of the *Annual Report (Statutory Bodies) Act 1984,* the *Public Finance and Audit Act 1983* and regulations under those Acts.

Yours sincerely,

Geoff Hinchcliffe
Executive Director
State Archives and Records Authority of New South Wales

A related entity of the Department of Finance, Services & Innovation

Contents Page

Executive Director's Report

2016-17 was another very strong year for the State Archives and Records Authority of New South Wales (State Archives NSW) with many fine achievements recorded across many fronts. This is only possible due to the dedication and hard work of the State Archives team; an engaged and supportive Board and the support of State Archives parent department and the Minister.

Internally within the Department of Finance, Services and Innovation (DFSI), State Archives NSW relocated mid-year from the Government and Corporate Services division to the new ICT & Digital Government (IDG) division led by the newly appointed Government Chief Information & Digital Officer (GCIDO) Damon Rees.

Ministerial changes also occurred mid-year with the appointment of the Hon. Victor Dominello MP as Minister, Finance, Services & Property in January, replacing the Hon. Dominic Perrottet MP, who in turn moved to the Treasury portfolio.

In May 2017 the Government released its first *Digital Government Strategy* which set a strong platform for Government's transition to digital business for the future. With a mandate to deliver 70% of government transactions via digital channels by 2019, State Archives NSW's already strong digital agenda is well placed to ensure the Authority plays an even stronger role in the future in leading and supporting the Government's move to digital business.

In August 2016, the State Archives NSW Board approved a new five year strategic plan for the Authority. With digital at its centre, the development of the plan involved extensive consultation with stakeholders and staff, and embraced the following key principles:

- Build a broader identity and presence as a cultural institution in Western Sydney
- Enable greater public access and engagement with the State archives collection
- Develop a WoG digital preservation capability through a "Digital GRR"
- Simplify compliance with the State Records Act 1998 (the Act) through the adoption of Records by Design principles
- Strengthen the Authority's focus on digital record keeping
- Be flexible to meet the challenges of the future
- Extend our capabilities in digital service innovation

The plan has been well received by staff and stakeholders and is already showing many great results.

Also in August 2016, State Archives NSW commenced the necessary review of the Senior Executive structure of the organisation to align it to the GSE Executive reform initiative which has been underway across NSW Government since 2013. I am pleased to advise that after undergoing an extensive process I was re-appointed to lead the Authority as Executive Director while colleague Ben Alexander was appointed as the new Director Commercial Operations. Ben retains overall responsibility for the Government Records Repository (GRR).

Unfortunately long-time colleague and friend, Jenni Stapleton, decided not to contest a position on the new Executive team. It was indeed a sad day in November 2016 when Jenni retired, after 39 years of dedicated service. We wish Jenni all the very best for a long and happy retirement and thank her for her extended service and commitment to the Authority.

In replacing Jenni, on the 3 April 2017, Adam Lindsay joined the Authority as the inaugural Director, Collections, Access and Engagement. This is a new role which combines all the activities involving the management and preservation of the State archives collection; public access and engagement activities; exhibition programming and regional archive centres.

Adam brings a wealth of experience and knowledge to the Authority and returns to Sydney from the Queensland Art Gallery to take up this appointment. We have been fortunate to have Adam join us as he brings broad experience and capability to his role. With the Senior Executive team in place, planning is well underway to implement a new structure for the Authority aligned to the new business needs of the organisation. This will occur in the next financial year.

In May 2017 Minister Dominello approved the closure of the long running strategic review of the Government Records Repository (GRR). The GRR is the State Archives NSW's commercial records storage business. In closing the GRR Review, the

Minister affirmed the important role the GRR plays and will continue to play into the future, in generating revenue from its commercial operations to help fund the Authority's statutory functions. This news was enthusiastically received by staff and clients and has allowed the GRR to focus on a number of business improvements including investigating additional storage capacity; business efficiency improvements and new digital services aligned to clients needs.

The Digital Archives team completed a third year of operations and recorded many successes, including the ability of the Digital State Archive platform to accept large quantities of digital objects created as part of the EmDARA project. A new funding bid will be submitted next financial year to ensure the Digital Archive program continues beyond 30 June 2018 when funding expires.

Many significant achievements occurred throughout the year with the following worth highlighting:

- The approval of a new 4 year exhibition programme which will see eight interesting exhibitions developed from archival research in the collection over the next 4 years

- The launch of the final World War One exhibition *Windows into Wartime* at Kingswood in October 2016. Simultaneously the exhibition commenced an extensive touring journey across NSW which saw it open to much acclaim in Broken Hill, Newcastle, Armidale and Wagga Wagga. In 2017-18 the exhibition will travel to Wollongong and Parliament House. A new exhibition *Captured: Portraits of Crime* is in final planning

- The *Windows into Wartime* exhibition was recognised at the 23rd Annual National Trust Heritage Awards 2017, receiving a highly commended by the judges in the category of Events and Exhibitions

- In late 2015 Minister Perrottet's approval was given to establish a short term project to urgently rescue and convert highly at-risk archival material to a digital form before permanent damage occurred. The Emergency Digitisation of At-Risk Archives (EmDARA) project began. In November 2016 this project completed and saved from permanent loss 46,000 fragile irreplaceable gaol photographs; the original digital footage of the 2000 Sydney Olympics and many other priceless and irreplaceable archives. The $3.52 million invested in this project enabled the digitisation of these at-risk collection items to occur and guaranteed their long term access in a digital form for future generations.

- Significant change again occurred on the State Archives NSW Board during the year with the appointment of two new members to the Board. Ms Michelle Blicavs and Justice Geoff Lindsay were newly appointed while Mr Jeff Greenwood was reappointed for a second and final term. Justice Lindsay and Ms Blicavs were appointed to the Board to represent the Courts and local government respectively. During this time the Board farewelled Justice Robert Macfarlan and Ms Veronica Lee and thanked them for the valuable contributions they made during their time on the Board.

- State Records commercial records management business, the Government Records Repository (GRR), had another very successful year in 2016-17 resulting in an increase in both revenue and surplus. Following the closure of the GRR Review in May the importance of the GRR and the surplus it generates from commercial operations, cannot be understated as it will continue to cross-fund and support archival activities into the future.

- The transfer of records of continuing value to the State archives collection by public offices throughout the year, increased the overall value of the State archives collection by more than $48.4 million. The new value of the State archives collection at year end has been confirmed to be c. $970 million.

- The first full revaluation of the State archives collection commenced in December 2016. The State Archives re-Valuation project (SARV) is progressing well and will be closely monitored throughout the next fiscal year to ensure the Authority's financial accounts close without incident at the end of 2018 financial year.

- The *Record Managers Forums* held throughout the year were again popular and well attended. These forums continue to provide opportunities to showcase and share innovative ways of managing government records in a digital environment.

- High demand of our archives and records experts continued throughout the year with many staff presenting at functions and events across the State.

- The Western Sydney Records Centre (WSRC) has a total storage capacity of 474,000 linear metres. This is supplemented by additional off-site storage locally. As at 30 June 2017 a total of 706,000 linear metres (706 KMs) of State records are in the care and management of the Authority which includes c. 81 KMs of State archives held in the WSRC.

While the Authority can look back on 2016-17 as a very successful year there are a number of activities which will carry over to the next financial year.

- The first phase in upgrading air conditioning and security systems throughout the Western Sydney Records Centre storage facility at Kingswood is on track to complete in 2017-18.
- A global procurement to find a replacement for State Archives NSW end of life Archives Management system "BOS" began this financial year. It is expected the new Integrated Collection Management System will be installed in 2017-18.
- The re-submission of business cases seeking long term funding for the establishment of an archives digitisation program and re-establishment of the Collection Documentation Backlog Project remains a priority. With only 12% of the c. 13 million items in the State archives documented and only c.150,000 items digitised; access to the State archives online will not be possible unless multi-year projects are established and appropriately funded .

The additional projects State Records is seeking funding to commence next financial year are focused on enabling State Archives NSW to better meet its statutory obligations under the Act and to better serve the public through expanded access to the State archives, onsite, online and across regional NSW.

With government's accelerated move to digital business, the role of the Authority has never been more important than it is today. The expectation remains that sound recordkeeping practices continue for digital records as paper based records. This is both a challenge and an opportunity for State Archives NSW to provide a long term "Digital GRR" capability for NSW that can preserve digitally important digital records and assures the accountability of public offices and Government is maintained through its recordkeeping rigour.

This year the Authority has made great progress in meeting the challenges posed by managing digitally state records. Further work is always required and will continue to be undertaken as digital systems evolve into the future.

I am pleased to report that with appropriate funding and the continued support of DFSI and the Minister, State Archives NSW is well positioned to continue to play a leading role in assisting NSW public offices transition to digital business.

In closing I would especially like to acknowledge the strong support provided throughout the year by the DFSI Secretary Mr Martin Hoffman; both the former Minister for Finance and Services the Hon. Dominic Perrottet and current minister the Hon. Victor Dominello; the State Archives NSW Board led by Ms Anne Henderson AM; the State Archives NSW Executive team and lastly the wonderful staff at State Archives NSW for their enthusiasm, passion and continued support.

GEOFF HINCHCLIFFE
Executive Director,
State Archives and Records Authority of
New South Wales

Message from the Chairperson

A century ago, the Western world was not to know that the conflict which had taken so many lives in Europe and the Middle East would continue for another year and more. In Sydney, a century on, State Archives NSW would play a key role in commemorating those many lives lost in World War I from Australian shores.

As dawn broke, on 25 April 2017, at the Martin Place Cenotaph, the awaiting crowd heard eulogies, prayers and recollections of the bravery of many participants in what we call the Great War.

As these words were spoken, across the stone backdrop on the buildings in Martin Place where everyday working Australians go about their business, images from the front were digitally screened. Uniformed men and women, Australians who served from a century before, could be seen moving across the walls that towered over dawn watchers below. Gone but not gone, the faces seemed alive again as if their spirits had come back to join the assembled.

This marvellous experience was the work of a talented bunch of State Archives NSW archivists and technicians who had remade photographers' glass plates stored in the NSW collection. Which begs the question - how much more could the State Archives NSW offer in the future?

Across the developed world, digitisation is transforming our appreciation of historical records. Newspapers have led the way - a few taps on a keyboard of a personal computer, and a researcher can bring up a copy of printed words years, decades, even centuries before.

At the State Archives and Records Authority of New South Wales in Kingswood, the digitisation program is well underway. Yet there is much more to be done. Resources and finance are limited. Increasingly, however, parts of the collection are being opened up to viewers via their computers. In October 2016, I was delighted to officiate at the opening of State Archives NSW exhibition *Windows into Wartime* at Kingswood.

Partnerships are also valuable in this endeavour. By sharing unique collections online, the costs of digitisation can be lowered. In Washington DC, The National Archives recently partnered with the National Collection of Aerial Photography (NCAP) to digitise historic World War II aerial photography. For the first time, thanks to the NCAP, these historically valuable images are now digitalised and will be made accessible online to anyone, anywhere.

Yet, there is more to the digitisation story than availability. Records are the gold of the future in many ways. With digitisation, governments can make the most of what they have, and be assured records are offering data to the maximum efficiency. According to Anne Thurston of the International Records Management Trust:

> For all the excitement about the potential of Open Data, the fact remains that if governments are to prove accountable and achieve their economic and social objectives, and if citizens are to engage meaningfully with their governments in the digital environment, on-going access to trustworthy, reliable and accurate records and datasets is essential; data is only meaningful if it can be traced back to the records from which it is derived. There is a strong relationship between records management and government accountability, decision-making, service delivery and ability to achieve strategic priorities. Citizens and investors need to know they can trust the information that governments provide.

State Archives NSW holds a collection unique in Australia. Its records go back to the first European settlement of the continent that became Australia, including records of its Indigenous people. NSW Archives also include archives from the settlement of Queensland before self government was granted.

This collection contains the story of European settlement at the government level, along with the vast story of land acquisition and the way land has determined our story – for both Indigenous and non-Indigenous alike.

As New South Wales looks forward to another two centuries of development, it is time to digitise, rapidly, the story of its first two centuries and beyond.

ANNE HENDERSON AM
Chair, Archives and Records Authority of NSW

OVERVIEW

Organisation Snapshot

OUR VISION

That the people and Government of NSW have ready access to records which illuminate history, enrich the life of the community and support good governance and accountability.

OUR STAKEHOLDERS

THE PEOPLE OF NSW

We manage the State archives as custodians for the people of NSW.

While people in NSW are the principal clients of our public-oriented services, our users also come from around Australia and across the world.

THE GOVERNMENT OF NSW

We service the Government of NSW and individual NSW public sector bodies.

Government departments and agencies, State owned corporations, local government, the public health system and universities are covered by the State Records Act 1998.

WHO WE ARE

The State Archives and Records Authority of New South Wales (State Archives NSW) is the NSW Government's archives and records management authority.

We are a statutory authority representing the Crown under the State Records Act 1998 which also sets public offices' obligations in relation to their records and governs public access to records more than 30 years old.

Our principal functions under the Act include:

(a) to develop and promote efficient and effective methods, procedures and systems for the creation, management, storage, disposal, preservation and use of State records,

(b) to provide for the storage, preservation, management and provision of access to any records in the Authority's possession under this Act,

(c) to advise on and foster the preservation of the archival resources of the State, whether public or private,

(d) to document and describe State archives in their functional and administrative context.

State Archives NSW is a non-Budget dependent agency within the Department Of Finance, Services & Innovation and a statutory body under Schedule 2 of the Public Finance and Audit Act 1983. Our core regulatory, archival collection and service delivery functions are Budget-funded through a grant from the Department of Finance, Services & Innovation. The Government Records Repository (GRR) operates off-Budget to provide records storage services to the sector.

State Archives NSW is committed to the following principles, which inform its service delivery strategies:

• maintaining and enhancing services to Government and the public;

• maintaining essential services in an environment of fiscal constraint;

• maximising the value obtained from available resources and focusing effort where the greatest impact can be made;

• developing partnerships and sharing resources; and

• protection of privacy.

WHAT WE DO

Our responsibilities include:

• setting and monitoring standards for the creation, management and disposal of State records in any format,

• providing practical advice, guidance and training to the NSW public sector on digital recordkeeping and all aspects of records management,

• providing cost effective storage, retrieval and consultancy services for semi active records of public sector bodies,

• identifying records of enduring value to be retained as State archives and authorising the disposal of temporary value records,

- preserving State archives in secure purpose-built environments and ensuring that archives stored elsewhere are managed to the necessary standards,
- documenting and cataloguing the State Archives Collection to provide context and accessibility,
- providing access to the State archives Collection,
- providing a digital State Archive for the long term preservation and access to born digital archives,
- providing access to and preserving online Government publications through the OpenGov NSW web site,
- enabling the transformation to digital information management through the Data.NSW website.

OUR HISTORY

A Colonial Secretary and Registrar of the Records was first appointed by the colony of NSW in 1821.

In 1879, a Keeper of the Archives position was proposed but not established. However, an Archivist was appointed in 1887 to transcribe records for the History of New South Wales from the Records.

NSW became a state in 1901 after Australia was officially declared a nation. In 1910, the Trustees of the Public Library of NSW prepared a report on the neglect of government records which included recommendations on the establishment of an Archives Department the following year. The Archives Authority was made responsible for the management of the Government Records Repository and the Records Management Office of New South Wales.

In 1976 the Archives Office became administratively separate from the Public Library of New South Wales. In 1978 it moved, with the Records Management Office to a new purpose built archives building at The Rocks.

In 1998 in response to concerns expressed in Parliament around accountability and confidence in Government, the new State Records Authority was created with a strengthened role under the State Records Act.

The State Records Act 1998 expanded the scope of the Archives Act 1960 to the full cycle of government records from their inception to their archiving or destruction. This expansion in scope resulted in the Archives Authority becoming the State Records Authority of NSW.

The State Records Act was reviewed in 2003 with the Amendment passing in 2005. In 2006, the Authority moved from Arts NSW to become a related entity within the Department of Commerce.

The Convict Records of Australia held by State Archives NSW and the Archives Office of Tasmania were inscribed onto the International UNESCO Memory of the World Register in 2007.

In 2012, after almost thirty-five years, the Sydney Records Centre at The Rocks was closed. All original records and most personnel were relocated to the Western Sydney Records Centre, but a small office devoted to Government Recordkeeping remains in the former Land and Property Information building at Queens Square.

HOW WE DO THIS

The operational activities of the Authority can be broken down into four key functional areas:

1. Government Records Repository (GRR)

2. Archives Control and Management (ACM)

3. Government Recordkeeping (GRK)

4. Public Access (PA)

The Government Records Repository (GRR) provides records storage, retrieval, delivery, disposal and related services to a range of clients, including NSW Government agencies, local councils, non-government organisations and some private clients.

The remaining three functional areas cover policy, administration, archival collection management and the provision of public access to the State's archives and records.

OVERVIEW

IMPORTANT FACTS

- State Archives NSW hold the largest collection of records relating to the history of the State of NSW and the lives of its people. The records pre-date the arrival of the First Fleet in 1788.
- State Archives NSW has arrangements with 7 institutions across the State to enable State archives to be stored and accessed in their local communities. These locations are Armidale, Wagga Wagga, Newcastle (Library and University), Wollongong, Wingecarribee and Broken Hill.
- The Convict records we hold are inscribed in the UNESCO Memory of the World Register.
- The Western Sydney Records Centre at Kingswood holds nearly 500 linear kilometres of records in paper formats (maps, plans, volumes and files) of which more than 70 kilometres are State archives kept in perpetuity.
- In 2014 State Archives NSW built a Digital State Archive which will accept, preserve and make available digital Government records as State archives. This means that any records, irrespective of their format, identified as having continuing value to the memory of the State will be available and useable – now and into the future.
- State Archives NSW manages OpenGov NSW – a searchable online repository for information published by NSW Government agencies, including Annual Reports and open access information *released under the Government Information (Public Access) Act 2009.*
- State Archives NSW supports Data NSW (http://data.nsw.gov.au), a website that provides public access to NSW Government datasets and facilitates the sharing of data between agencies.

LEGISLATION

State Archives NSW operates under the *State Records Act 1998*, which replaced the *Archives Act 1960*. The Act provides for the creation, management and protection of the records of public offices of the State and for public access to those records. It also established State Records and its Board.

The *State Records Act* commenced on 1 January 1999, with the exception of Part 4 (concerned with transfer of archives to State Records' control), which commenced in July 1999.

The Act underwent a statutory review in 2003 and 2004. This resulted in a number of amendments which came into force on 15 July 2005. The regulations associated with the Act are reviewed every five years.

State Archives NSW will undertake a comprehensive 20 year review of the Act in the 2017-18 financial year.

STRATEGIC FOCUS

While State Archives NSW can look back on 2016-17 as a very successful year the challenges State Archives NSW faces in the immediate future are broad. Changed business models across government with the adoption of digital business are driving these changes and changing the demands on all organisations to adapt and renew.

The most pressing priorities for State Archives NSW for the next twelve months are:

- Completing a comprehensive review of the State Records Act in light of its 20 year operation, ensuring that it remains fit-for-purpose in the age of e-Government.
- Finalising a restructure of the organisation to bring State Archives NSW in line with requirements of the *Government Sector Employee Act 2013*.

State of Public Sector Recordkeeping

State Archives NSW statutory responsibility to promote effective and efficient recordkeeping across the NSW public sector commenced in 1999 with the State Records Act 1998. We undertake this responsibility by setting standards, providing guidance, promoting good practice, and monitoring public office performance and compliance.

IN THIS SECTION WE:

- comment on implementing the new Standard on records management
- comment on reviewing the Standard on the physical storage of State records
- comment on retention policy coverage
- describe some examples of poor practice

State Archives NSW started conducting records management surveys in 1996 and has conducted several compliance and information surveys since. During 2016-17 we did not conduct a formal compliance survey, as we were continuing to implement the new Standard on records management.

NEW STANDARD ON RECORDS MANAGEMENT: SUPPORTING DIGITAL RECORDKEEPING

The new Standard on records management was issued in March 2015. State Archives NSW has continued to support the implementation of this Standard in a number of ways.

Professional officers of the Government Recordkeeping Unit of State Archives NSW have provided advice and guidance to public offices implementing aspects of the Standard. We have also continued to update the comprehensive Implementation Guide to assist public offices understand the requirements of the Standard, and how the Standard will assist them in meeting their obligations under the State Records Act.

REVIEWING THE STANDARD ON THE PHYSICAL STORAGE OF STATE RECORDS

The Standard on the physical storage of State records was issued to all public offices in March 2012. The Standard sets out the minimum compliance requirements for the storage of active and semi active State records. The Standard covers records that are on a physical storage media (e.g. paper, tapes, disks) but excludes the storage of digital records on network servers.

In 2016, the Standard was reviewed by an external consultant and while the NSW Standard was very favourably reviewed against storage Standards in other Australasian jurisdictions in most aspects, there were areas identified in this review which needed to be considered in a revision of the Standard.

It is now five years since the Standard was issued. State Archives NSW is required under the State Records Act to ensure that records management standards remain relevant and 'fit for purpose', and is also required under section 13(4) of the Act to keep standards and codes of best practice under review.

During June 2017 a survey was conducted with public offices to seek their feedback and comments on the Standard. This feedback along with the consultant's review will be synthesised into a new storage Standard, due for release in late 2017.

ANALYSIS OF RETENTION POLICY COVERAGE

A total of 375 public offices were analysed for the extent of the disposal coverage of their functional records. Of these, 199 public offices (53%) are covered by general retention policies. Three ratings were applied to the remaining 176 (47%) public offices:

Green light (80%) – these public offices have functional comprehensive coverage of their records.

Amber light (10%) – these public offices have some functional records covered.

Red light (10%) – these public offices have no or few functional records covered.

OVERVIEW

The following public offices obtained comprehensive or increased partial retention policy coverage during the year:

- Health Professional Councils Authority,
- Medical Radiation Practice Council of New South Wales,
- Occupational Therapy Council of NSW,
- Aboriginal and Torres Strait Islander Health Practice Council,
- Chinese Medicine Council of NSW,
- Pillar Administration,
- Department of Industry,
- Roads and Maritime Services,
- Department of Finance, Services & Innovation.

TARGETED REVIEW OF FUNCTIONAL DISPOSAL COVERAGE

Targeted review of public offices with nil or only partial retention policy coverage for their functional records continued throughout the year.

Six public offices obtained comprehensive policy coverage during the year and 3 public offices obtained increased partial coverage. State Archives NSW is working with a number of the outstanding agencies to progress the development of comprehensive coverage.

TOTAL COVERAGE

- ■ Nil Coverage
- ■ Partial Coverage
- ■ Comprehensive Coverage
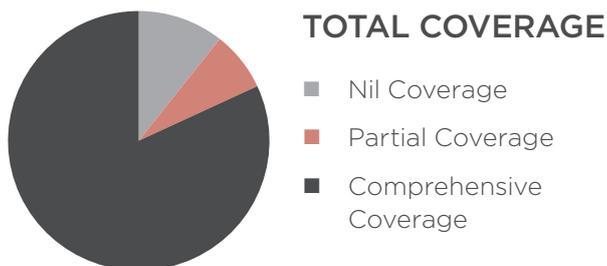
Figure 1: Disposal coverage in public offices at 30 June 2017.

TOTAL COVERAGE

- ■ Comprehensive FRDA
- ■ Comprehensive GRDA
- ■ Nil GRDA
- ■ Partial FRDA
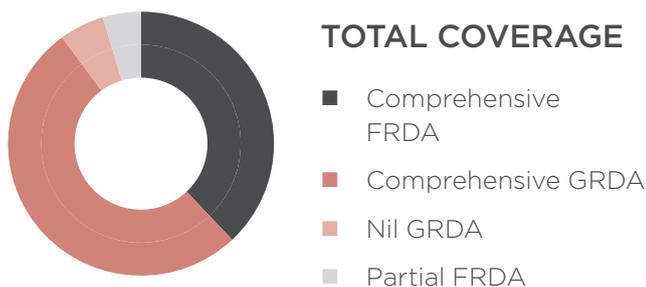
Figure 2: Disposal coverage by type as at 30 June 2017

IDENTIFYING PERFORMANCE ISSUES

State Archives NSW encourages public offices to review their retention policies as appropriate. A number of retention policies were reviewed or amended during the year to ensure the policies continue to provide comprehensive coverage that meets the operational, business and accountability requirements of the organisations. This included comprehensive review of functional policies covering Police criminal investigation records and Transport infrastructure planning, construction and maintenance records across all transport modes.

State Archives NSW monitors reports published by The Auditor General of NSW, NSW Ombudsman and the Independent Commission Against Corruption to identify recordkeeping performance issues. We also take note of media reports and issues raised with us by members of the public. We take action on select instances, usually writing to the public office and following up with a meeting or assessment of recordkeeping systems, as required.

Nine new matters or issues concerning recordkeeping in NSW public offices were brought to our attention during 2016-2017. These matters concerned poor recordkeeping performance in local government, NSW Government agencies and a University. Of these matters, three resulted in recordkeeping assessment processes. Some of these matters are still underway.

Key Achievements

ICONIC COLLECTION

- Current collection valuation of $970 million
- Accessions of State archives in 2016-2017 increased collection value by $48.4 million
- At-risk State archives preserved through digitisation

DIGITAL STATE ARCHIVE

- The Digital State Archive stores over 300 terabytes of state archives
- Upgrades to the State Archives Collection search interface to support enhanced discovery
- Over 1,000 publications uploaded to the OpenGov site

QUALITY RECORDKEEPING

- Future Proof blog had 11,777 visits
- E-Learning site had 4,235 visits
- GRR digitised more than 4 million images for clients

SUSTAINABILITY

- Self-funded 72% of operating budget through GRR
- GRR operational revenue surplus 21% of earnings
- 3.3% holdings growth
- $4.3 million operating surplus
- Continued growth of value-added services
- High levels of activity in the health sector

COMMUNITY ENGAGEMENT

- Highly successful Windows into Wartime exhibition
- Received highly acclaimed award in the 2017 National Trust Heritage Awards
- Commencement of a webinar program as a means of engaging existing and new audiences
- Volunteers worked 3,729 hours adding 7,956 items to online indexes and 14,247 items to collection search
- Continuing growth in social media activity

EFFICIENCY

- Secure recycling of 237 tonnes of paper through GRR destruction service
- Savings in electricity, fuel, water and gas consumption through better facilities and fleet management

PERFORMANCE

Performance Summary

1,146,338 website visits

4,265,266 page views online to main website

27,687 unique visits to the Archives Outside blog

11,777 visits to the Future Proof blog

4,235 visits to the e-learning site

25,200 reading room visitors

23,508 original archives issued in the reading room

40 community access points to the State Archives Collection across NSW

32,454 record items catalogued

1,715,580 records discoverable online

80,330 metres standard format archives in State Archives' custody

2,476 metres standard format archives in Regional Archives Centres

82,806 metres standard format archives in archival control

1,625 metres of records transferred to archival control

625,111 metres of non-current records in GRR

39,920 metres of non-current records accessioned in GRR

20,472 metres net growth

298,801 file retrieval operations in GRR

781,590 total client-facing operations in GRR

527,642 health files sentenced by GRR

727 participants in records management program events

3,185 total participants in public program events

567 participants in public program events in regional and rural NSW

1,673 participants in public program events in Western Sydney

49% public offices with comprehensive access directions

90% public offices with comprehensive records retention policies

8 new records retention policies approved in the year and 4 existing policies updated

Services for the Public

SENSITIVE PUBLIC SECTOR INFORMATION APPROPRIATELY PROTECTED

Most information kept by the public sector for more than 30 years should be accessible to the public, as sensitivities in the records diminish over time. Some information in records, however, must be protected from disclosure over longer periods of time. The people of NSW expect their personal information, where it legitimately continues to be held by Government for more than 30 years, to remain protected from public disclosure. Records may also be withheld from public access for security reasons or to protect ongoing commercial confidentiality.

GOALS:

- All public offices to make access directions (decisions about public access) for all records over 30 years old.
- Protect sensitive information through the application of appropriate closure protocols.
- Promote awareness and use of the State's archives as cultural, historical and evidential assets.

ACCESS DIRECTIONS COVER ALL RECORDS KEPT MORE THAN 30 YEARS

The *State Records Act 1998* requires public offices to make access directions. Access directions either open records to public inspection after 30 years or close them for a longer specified period. There is a presumption that most records will be open to public access after 30 years. Types of records that may require a longer period of closure to protect sensitive information are identified in the *Attorney-General's Guidelines for Making Access Directions.*

We maintain a register of access directions on our website and assist public offices to make access directions.

We rely on public offices to make access directions, providing assistance to them as required. The main trigger for making access directions remains the requirement that all State archives transferred to State Archives NSW be covered by an access direction.

INCREASE IN ACCESS DIRECTIONS

Seven public offices made comprehensive access directions during the year.

- Police Integrity Commission - Royal Commission into the NSW Police Service
- Mid-Western Regional Council
- Pillar Administration - Superannuation Administration Corporation
- Federation Council
- Roads and Maritime Services NSW
- Lord Howe Island Board
- Department of Planning and Environment

Due to administrative changes in government the number of agencies identified as independent public offices with comprehensive access directions has decreased since last year. This is attributable to previously independent public offices with comprehensive access directions becoming part of larger public offices. This has decreased the number of public offices counted as having comprehensive access directions and increased the number of public offices with partial coverage of records by access directions.

To ensure a meaningful measurement for meeting our objective of increasing the number of public offices with comprehensive access directions, in an environment where administrative change may vary the number of public offices, we will present our yearly achievement as a number of public offices making comprehensive access directions in the year.

While 49% of current public offices have made comprehensive directions the percentage of records covered is much higher due to most large public offices having made access directions as well as those with a high percentage of records identified as State archives.

NUMBER OF PUBLIC OFFICES MAKING ACCESS DIRECTIONS

	13-14	14-15	15-16	16-17
Partial coverage	5	1	1	1
Comprehensive coverage	5	19	5	7

TABLE 1 - Number of access directions made is not indicative of the complexity of work or the quantity of the records covered.

OBJECTIVE FOR 2016-17

• Reduce the number of public offices without comprehensive access direction in place.

ACHIEVEMENT

• There was an increase of 2% to a total of 52% of identified public offices (prior to administrative change) with comprehensive access directions.
• Under the current structure, this translates to 49% of all public offices (as noted above, administrative changes created fewer and larger public offices).

PUBLIC ACCESS TO RECORDS AT A GLANCE:

• Official records kept 30 years or more generally become accessible to the public.
• Access to records over 30 years old may be restricted to protect ongoing personal privacy, confidentiality, Indigenous cultural sensitivities, or security.
• Records less than 30 years old transferred into the State Archives Collection may be publicly accessible.

USE OF THE STATE ARCHIVES COLLECTION 2016-17

The purpose of preserving the State Archives Collection is to make the records available to enrich the lives of people and communities, in NSW and beyond. In addition to their cultural value, archives help people to establish personal or family identity and entitlements.

OUTLOOK AND CAPABILITY

We continue to face challenges in encouraging public offices to make access directions for all their records over 30 years old. *The Government Information (Public Access) Act 2009* continues to contribute to an increase in the amount of records being made available, under that Act, in the closed period (that is records less than 30 years old). This provides an opportunity to increase the records made available under early access authorisations as well as the type of records made subject to open to public access directions. We will continue to investigate other ways to increase access to State archives and continue to move for a reduction in the demands placed on public offices by seeking to remove the legislative obligation to renew closed to public access directions every five years.

Visitors to our reading room and website, and those who visit the regional and rural libraries and repositories holding copied parts of the collection and regional archives, use the archives for a variety of personal and professional purposes.

These researchers are then catalysts for taking the personal, community, state and national stories held in the archives to the wider public. They do this by passing on family histories, publishing local and community histories, writing novels based on historical facts or themes, curating exhibitions, and making films and documentaries.

ARCHIVES REACHING A BROADER AUDIENCE

Many people in the community, other than those who read acknowledgements at the front of a book or credits of a documentary, never realise that what they are reading or watching draws on information and evidence contained in the State Archives Collection or other archival resources. Similarly, document-based materials included in museum exhibitions are often from an archival collection.

LITERARY WORKS

Publications that drew on the State Archives Collection included:

• Faded footsteps, forgotten graves: Queensland's Ukrainian Anzacs by Khrystyna Misko.

PERFORMANCE

- The Last battle: Soldier Settlement in Australia, 1916-1939 by Bruce Scates and Melanie Oppenheimer.
- By grit and by grace: the story of William James Sedgbeer Bell, his father William Walter Bell and their families by Tom Reeve.
- New South Wales and the Great War /by Naomi Parry and Brad Manera with Will Davies and Stephen Garton.
- Railway hotels of Australia: volume two - New South Wales by Scott Whitaker.
- Jonathan Jones: barrangal dyara (skin and bones) / Jonathan Jones (artist) by Kaldor Public Art Projects.
- Hassans Walls: prized and pillaged by Keith Painter.
- Cunningham's expedition across the Liverpool Plains 1825: tracking and mapping the explorers, volume 5 by John Whitehead.
- Shady acres: politicians, developers and Sydney's public transport scandals 1872-1895 by Lesley Muir.
- Wellington Valley: the early years by Margaret Gribbin.

ARCHIVES SERVING A VARIETY OF PURPOSES

- World War I images displayed at Anzac Day Dawn Service, Martin Place
- Sydney Morning Herald article on the First Dawn Service
- Hoardings for Transport NSW
- ABC Documentary *Stargazing Live*
- Maitland Gaol Exhibition-*Lass to Lock up*
- BBC News used Sydney Opera House Drawings in a story about the Sydney Opera House
- Art paintings based on historic photographs of The Rocks
- History Wall at Blacktown Hospital
- Photographs to be used in the Reid Room NSW Parliament House
- Documentary - *Rule of Law in Australia*
- *Who Do You Think You Are*
- Movie-The Legend of Ben Hall
- Interpretive signage on Nepean River

STATE ARCHIVES BORROWED FOR MAJOR EXHIBITS

Cultural institutions may borrow original State archives for temporary display purposes, as long as they can guarantee security and provide appropriate environmental conditions.

One loan was made during the year to the Parliament of NSW for the exhibition *A Fit Place for Women*. The item loaned was NRS 13032 Women's Franchise Act (Act No.54, 1902) which was on display at Parliament House from January to May 2017.

SOCIAL MEDIA ACTIVITY

	2015-16	2016-17
FLICKR		
All time views	15,427,119	17,593,481
Images uploaded	3,160	3,268
Contacts	1,423	1,949
Images "Favourited"	2,682	2,837
Images commented on	1,910	1,990
Images in Flickr groups	1,406	1,484
TWITTER		
Number of tweets	5,002	5,651
Followers gained	6,181	7,105
Ranking in Top 50 Oz Gov Tweets	25 times	27 times
FACEBOOK		
Likes	7,572	12,717
HISTORYPIN		
Channel Views	11,530	11,761
GOOGLE		
Circles (now called Followers)	326	325
*Views	145,426	N/A
YOUTUBE		
Subscribers	384	591
Video Views	124,233	174,175
RSS SUBSCRIBERS		
Archives Outside	359	356
CAARA	64	77
Futureproof	350	347
For The Record eNewsletter (MailChimp)	1,250	1,229
Now & Then eNewsletter (MailChimp)	7,028	6,949
**State Records Events	58	N/A
**State Records News	31	N/A

TABLE 2 - Social Media Activity 2016-17

* Google Analytics ceased reporting this figure in January 2017

** These RSS figures were sourced from the old website and are no longer applicable.

THE STATE ARCHIVES COLLECTION IS WIDELY ACCESSIBLE TO PEOPLE AND GOVERNMENT

Access to the State Archives Collection is possible through our website and 40 physical community access points located around NSW and third party websites.

We also provide email and telephone enquiry services for information about the collection and how to use it. These services continue to be popular with researchers with a total of 10,223 enquiries received in 2016-17.

We see online services as the primary channel for providing access to the State Archives Collection for both the public and government. This is in line with global trends in provision of archival services and aligns with Government priorities for electronic service delivery. It is a challenge keeping up with the demand from our public clients for web based services. To this end State Archives NSW will continue to work collaboratively to enhance access to our collection online.

ONLINE PHOTOCOPY ORDER SERVICE

	2015-16	2016-17
Orders placed online	4,254	1,104
Orders received by mail	1,071	1,742
Copying orders from the public	5,325	2,846

TABLE 3 - Copy orders from the public.

WEBSITE VISITORS

An estimated 1,146,338 visits and 6,902,234 page views were made to our website during the year.

Services available on our website include:

- Archive searching (locate information about relevant archives).
- Photograph searching (to locate digitised photographs).
- Name searching (via indexes of names found in select archives).
- Ordering copies of selected archives, such as railway employment records, convict records, probates and immigrant list entries.
- Purchasing publications and copies of photographs.

- Pre-ordering of records in preparation for a visit to the Western Sydney Records Centre.
- Digital exhibitions.
- Digital copies of select archives.
- Applying for a Reader's Ticket before a reading room visit.
- RSS Feeds for news, events and our eNewsletter.

OBJECTIVES FOR 2016-17

- Enhance services to the public through online services.

ACHIEVEMENTS AND HIGHLIGHTS

- 722,282 unique visitors to our website
- 10,223 archival research and related enquiries handled by post, email and telephone.

ACCESS TO THE STATE ARCHIVES AT A GLANCE:

- Our website – access to digital copies of archives, indexes, catalogues, guides, copying service.
- Western Sydney Records Centre, Kingswood – access to copied and original records.
- Seven Regional Archives Centres (in Wagga Wagga, Newcastle, Armidale, Wollongong, Wingecarribee and Broken Hill) – access to regional archives and copies of popular archives.
- 40 community access points throughout the State, mostly at public libraries – access to microfilm copies of most popular archives.

PERFORMANCE

WEBSITE	VISITS (SESSIONS)	UNIQUE VISITORS	PAGE VIEWS
Main website	833,400	505,746	4,265,266
Archives Outside blog	31,382	27,687	84,669
Digital Gallery	46,788	39,713	80,893
eLearning	6,438	4,235	16,219
Future Proof Blog	15,351	11,777	30,204
Indexes Online	178,013	105,422	2,316,195
NSW Anzacs	6,508	5,749	13,005
Opening the Catalogue	1,546	1,366	2,086
Soldier Settlement	4,190	2,522	13,202
OpenGov NSW	22,722	17,065	80,495
TOTAL TRAFFIC	**1,146,338**	**722,282**	**6,902,234**

TABLE 4 - Website Activity 2016-2017.

A NOTE ABOUT THE STATISTICS:

The new website, which launched at the end of June 2016, has been designed to integrate many functions of legacy systems and multiple disparate websites such as the Indexes Online, Archives / Photo Investigator and the Digital Gallery site. As this integration work is completed the legacy sites will be progressively decommissioned.

To date API Search and Investigator (Archives / Photo) were decommissioned in July 2017 and therefore no statistics are available for this financial year. The project to integrate the Indexes Online is in progress as is migration of content from the Digital Gallery and therefore statistics are lower than the previous reporting period.

INTERESTS OF RESEARCHERS

Researchers of the State Archives Collection were interested, amongst many other topics, in:

- 1917 Eveleigh Railway Strike
- Early mapping of the Macleay River district
- History of Lord Howe Island
- Sir Charles Kingsford Smith and Keith Anderson
- Liquor Referendum 1916
- Improvements in mental health provision 1898-1925
- John Graham's (Convict) Map of Fraser Island
- NSW Governors' wives
- Colonial midwives
- History of Munmorah Power Station

- Aurora shipwreck 1917
- Prison medical service
- World War II NSW government Scorched Earth policy.

READING ROOM SERVICES

The Western Sydney Records Centre reading room continues to be popular with researchers.

Reading room visitors have access to a variety of equipment which allows them to make digital copies of original records, and from microfilm, microfiche and aperture cards.

ARCHIVES HELPING ESTABLISH PERSONAL IDENTITY AND ENTITLEMENTS, OR WITH HEALING PROCESSES

Archives can provide essential evidence for establishing a person's identity or entitlements. They can also be part of a person's healing process after traumatic events affected them in their past. State Archives NSW assists people to locate details relating to their own lives, or those of family, subject to appropriate access procedures.

Examples include:

- Using school admission registers to prove they lived in NSW as a child (where their birth may not have been formally registered and they now need a passport).
- Investigating the health of their ancestors through hospital and mental health records to ascertain disease inheritance.
- Identifying lost family through the records of child removal in the Aborigines Welfare Board records.

ENQUIRY SERVICES REMAIN POPULAR

Our public enquiry service continued to be popular. There were 6,082 enquiries received by email and post that were responded to during the year. This is a decrease from 2015-16. This decrease can be attributed to popular records in the collection becoming available on third-party provider websites and technical issues with the website. There was a 12% decrease in telephone enquiries.

Indexes to State archives are one of the most popular resources on our website. For many people, names of people, places and subjects are the key to locating records relevant to their research. During the year there were significant additions to online indexes relating to intestate estate case papers and nurses, while our valued volunteers worked on a range of indexes covering the 1820s through to the 1960s on topics as diverse as convict applications to marry, tramway employees and inquests and magisterial inquiries.

There are currently over 1.4 million index entries online.

	2015-16	2016-17
Responses to written enquiries in 20 working days		97%
Completion of copying orders in 20 working days	100%	98%

TABLE 5 - Meeting service guarantees

ELECTRONIC SERVICE DELIVERY AT A GLANCE:

- State Archives Collection is accessible via our website, through our online catalogue finding aids and publications.

- A wide range of indexes are available covering records relating to convicts, immigrants, the Colonial Secretary's correspondence, courts (civil and criminal), gaol inmates, education and child welfare, soldier settlers, deceased estates, probate, shipping, railway employees and divorces.

- Online enquiry and copy service available to the public and remote clients, offering research advice, guidance and an online payment facility.

FROM THE PUBLIC	2014/15	2015-16	2016/17
Written enquires (letter/fax)	1,176	1,135	1,811
Written enquiries (electronic)	7,663	7,527	4,271
Written enquiries total	8,839	8,662	6,082
Telephone enquiries	4,557	4,746	4,141
TOTAL	13,396	13,408	10,223

TABLE 6 - Public enquiry service

READING ROOM VISITS

There were 25,200 visits to the Western Sydney Records Centre.

Access to State archives in the reading room is free in accordance with government policy. Original (uncopied) State archives are only accessible at the Western Sydney Records Centre. A Reader's Ticket is required to use original archives. 1,095 Readers Tickets (valid indefinitely) were issued during the year.

Microfilm and microfiche copies of the most heavily used archives are held in the reading room. These are on open shelves and usage figures are not recorded.

There has been an 8% decrease in the use of original items and a 6% decrease in the number of readers (using original records in the Western Sydney reading room).

Reading room visitors can pre-order original records prior to visiting the Western Sydney Records Centre. Original records, other than probate files, are delivered within 30 minutes of the request. Probate files are delivered within 30 minutes of set times.

The seven Regional Archives Centres, operated by local public sector institutions, store and make accessible regional State archives to local communities. The regional archives they hold are mostly complemented by holdings of private archives relevant to their region. State Archives NSW acknowledges the valuable contribution of these institutions to the delivery of archival services to people in regional NSW.

FROM THE PUBLIC	2012-13	2013-14	2014-15	2015-16	2016-17
Western Sydney	28,092	29,128	27,812	26,766	25,200

TABLE 7 - Reading room visitors

FROM THE PUBLIC	2015-16	2016-17
Original archives issued	25,560	23,508
Readers using original items	5,030	4,721
Average number of original items per readers	5.1	5

TABLE 7 - Usage of original archive items by readers at Western Sydney Reading Room.

TEMPORARY RECALL OF STATE ARCHIVES

Public offices may recall individual State archives required for official use. State Archives NSW may provide temporary custody of the original record or supply a copy. In 2016-17, 3,117 requests were made for archives with 1,514 items returned or copies supplied to the relevant agencies entitled to recall them.

KIT OF COPIED ARCHIVES AND GUIDES FACILITATES REGIONAL AND RURAL ACCESS

40 Community Access Points (CAPs), based in public libraries and Regional Archives Centres around the State, hold microfilm copies of significant and popular archives from our collection in the *Archives Resources Kit (ARK)*. State Archives NSW also makes individual items of the ARK available through a loan service to libraries that are not CAPs.

COMMUNITY STAKEHOLDERS AT A GLANCE:

- family historians, community and local historians
- professional historians and academics
- heritage enthusiasts
- high school and university students
- seniors
- Aboriginal people
- artists
- public officials
- legal professionals

TOTAL NUMBER OF IMAGES ADDED TO DATABASE DURING 2016-2017

State Archives NSW's usual digitisation program was largely put on hold during this financial year with efforts being concentrated on the EmDARA (Emergency Digitisation of At Risk Archives) project which was completed in October 2016.

529 PHOTOGRAPHS DIGITISED

During 2016-2017 529 digitised photographs were added to our collection management system. Digitised photographs are available online to the public. These additions were from the following series:

- NRS 15051 School Photographic collection continued to be digitised with 138 additional images making 3,089 now available online.

- NRS 9873 Doctors photographs with 122 additional images uploaded.

This brings the total number of images available to 15,864.

Non-photographic digitised archives are also available online to the public. Additions were from the following series:

- NRS 13886 Surveyor General sketch books digitisation continues. 269 maps were digitised and uploaded this financial year bringing the total available online to 2,598.

Digital images also featured prominently in State Archives NSW social media channels most notably Flickr.

This year around 130 images were added to Flickr (an average of 2.5 images a week). We currently have a total of 3,283 images on our Flickr page and this continues to be added to on a weekly basis. By adding digital images to Flickr the public are able to interact with and comment on collection items.

GAOL BOOK PHOTOGRAPHS, AUDIOVISUAL MATERIAL AND COMPUTER FORMATS DIGITISED

A further 47,978 Gaol book photographs were digitised during 2016-2017 with preparatory work done to enable the images to be linked to the online index in the future. 333,115 audiovisual items and computer formats were also digitised during the EmDARA project resulting in a total of 383,035 digital preservation objects.

INCREASING ACCESS TO STATE ARCHIVES THROUGH AGREEMENTS WITH THIRD PARTIES

Third Party Agreements have previously been signed with Ancestry.com and Find My Past. Agreements with third parties to copy and publish State archives enhance access to State archives, especially online publication, by providing alternative avenues of access. State archives subject to such agreements are already open to public access and already available for public inspection.

INCREASING USE OF MATERIAL THROUGH COMMONS COPYRIGHT REGIME

State Archives NSW continues to be part of The Commons on Flickr. The Commons provides the public with access to a world photographic archive that allows for tagging, commenting on and reuse of images. To be a member of The Commons State Archives posts images without known copyright restrictions to Flickr.

State Archives NSW's datasets are also available through the application programming interface (API) with a Creative Commons Attribution only notice. This makes the access and use of the datasets the same as material available on OpenGov.

OUTLOOK AND CAPABILITY

State Archives NSW will continue to make the State Archives Collection accessible to the people of NSW and around the world through our website and network of physical access points.

State Archives NSW will continue to work collaboratively with other government agencies, third-party providers and stakeholders to the benefit of all users of the collection.

Communities know about and value the State Archives Collection

State Archives NSW is committed to making the State Archives Collection known to a diverse range of communities and individuals across NSW, beyond our existing clients.

To raise awareness of the collection and explain how to tap into it, we organise and participate in an extensive outreach program comprising talks, tours, exhibitions, an online newsletter, education programs, stalls, launches and other events. Through our outreach program we have built strong relationships with many of our public stakeholder groups.

	2015-16	2016-17
Onsite	397	1,237
Sydney	514	945
Western Sydney	395	436
Regional and rural NSW	1299	567
Canberra	0	0
Outside NSW	0	0
Overseas	0	0

TABLE 8 – Numbers of public program participants.

OBJECTIVES FOR 2016-17

• Meet continued public demand and expectations for an extensive outreach program of talks, tours, group visits and exhibitions.

ACHIEVEMENTS

• Organised or contributed to 90 outreach events, attended by 3,185 people.

Exhibitions

EXHIBITIONS PROGRAM

A four year exhibitions program was developed during the year. This is the first time we have undertaken such significant strategic planning in respect to exhibitions.

The program is intended to demonstrate the value of the State Archives Collection and the role of State Archives NSW as both a source of rigorous research and as a cultural institution that uses the State Archives Collection to address contemporary issues.

Each project within the program uses the State Archives Collection as its starting point and will be delivered, to varying degrees, across three platforms: onsite in Western Sydney, on tour through regional NSW and online.

The program will allow more effective planning, promotion and resourcing.

WINDOWS INTO WARTIME

Windows into Wartime: Home front insights through the lens of NSW government photographers was State Archives NSW's major exhibition project in 2016-17. The project was developed for the Centenary of Anzac (2014-2018) and to commemorate the 100 year anniversary of the First World War. Led by Curator, Dr Penny Stannard, Windows into Wartime brought together a team of research archivists, social history experts, designers, conservators and creative producers to deliver an insightful and impacting exhibition.

Windows into Wartime engaged with a series of photographic images produced by the NSW Government Printing Office (GPO) Photographic Branch during and immediately after the First World War. The Branch served an important role on the NSW home front during wartime. Its photographers – or 'operators' as they were then called – documented a range of activities including meetings of public officials, recruitment marches and campaigns, arms manufacturing, State-run enterprises, returning soldiers, patriotic events, volunteer movements and large gatherings that took place around particular issues such as conscription. The Branch produced an extraordinary body of work that not only documented, but promoted and shaped how the people of NSW responded to the impact and upheaval caused by the First World War.

The thousands of images produced by the NSW GPO Photographic Branch during the War exist as a collection of original glass plate negatives – a sub set of some 60,000 glass plate and celluloid negatives produced by the GPO which span the 1860s to the late 1980s – which are a significant and unique element of the State Archives Collection.

The Windows into Wartime exhibition was developed around six key themes that demonstrated the breadth and extent of government and community-led efforts made in support of Australia's war effort.

• Raising 'bouncing' babies was a focus of early wartime public health efforts. As war casualties mounted, the imperative to ensure that children survived into adulthood intensified.

• 'Real' men – the young, strong and patriotic – were urged to volunteer for service and the NSW government played an important role in recruiting for the Australian Imperial Force.

• Women were the backbone of the Red Cross volunteer movement in Australia as it served an important fundraising and support role.

- Repatriation projects to settle returning soldiers on the land to support them in purpose and livelihood were implemented through various government and non-government schemes.
- Concerts and carnival-like patriotic displays staged to raise funds, enabled school children in cities, suburbs and towns across NSW to contribute to the war effort.
- The need to protect the populace from 'a danger greater than war' swept the government into action to combat the 'Spanish' influenza pandemic that took hold in NSW in the early post war period. Capturing these activities as they happened were NSW government photographers.

Windows into Wartime was developed with rigorous research and curatorial methodologies and an ambitious brief to increase and extend State Archives NSW's engagement with audiences and communities. This involved:

- Archival research within the State Archives Collection to identify and source NSW Government and 'quasi' government records from the War era.
- Analysis of research findings to identify the spectrum of State initiatives and government-supported enterprises that contributed to the War effort on the home front.
- Research into the State archives NSW Government Printing Office (GPO) Photographic Collection to curate a selection of images produced from 1914 to 1919 that documented and promoted key campaigns and advancements.
- Specialist conservation treatment and digital scanning of glass plate negatives which had been in storage since their relocation from the GPO in Ultimo to State Archives NSW's Western Sydney Records Centre in Kingswood in the late 1980s.
- Curatorial-led integration of archival research findings with analysis of photographic material to generate new perspectives on the First World War.
- Design responses to develop a contemporary identity for the exhibition and to further engage audiences in historical material.
- Regional engagement - Consultation and planning with seven Regional Archives Centres to develop and present a smaller version of the exhibition for a year-long tour throughout NSW commencing in Broken Hill in November 2016.
- Curating the touring exhibition in partnership with Regional Archives Centres to ensure that it acts as a scaffold for presenting local collection-based material.

- Production and presentation of the Windows into Wartime exhibition across three different platforms:
  I. Western Sydney - A main exhibition at the Western Sydney Records Centre launched on 17 October 2016 and on display until September 2017
  II. NSW Regional Touring Exhibition - A smaller, 'pop up' touring version of the exhibition. Host venues were Broken Hill Library, University of Newcastle Library, Charles Sturt University Regional Archives (Wagga), University of New England and Regional Archives (Armidale) and the University of Wollongong Library
  III. Digital Exhibition - A slim-lined web-based exhibition and published research findings accessed through the State Archives NSW website https://www.records.nsw.gov.au/archives/exhibitions/windows-into-wartime.
- Marketing Strategy that distributed promotional collateral to public high schools, public and community galleries, museums, historical societies, local councils and public libraries throughout NSW.
- A social media strategy including video graphic vignettes to promote the exhibition on Facebook, Twitter, Flickr and other social media sites.
- A communications strategy resulting in a Channel 9 News feature broadcast on 20 November 2016; Southern Cross TV new feature broadcast on 11 November 2016 and ABC Radio 999 Broken Hill broadcast on 10 November 2016.

WINDOWS INTO WARTIME IN REGIONAL NSW

The exhibition toured the network of Regional Archives Centres throughout the year. This attracted significant local media and public attention.

Exhibition launches of the exhibition were held at:

- Broken Hill City Library on 10 November 2016 attended by 62 people
- University of Newcastle Library on 3 April 2017, officially launched by Scot MacDonald MLC, Parliamentary Secretary for the Hunter, and attended by 60 guests
- Charles Sturt University Regional Archives, Wagga Wagga, on 5 June 2017, officially opened by Mr Daryl Maguire, MP, Member for Wagga Wagga, Parliamentary Secretary for the Centenary of ANZAC, Counter Terrorism, Corrections and Veterans Affairs and attended by 60 guests.

PERFORMANCE

There was significant local media interest in the exhibition, with features on Prime7 News, WIN News Riverina and ABC Riverina (radio). The Windows into Wartime regional tour will continue into the latter part of 2017, with exhibitions at University of New England and Regional Archives, Armidale, and University of Wollongong Library.

CAPTURED: PORTRAITS OF CRIME, 1870-1930

Significant preparation for this exhibition was undertaken during the year on the next exhibition project, Captured: Portraits of Crime, 1870-1930. The exhibition explores the stories of men, women and children who were incarcerated in NSW gaols from 1870 to 1930.

The exhibition engages with photographic portraits and descriptions of prisoners sourced from the State Archives Collection of Gaol Photographic Description Books. These historic records have been digitised, and interpreted through research within and beyond the archives to illuminate events and contexts that led ordinary people to commit crimes. But as the ordinary unfolds, so, too, does the extraordinary. The exhibition's set of compelling case studies of individuals captured in the criminal justice system as a result of choice or circumstance provides a unique perspective that makes a new contribution to the history of NSW.

ANNUAL RELEASE OF NSW CABINET PAPERS

In the first half of 2017, work on a proactive media campaign to publicise the release of NSW Cabinet Papers commenced. The initiative provides an opportunity to highlight the value, richness and depth of the State Archives Collection as well as contributing to Government accountability and good recordkeeping. It is intended that this is an annual event following a successful model practised by the National Archives of Australia and other State archives institutions.

The work associated with the initiative includes engagement of a historian to examine the records, identify potential stories and develop a contextual essay on the identified stories. Other work includes the digitisation of relevant Cabinet Papers, identification of supplementary material and planning and delivering a media campaign. Consultation and possible participation of politicians from the era is intended to be a part of each year's release.

NSW Cabinet Papers are open to public access after 30 years. The inaugural release of Cabinet Papers later this year will focus on 1987 Cabinet Papers.

2017 NATIONAL TRUST OF AUSTRALIA (NSW) HERITAGE AWARDS

On 28 April at the 2017 National Trust of Australia (NSW) Heritage Awards held at Darling Harbour, State Archives NSW received a Highly Commended award for Windows into Wartime. Competition in the Exhibitions and Events category was fierce and there were more than 100 hundred nominations from organisations in this section.

2017 ANZAC DAY DAWN SERVICE

On 25 April 2017 a selection of images from Windows into Wartime was projected at large scale onto surrounding buildings in Martin Place during the Anzac Dawn Service. This initiative, a partnership with the Department of Premier and Cabinet and NSW Office of Veterans Affairs, enabled thousands of members of the public to experience the unique images from the State Archives Collection showing life in NSW during the war years.

WEBINAR PROGRAM

In March 2017, the State Archives NSW webinar program was established. The program comprises a regular presentation on an aspect of the State Archives Collection and its value to research. A presentation is attended 'live' and a recording of the session is then uploaded to the State Archives NSW website for viewing at the convenience of users.

The first two presentations were held during the reporting period. These covered the State Archives NSW website and Convict Records. Both were very well attended 'live' with 140 and 250 participants respectively. The recordings of both sessions available on our YouTube channel have also attracted several hundred views.

Webinars have the potential to widen State Archives NSW's engagement with audiences without the constraint of physical distances and to be used for training of Public Access partners such as public libraries and the Regional Archives Centres.

This form of presentation is both a cost-effective supplement to State Archives NSW's other outreach activities which have traditionally relied on face to face presentations and contact as well as a valuable

demonstration of optimising the use of technology for the delivery of services.

STATE ARCHIVES ADVISORY GROUP

In April 2017, the inaugural meeting of the State Archives Advisory Group was held. This Group is a new stakeholder committee which replaces the former Community Advisory Committee. It comprises representative users and stakeholders of our services to the public. These include Aboriginal researchers, genealogists, academics, historians, culturally diverse researchers, public libraries and remote users of our services through representatives from regional NSW.

The Group will meet 3-4 times per year and will focus on feedback on existing services and assistance in the introduction of new services.

CARINGTON VISIT

(**NOTE:** spelling is correct in both cases – name change of the family)

The Carrington albums, presented to Lord Carrington during his tenure as Governor of New South Wales were handed to the NSW State government in 2014 and now form part of the NSW State Archives Collection. In December 2016 we hosted a visit from Francesca Carington (this spelling reflects a change of name by the family), the grand-daughter of the current Lord Carrington and the great, great, great, great niece of Lord Carrington who served as Governor of NSW from 1885 to 1890.

State Archives and Records NSW arranged for Ms Carington to visit Government House in December 2016 as well as a tour of the Western Sydney Records Centre.

VISIT BY MINISTER PERROTTET

On 5 December 2016, the former Minister for Finance Services and Property, the Hon. Dominic Perrottet MP visited the Western Sydney Records Centre. The Minister had invited representatives from local history and family history societies from the Hawkesbury area to join him for a tour of the facility. The group comprised around 20 representatives. The tour highlighted some of the behind the scenes operating areas including conservation, digitisation and records storage areas. The group spent some time with the Windows into Wartime exhibition and also visited the reading room.

HISTORY WEEK 2016

The theme for History Week 2016 was Neighbours. A tour of the Western Sydney Records Centre was conducted during History Week and State Archives NSW was represented at the Premier's History Awards presentation and the Annual History Lecture.

SERVING THE INDIGENOUS COMMUNITY

We continued to provide services for the Indigenous Community and support OCHRE the NSW Government plan for Aboriginal Affairs.

There continues to be regular requests from communities across NSW to display versions of our previous exhibition, In Living Memory, which highlighted photographs from the records of the NSW Aborigines Welfare Board.

As part of NAIDOC Week 2016, the travelling version of the exhibition was loaned to Fire and Rescue NSW and the 'suitcase' version to Ngallu Wal Community Centre at Doonside.

Between May and July 2017, the 'suitcase' version was loaned to the Parramatta Female Factory Precinct Memory Project. The exhibition was viewed by approximately 340 people and was very well received.

OUTLOOK AND CAPABILITY

State Archives NSW will continue its efforts to reach out and promote awareness and use of the State Archives Collection to a diverse range of people and communities across NSW. Particular focus will be given to reaching those communities – the culturally and linguistically diverse, Indigenous people – who are not regular users of our services or who may not realise we hold records relevant to their lives and interests.

Whole-of-Government Services

EFFICIENT RETENTION OF PUBLIC SECTOR RECORDS

Official records are kept to support frontline customer service delivery, facilitate public sector governance and accountability, and minimise business risk to Government. A small number of the total records generated are kept indefinitely as part of the State Archives Collection.

Public sector records cannot generally be destroyed without the approval of State Archives NSW and its Board. The minimum periods for which the records must be kept are identified in records retention policies, known in NSW as retention and disposal authorities. Significantly, records retention policies also identify records to be kept as State archives. Routine implementation of the policies enables the timely transfer of permanently valuable records to State Archives NSW's care.

Records retention policies are fundamental to effective and efficient management and disposal of official records. By identifying how long information and records need to be kept from a regulatory, business or archival perspective, retention policies underpin sound digital information and records management. Prompt destruction of records that are no longer needed will reduce storage costs, assist agencies to manage growth in data and information and minimise risk exposure.

RECORDS RETENTION POLICIES COVER WHOLE PUBLIC SECTOR

RECORDS RETENTION POLICY COVERAGE ACROSS THE NSW PUBLIC SECTOR

Many public offices have all of their records covered by records retention policies as a result of our strategy of developing general policies that apply to like organisations. General policies exist that cover all or most of the records of local councils, health services, universities, ministers' offices and other agencies. These account for approximately 53% of the organisations in the NSW public sector.

Of the remaining government agencies and State owned corporations (which account for approximately 47% of the NSW public sector), general retention policies cover all common types of records they create or hold, such as administrative, financial and personnel records. These public offices

GOALS:

In partnership with public sector organisations:

- to put in place records retention policies that systematically cover all official records;
- to encourage routine application of these policies by public offices; and
- to ensure that public offices apply these policies effectively to digital information and records.

OBJECTIVE FOR 2016-17

- Ensure that public offices have comprehensive records retention policies in place and ensure public offices keep them under review.
- Ensure that agencies responsibly plan for the retention and disposal of digital records and destroy time expired digital information and records to reduce accumulation and manage risk.

ACHIEVEMENT

- 90% of public offices have comprehensive records retention policies.

must develop retention policies covering the records of their unique functions. At the end of 2016-17 approximately 82% had done this.

INCREASE IN RETENTION POLICIES COVERING GOVERNMENT AGENCIES

Public offices are encouraged to develop records retention policies to ensure their records are kept long enough to satisfy customer service and operational needs, as well as support good governance and accountability. We review the

policies developed by each agency before they are submitted to our Board for approval, and then issued.

During the year fourteen new retention policies were approved.

Six additional public offices achieved comprehensive disposal coverage through the issue of these policies. These included the Health Professional Councils Authority, the Medical Radiation Practice Council of New South Wales, Occupational Therapy Council of NSW, Aboriginal and Torres Strait Islander Health Practice Council, Chinese Medicine Council of NSW (these public offices were covered by the one policy) and Pillar Administration.

Two public offices achieved increased partial disposal coverage for their records. These included the Department of Finance, Services and Innovation (NSW Public Works and legacy records of the

HomeFund Commissioner) and the Department of Industry (Energy policy and regulation).

Three of the policies approved permitted the transfer of ownership or possession of certain records as a result of the privatization of government assets or businesses.

Six of the policies were reviews of or amendments to existing policies to ensure the policies continued to provide comprehensive coverage and reflect current business, operational and accountability requirements. This included a comprehensive review of the policies for NSW Police Force criminal investigations, Transport for NSW infrastructure planning, construction and maintenance and Social housing services provision. Amendments were approved for polices covering land titles registration, transport safety regulation and transport tolling services.

	RESULT 11-12	RESULT 12-13	RESULT 13-14	RESULT 14-15	RESULT 15-16	RESULT 16-17
Whole of agency	11	7	7	8	4	6
Partial	7	7	12	6	3	8
TOTAL	18	14	19	14	7	14

TABLE 9 - Retention policies approved.

CASE STUDY

Increasing retention policy coverage through the development of functional policies covering more than one agency.

One of the new retention policies approved during the year was a functional retention and disposal authority designed to cover the Health Professional Councils Authority (HPCA) and the 14 health professional councils rather than each Council and the HPCA having to develop and submit for approval a separate authority.

The review of the retention policies for transport infrastructure planning, construction and maintenance enabled the consolidation and streamlining of a number of separate authorities covering the various transport modes (rail, bus, ferries and roads) to be consolidated into one authority.

State Archives NSW will continue to identify opportunities for increasing retention and disposal coverage across the NSW public sector through strategies such as the development and issue of general policies or the amendment and extension of the scope of application of existing policies. These strategies not only have the benefit of increasing retention policy coverage but also support consistency in retention policy outcomes across the NSW public sector.

PERFORMANCE

QUALITY RECORDKEEPING AND EFFECTIVE RECORDS MANAGEMENT ACROSS THE NSW PUBLIC SECTOR

State Archives NSW sets and promotes standards for the creation and management of official records across the NSW public sector, and provides assistance to public offices implementing quality recordkeeping. We believe quality recordkeeping underpins efficient government frontline service delivery to the community, supports good governance and is an integral part of efficient public administration.

Quality recordkeeping depends on public offices having effective strategies, systems and practices in place so that the right information is created, managed and accessible for as long as it is required. Failures to document decisions, failures to keep reliable evidence of government actions, failures to manage records or failures to locate information can cost the NSW Government financially or can cause embarrassment and result in loss of public trust.

State Archives NSW aims to influence how records are managed in hundreds of NSW public sector organisations and across thousands of workplaces. This includes government departments, statutory bodies, state owned corporations, local councils, universities and the public health sector. Our success in this area depends on all public sector officials, chief executives and their staff being aware of how records should be managed, having appropriate knowledge and skills, having access to appropriate guidance and advice, and implementing good practices.

KEEPING STANDARDS UNDER REVIEW

One of the roles of State Archives NSW is to approve standards and codes of best practice for all aspects of records management in NSW public offices. During this period work commenced to review the Standard on physical storage of State records (Standard No. 11), issued in 2012, to ensure that it is still relevant and reflects best practice.

KEYWORD THESAURUS PRODUCTS

State Archives NSW keyword thesaurus products have good market penetration in Australia, both in the public and private sector. The products are designed to be adapted by organisations for use in classifying and indexing their records. The products can also be used for a wide range of information management purposes.

Our two records management thesaurus products continued to sell, particularly outside the NSW public sector and overseas. During 2016-2017 three Keyword AAA licences sold (Carinity Baptist Union of Queensland, Blue Waters Power Pty Ltd, Mercy Community Services Incorporated and three Keyword for Councils licences sold (Glen Innes Severn Council, Manningham City Council, Latrobe City Council).

	2012-13	2013-14	2014-15	2015-16	2016-17
Keyword AAA	9	8	4	2	3
Keyword for Councils	7	4	2	12	3
Revenue	$14,040	$11,330	$5,205	$6,573	$4,378

TABLE 10 - Keyword licenses sold and revenue.

COLLABORATION WITH GOVERNMENT AND INDUSTRY

State Archives NSW regularly participates in cross-agency initiatives and working groups. During 2016-2017 this involved:

- Participation in the Department of Family and Community Services' OneTRIM steering committee and Technical Advisory Group.
- Participation in the Community of ICT Professionals.
- Participation in several NSW ICT Strategy working groups – including the Information Management Community of Expertise, and Digital Information Security Community of Practice.
- Participation in the NSW Government Social Media Community of Practice.
- Participation in the Department of Finance, Services and Innovation's Information & Records Management Network

State Archives NSW participates in industry research and standards-setting where the outcomes have direct relevance to recordkeeping in the NSW public sector. During 2016-2017 we participated in the following ways:

- as a member of the Standards Australia IT/21 Records Management Committee; and
- as a member of Standards Australia IT/21 subcommittee IT21/5 Management systems for records.

DIGITAL RECORDKEEPING

State Archives NSW has a strategy to provide guidance and advice that will ensure that the New South Wales government documents its business via the creation of robust, useable and trustworthy digital records.

Improved government service delivery is contingent on access to good, accurate and accountable business information. During 2016-17 a main focus of digital recordkeeping was providing advice and guidance to agencies on understanding information risk assessment within the context of the Standard on

Records Management. We commenced development of a workshop on information risk assessment, and produced published advice in this area. We also continued to provide advice to agencies on their transition to digital working, particularly in relation to the use of cloud-based services and social media.

Information and records management advice was provided to several agencies undertaking major digital projects. Advice included interpretation and explanation of guidance and standards, connecting project managers with leading practitioners in other agencies or departments, and bringing together diverse organisations with similar challenges. We continued running our Digital Implementers Group, which provides an opportunity for public sector recordkeeping practitioners to share strategies and insights about their records and information management projects.

FUTURE PROOF BLOG

The blog continues to attract a strong following within the NSW Public Sector as well as more broadly in the industry. 31 blog posts were published in 2016-17, covering a wide range of topics. In this period there were 10,504 unique visitors to the Future Proof blog.

We used the blog to promote new guidance published on our website and other organisational initiatives, and to provide summaries of advice given about emerging issues in the sector. Topics covered included taking a risk-based approach to recordkeeping, decommissioning business systems, managing social media records and text messages, moving records and business activities to the cloud, and digital disposal. We also published a range of case studies describing successful recordkeeping implementations. The informal mechanism of the blog provides an opportunity to share ideas which may not yet be formal guidance, but which are emerging as important issues.

PERFORMANCE

DIGITAL RECORDS ADVISORY GROUP

The Digital Records Advisory Group was established in 2007. The Group:

- advises State Archives NSW on how to build digital recordkeeping capability across the NSW public sector;
- collaborates with State Archives NSW to identify and mitigate emerging areas of information risk in the NSW public sector;
- provides feedback and advice on State Archives NSW's existing and planned services as part of the digital records and archives strategy;
- tests digital records and archives solutions;
- shares experiences and insights on digital information management in the NSW public sector.

This group meets three times a year and in 2016-2017 comprised representatives from:

- City of Sydney
- Clinical Excellence Commission
- Department of Education
- Department of Family and Community Services
- Department of Finance, Services and Innovation
- Department of Industry
- Fire and Rescue NSW
- State Archives and Records NSW
- Sydney Water
- Transport for NSW
- University of Sydney.

AUSTRALASIAN DIGITAL RECORDKEEPING INITIATIVE (ADRI) PARTNERSHIP

We worked closely with others on digital recordkeeping and archiving strategy and tools. The Australasian Digital Recordkeeping Initiative (ADRI) is an undertaking of the Council of Australasian Archives and Records Authorities, the peak body of government archives and records institutions in Australia and New Zealand. The primary objective of ADRI is to pool resources and expertise to find better ways to ensure that digital records are preserved and made accessible for the future.

During 2016-17 State Archives NSW participated in a project to develop implementation guidance for the new standard on recordkeeping metadata, AS/NZS 5478:2015 Recordkeeping Metadata Property Reference Set. This project aims to support

the adoption of AS/NZS 5478 in ADRI member jurisdictions by developing practical products that support its implementation and ensure clarity amongst vendor and agency communities of the relationship between AS/NZS 5478 and jurisdiction-specific metadata standards.

During 2016-17 State Archives NSW also participated in a project to address the recordkeeping capabilities of a construction project management and collaboration software system used by government agencies undertaking large scale construction and infrastructure projects. This project seeks to work with the relevant software company to enhance the capabilities of the product and to develop guidance which highlights the recordkeeping functionality required of such systems.

CASE STUDY

Simplify, streamline and consolidate: OneTRIM for OneFACS

The amalgamation of several departments to form Family and Community Services (FACS) resulted in a mishmash of recordkeeping practices and disparate recordkeeping systems, originally designed to serve the discrete agencies, operating at variance to one another throughout the agency. To add complexity, FACS was using several different versions of an electronic document and records management systems (EDRM) product, at least one of which had reached the end of its product lifecycle. This environment, as it stood, adversely impacted the productivity of staff faced with having to work around multiple processes across several EDRMs.

To address these challenges, FACS embarked on a journey to consolidate six datasets into a single system: OneTRIM to support working together across FACS. The Program team successfully rolled out OneTRIM to 10,000 users from various business units and in diverse geographical areas.

The OneTRIM program's success reflected primarily on the Program Team and stakeholders engaged to provide specialist skills in recordkeeping, training, project and program management, change management, detailed technical knowledge of the system and application of legislative requirements.

State Archives NSW provided support and expert advice through its involvement with the Program's Steering Committee, Business Advisory Group and the Technical Advisory Group.

CEOs AND PUBLIC OFFICIALS AWARE, COMMITTED AND SKILLED

State Archives NSW has limited powers to compel NSW public offices to implement quality recordkeeping. We prefer to encourage good practice by raising awareness of records management standards and obligations, and by providing records management training and educational opportunities for public officials. Our annual training program is well known and continues to meet demand across the State. Our on-line training modules have been popular and provide a useful way for us to reach our audience.

INCREASING CEO AWARENESS AND COMMITMENT TO RECORDKEEPING

Our success in improving records management across the NSW public sector relies on our ability to make CEOs aware of the benefits of good recordkeeping and persuading them to commit to implementing standard practices. Engaging at this level continues to be a challenge for us.

During 2016-17 we promoted good recordkeeping to CEOs through:

- Sending 7 information packs to new CEOs; and
- Issuing the eighth edition of Future Proof newsletter to all CEOs.

PROVIDING RECORDS MANAGEMENT GUIDANCE AND ADVICE

State Archives NSW provides online guidance and resources on a range of records management topics via our website. We also produce a newsletter For the Record, issued 6 times a year, which is aimed at providing updates and advice to records management staff within the NSW public sector. In 2016-17, State Archives NSW responded to over 1166 enquiries about recordkeeping and records management from a range of people working within the NSW public sector, non-government organisations, private individuals and organisations, and from other jurisdictions. These enquiries were of varying levels of complexity.

OBJECTIVE FOR 2016-17

- Meet continued demand for expert advice on recordkeeping from public officials
- Understand and respond to emerging risk, concerns and issues affecting recordkeeping in the NSW public sector
- Provide up to date information on recordkeeping obligations to new public sector CEOs
- Provide records management short course training program, in partnership with private sector providers.

ACHIEVEMENT

- 727 participants in records management events.
- Advised 7 new Chief Executives of recordkeeping obligations.
- 6,536 visits to the e-learning modules.

GOALS:

- To increase awareness, commitment and skills of CEOs and public sector officials in the creation and management of official records.
- To encourage public offices to put in place effective records management programs, systems and practices applicable to their business.
- To help public offices to make and keep trustworthy and accessible digital records.

DEMAND FOR RECORDS MANAGEMENT TRAINING CONTINUES

Our wide range of training options continues to be popular with public offices with a total of

383 participants attending our short courses, EDRMS Implementers Discussion Group, or the Managing Recordkeeping Risk in Business Systems workshops.

In collaboration with our training partners, 21 short courses were delivered to a total of 247 participants. Courses were held at locations around NSW including: the Sydney CBD or Western Sydney and courses in 2 regional centres (Wagga Wagga, Tamworth).

Some of our training partners have taken the initiative to arrange and deliver in-house courses for particular public offices, and these have included conducting tailored courses on 9 occasions for clients in Sydney and Wagga Wagga.

Our commitment to improving the level of records management skills across the NSW public sector is long standing: we have provided short course training for 30 years. Thanks are due to our training partners: **Recordkeeping Innovation, and Siller Systems Administration.**

RECORDKEEPING EVENTS IMPROVE AWARENESS AND SKILLS

State Archives NSW undertakes a number of initiatives aimed at raising recordkeeping awareness and the skills of public officials and ultimately building a strong recordkeeping culture within the NSW public sector. During the year 344 public officials attended various recordkeeping events and presentations. Key events were:

- 257 NSW public officials attended our Records Managers Forums (three held in Sydney);
- 9 attended a presentation on the work of the Government Recordkeeping team at the CAARA meeting;
- 13 attended a presentation on the management and disposal of audiovisual material at a roundtable meeting convened by the Information and Privacy Commission;
- 30 attended a presentation on social media and recordkeeping at the Information and Privacy Commission;
- 35 attended a presentation on social media and recordkeeping at the NSW School Archives Professional Development Day.

Our Training Resource Centre and suite of e-learning modules continue to be well received. During 2016-17, we had 6,536 visits to the e-learning site, and 16,490 page views.

During the year we added a new online course on the disposal of records.

RESULT 2012-13	RESULT 2013-14	RESULT 2014-15	RESULT 2015-16	RESULT 2016/17
381	389	275	287	247

TABLE 11 - Training course participants

Digital State Archive

State Archives NSW has developed a state-of-the-art digital archiving solution, the Digital State Archive. This system enables, for the first time, the long-term preservation and provision of access to the State's valuable digital records as State archives. Rather than being about the digitisation of older paper material, this initiative is about ensuring the integrity and longevity of key government records in databases, file systems and the wide array of formats that characterise the digital working environment today. With the digital transformation of NSW government and the vast majority of official records now being created and kept exclusively in digital form, it is vital that State Archives NSW extends its preservation and access delivery services into the 'born digital' environment.

The systems, tools, services and processes that have been developed as part of the Digital State Archive project will have broader application in the NSW public sector to assist with a range of digital continuity issues for all NSW public office digital records; including migrating records forward through technology change, building better recordkeeping systems and conforming to standards for ease of information sharing.

The Digital State Archive was established as a project in 2011. In June 2014 it entered an operational phase when the Minister for Finance, Services and Property, Dominic Perrottet, announced a further four years of continuation funding.

ACHIEVEMENTS

Achievements over the last year include:

- continuing to work with NSW agencies and public offices to initiate new migration projects;
- initiating new types of digital archives migrations including digitised tributes from the Martin Place Siege, ministerial social media records, reverse engineering an obsolete database of the 1991 Chelmsford Royal Commission, and working with electricity State Owned Corporations to migrate high value digital records as State archives;
- ingesting digital State archives in custody (the digital backlog) into the Digital State Archive system. This includes the records of the Chelmsford Inquiry;
- supporting emergency digital preservation work being carried out as part of the EmDARA project which will greatly reduce the digital backlog;

• redesigning the State Archives Collection search interface to support enhanced discovery of digital State archives.

OUTLOOK AND CAPABILITY

The priorities for the Digital State Archive going forward are:

• the commencement of new migration projects for digital records at risk;

• further enhancement of search facilities for the Digital State Archive, including the provision of a 'one stop shop' that spans digital government information stored in the Digital State Archive, OpenGov NSW and Data NSW; and the development of a secure remote access facility for public offices to use migrated records that are closed to public access;

• researching and developing whole of government solutions for the long term storage and preservation of digital records; frameworks to manage social media records; and the automated classification and disposal of records using machine learning technologies.

OpenGov NSW and Data NSW

OPENGOV NSW

OpenGov NSW is a searchable online repository for NSW Government publications such as annual reports, strategic plans, guides and policy documents, as well as information released by agencies under the Government Information (Public Access) Act 2009 (GIPA). Its role is to increase access to NSW government information and to simplify the publishing process for government agencies. It is valued by researchers for its ease of access and for providing a permanent home for information. According to one university librarian, "I've found OpenGov is an incredibly useful and importantly stable resource for referring our research clients."

NSW Government agencies, local government councils, NSW universities and State owned corporations can use OpenGov NSW to publish current as well as legacy publications and Government Information (Public Access) Act 2009 (GIPA) released information. Agencies are obliged to publish each year's Annual Report on OpenGov NSW under Ministerial Memorandum M2013-09: Production Costs of Annual Reports.

By publishing on OpenGov, agencies can ensure that important government information remains available to government and the public without having to maintain it all on their own websites. By using the state of the art preservation technologies of State Archives NSW's Digital State Archive, the contents of OpenGov are assured of remaining accessible and secure into the future.

During 2016-1017, the site was connected with the NSW Identity Hub and this has made it easier for agencies to login and upload new content. Over the year the site grew from 4000 to over 5000 publications.

DATA NSW

In August 2014, State Archives NSW undertook responsibility for maintaining and supporting the Data NSW website (http://data.nsw.gov.au). The Open Data initiative is a priority of the NSW Government ICT Strategy and Data NSW is a key platform for that initiative. Data NSW provides a searchable interface to NSW government datasets. The site also houses the Information Asset Register which is a closed-access subsite to support the sharing of data between agencies.

By supporting Data NSW alongside OpenGov NSW and the Digital State Archive, State Archives NSW makes full use of the technical capabilities and infrastructure provided by the Digital Archives team. This involvement also opens up significant opportunities to link these three digital repositories with possibilities for creating integrated channels for NSW public offices seeking to transfer digital information and cross-site searching for NSW citizens seeking to access government digital information.

Commercial Services

NON-CURRENT RECORDS STORED EFFICIENTLY

In 2016-17 State Archives NSW's off-budget records storage business, the Government Records Repository (GRR), continued to provide secure and efficient records storage and related services to the public sector. The GRR had a strong year with an excellent result.

The GRR aims to keep Government records storage costs low, while providing a model of best practice for services and facilities. The GRR primarily services inner-budget agencies, but clients also include local councils, public hospitals and universities.

While demand for storage and retrieval of physical records continues to grow, the GRR has been working hard to meet client needs in terms of digital services, including digitisation, consulting and hosting. The GRR is continuing to develop and offer value-added services to allow clients to focus on their core business, and provide an income stream in the face of an anticipated future decline in paper storage requirements.

The work of the GRR also gives the wider group of State Archives NSW significant insight to the challenges and trends that the sector is experiencing. The GRR works closely with agencies to help them efficiently control, manage and legally dispose, (including transfer to the archival collection) their records in a timely fashion. This assists State Archives NSW in achieving its strategic objectives by leveraging industry experience.

FILE STORAGE AND RETRIEVAL SERVICE DEMAND MET

The GRR accessioned 39,920 linear metres of incoming records during the year compared to 45,404 in 2015-16. With 19,448 linear metres of records being destroyed, transferred or permanently recalled, net growth of 20,472 linear metres was achieved.

2016-17 saw the GRR holdings grow to 625,111 linear metres of public sector records.

ACHIEVEMENTS AND HIGHLIGHTS

- $4.3 million operating surplus
- 3.3% holdings growth
- Large scale digitisation projects

File retrieval operations are specifically the activities of pulling files from storage to return to clients, and re-filing them when they return to storage. In 2016-17, the GRR performed 298,801 file retrieval operations, representing a 2% decrease. The ratio of file retrieval operations to holdings continues to slowly decline (in 2016-17 the ratio was approximately 1 operation per 2.1 linear metres of holdings, a 5% increase in the ratio from the previous year), as the high use short term records are now commonly held in electronic systems maintained by clients. Records held by the GRR generally have long retention periods and lower retrieval requirements than in the past. However, holdings growth is ensuring that retrieval (for use by the client) quantities are remaining relatively steady.

RESULT 2015-16	RESULT 2016-17	TARGET 2016-17
6.0	3.3%	5%

TABLE 12 - Net growth of holdings

FILE RETRIEVAL OPERATIONS

We are not able to influence demand for file retrieval operations, as these are based totally on client requirements. A downward trend in file retrieval has been forecast for some time due to the anticipated impact of electronic record-keeping systems within agencies; however this is being offset by the growth in health records and the active life of these records.

For several years the GRR has tracked its overall client-facing operations. These include file retrieval activities, but also activities such as items transferred into storage, items removed from storage, and boxes transferred and destroyed. The figure also includes boxes processed by our data entry teams for cataloguing and sentencing services, although the figure does not include the quantities of individual files which have been handled through these latter activities, nor does it include digitisation activity.

10,000'S
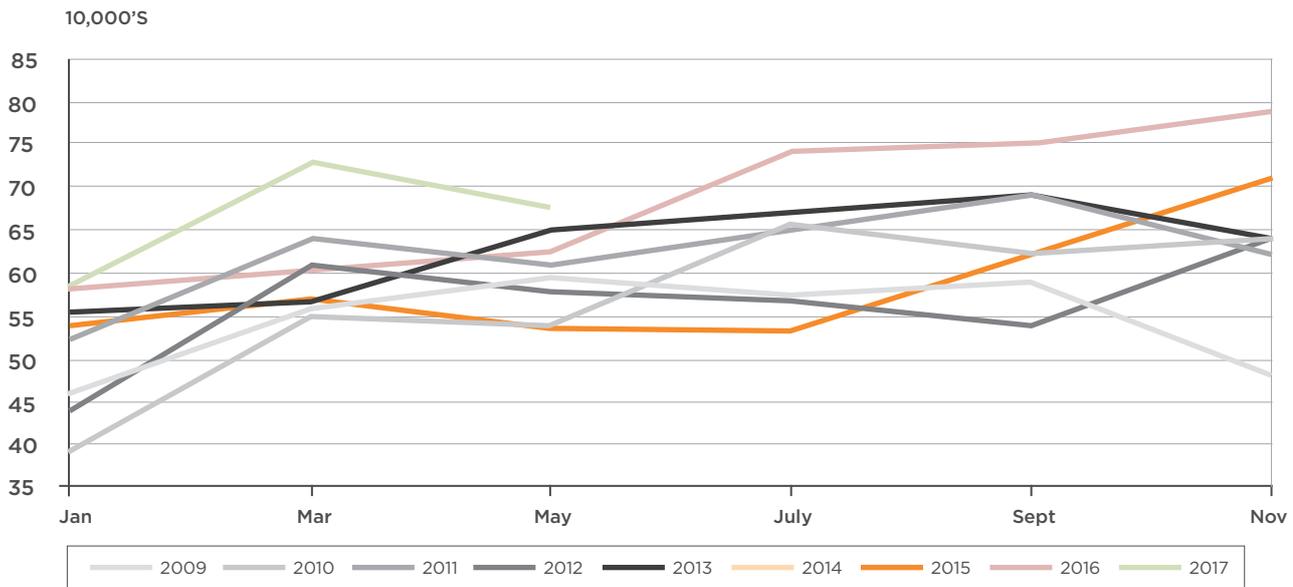
Figure 3: File retrieval operations

YEAR	OPERATIONS	% INCREASE
2011-12	883,019	5%
2012-13	898,200	2%
2013-14	875,420	-3%
2014-15	746,346	-15%
2015-16	824,948	10%
2016-17	781,590	-5%

TABLE 13 - Client-facing operations

VALUE-ADDED SERVICES

The GRR is delivering against the State Archives NSW Strategic Plan. A detailed Business Improvement Plan (BIP) is in development focusing specifically on the operations of the GRR.

There was a continued high level of activity in health information sentencing over the 2016-17 year, with several major hospitals now contracting the GRR to routinely remove and sentence their client information records on an annual basis. The GRR's team of experienced health information sentences processed 527,642 files in 2016-17.

Also mandated in the outBusiness Plan and delivered by the GRR are digital services, most notably;

- Imaging – 10.3% of retrievals are now provided via "scan on demand" imaging, and this figure is growing (from 5% in 2014-15 and 6.9% in 2015-16) as our clients progressively obtain the capacity both technically and financially to operate digitally.

The GRR also undertakes large scale "back scanning" projects of client records. Over 1,300 GB of data was generated this year through the Digitisation and Imaging unit.

- EDRMS Management – The GRR hosts electronic records for our clients both passively (example through our web system for delivery of imaged records) and actively (example the "CommSERV" database hosted for Community Services)

We are pleased to report that in the 2015-16 year, Fees & Consultancy revenue was $2.23M. This was related to two major factors:

- Continuing high usage of the GRR's specialised health file sentencing service, discussed above;
- Large scale digitising work undertaken for a number of clients, discussed above.

FINANCIAL VIABILITY REMAINS STRONG

The GRR has operated as an off-budget service unit since 1 July 1990, relying primarily on paper-based records storage fees to generate its operating revenue. In 2016-17 the Government Records Repository's result was on par with last year's record result for both revenue and surplus. A surplus of $4.21M (down just $30K) was generated from a revenue of $19.74M. This equates to a 21.3% return on earnings.

ENVIRONMENTAL IMPACT LESSENED

Our records storage and retrieval business has limited impact on the environment. Nevertheless, we are vigilant to ensure we reduce our impact where possible.

PERFORMANCE

We undertake constant monitoring of our fleet to ensure that it remains appropriate to our needs and that we meet our agreed greenhouse gas reduction targets. In 2016-17 the fleet kilometres fell by 0.5% to 537,587 kilometres as a result of continued review and optimization of the transport section.

Despite an increase in the linear metres of destruction (6,844, up from 5,835), the weight of securely destroyed and recycled records fell to 237,010 (down from 326,000) kilograms of paper due to under-weight boxes.

	RESULT 2016-17 $'000	TARGET 2016-17 $'000
Revenue	19,736	17,522
Expenditure	14,899	14,782
Surplus	4,210	2,114

TABLE 14 - Revenue targets and results before contribution

VALUE ADDED SERVICES FOR FAMILY AND COMMUNITY SERVICES

The Historical Records Digitisation Project (HRDP) commenced in mid-October 2016. It originated from the ongoing relationship between the Government Records Repository (GRR) and Family and Community Services (FACS) and is a response to increased demands on FACS to supply client information to Clients, the Royal Commission into Institutional Responses to Child Sexual Abuse and other legal proceedings. This project is ongoing and continues to be a major undertaking with new funding received recently, this is now in its third year. Last financial year, over 3,950 items were digitised under this project, and associated metadata harvesting was undertaken as well. The metadata harvesting of these records can be highly challenging due to the volume and styles of handwriting associated with these records.

The GRR has a strong reputation for its ability to provide top quality services in complex projects where a high level of detail and skill are required.

OUTLOOK AND CAPABILITY

The Western Sydney Records Centre (WSRC) has total storage space of 474,000 linear metres for non-current records and archives, with the GRR now utilising an additional 216,000 linear metres in leased satellite repositories in the Penrith area.

GRR expects to continue to follow the strategy of leasing and equipping off-site warehousing to maintain its business. This approach has allowed the GRR to match its capacity closely to demand from clients. The GRR will be closely monitoring its storage requirements into the future. In 2017-18 it is expected that additional capacity will be taken on through this strategy.

The GRR's holdings grew by 20.5 kilometres in 2016-17.

We expect that demand for our records storage and associated services will continue to be strong in the coming year with continued growth of holdings. High demand for our professional and value-added services will remain as clients continue to deal with accumulations of unsentenced records both within the GRR and on their own premises.

The GRR has experienced strong growth in its digital services, and in particular digitising of records held by GRR and State Archives. Utilisation of our existing dedicated digitisation facilities is very high and projected to continue to grow strongly. To support this demand, GRR will look to increase the space, technical skills and capacity of the unit. This will continue to be a focus as our clients progressively obtain the capacity both technically and financially to operate digitally. The GRR has also expanded into "bureau" type digitising where the material to be digitised is not held in storage by State Archives NSW or GRR, giving the organisation another revenue stream. This new market will be monitored closely for emerging opportunities.

State Archives Collection

State Archives NSW manages and preserves the State Archives Collection so that it is available to the people of NSW. The State archives are also the corporate memory of the NSW Government and broader public sector and therefore have value to public officials. As our collection includes the earliest government records in Australia, dating from the arrival of the first Europeans, it is also used by people around Australia and the world.

Records to be added to the collection are identified in records retention policies. We encourage public offices to transfer these records to our custody when they no longer need them. There continues to be a high level of transfer activity, but many records of continuing value remain in public offices, often in less than ideal conditions.

Most of the current paper State archives are in their original form and remain uncopied, which poses challenges in their ongoing preservation and in making them widely accessible. A major challenge is to describe and document the collection, particularly individual State archives.

State Archives NSW is committed to maintaining a range of access points. We provide access to the State archives through our reading room, our website and 40 community access points across regional NSW including seven Regional Archives Centres. We are also committed to promoting the State Archives Collection as a rich cultural and information resource. This involves presenting an extensive public program of talks, tours, exhibitions and other events.

OBJECTIVE FOR 2016-17

- Encourage public offices to transfer their archival value records to our custody.
- Digitise at-risk State archives.

ACHIEVEMENTS AND HIGHLIGHTS

- 1,625 linear metres plus 13,631 plans transferred as State archives.
- 383,035 preservation digital objects of State archives

PUBLIC OFFICES PROTECT OR TRANSFER ARCHIVES

Public offices are responsible for protecting that part of the State's archival heritage which is under their control. Many public offices hold records of archival value which they no longer use. State Archives NSW encourages public offices to transfer these records to us, to ensure their ongoing preservation. We can also make the archives accessible through our public reading room, Regional Archives Centres and online services.

Archives not transferred to our custody, or to one of the Regional Archives Centres, are at greater risk of loss or accidental destruction or damage. State Archives can also make distributed management agreements with public offices to preserve and make accessible their own or other agencies archives, where it is logical for them to do so and they can meet important conditions.

Distributed management agreements are currently in place for the Regional Archives Centres at Wingecarribee, Wagga Wagga, Armidale and University of Newcastle and for selected records held by the Powerhouse Museum and Western Sydney University.

PUBLIC OFFICES CONTINUE TO TRANSFER STATE ARCHIVES

Quantities of archives proposed for transfer fluctuates from year to year with transfer driven by public office demand.

721 consignments from 279 series were received at the Western Sydney Records Centre. Land and Property Information (LPI) in the Department of Finance, Services and Innovation was again the most active public office with 30% of all transfers received. 75 consignments of the series NRS 19513 General Register of Deeds, totaling 7,500 items, 94 consignments of NRS 13859 Crown Plans, 41 consignments of NRS 19111 Deposited plans and 98 consignments of NRS 19439 Charting maps were also transferred. The primary impetus for these continuing large-scale transfers has been the move to digital modes of business within LPI. Very large series such as the General Register of Deeds are

PERFORMANCE

being digitised, thus allowing the original records to be 'retired' to archival storage and access to be provided digitally.

44.82 metres of Parliamentary archives were also received for storage and preservation under the terms of an agreement with the NSW Parliament.

	RESULT 13-14	RESULT 14-15	RESULT 15-16	RESULT 16-17
State Archives transferred to State Archives NSW's custody	1,129	2,347	1,982	1,623
State archives transferred/added to regional repositories	26	2	19	2
State archives transferred/added to other distributed collections	0	0	0	0
TOTAL	1,156	2,349	2,001	1,625

TABLE 15 - Metres of standard format records transferred as State archives.

	RESULT 13-14	RESULT 14-15	RESULT 15-16	RESULT 16-17
Maps and plans	4,773	3,412	8,193	13,631
Maps and plans (to regional repositories)	0	0	0	0
TOTAL	4,773	3,412	8,193	13,631

TABLE 16 - Number of non standard format items transferred as State archives.

REGIONAL ARCHIVES CENTRE	PROJECT	GRANT
University of Newcastle	Rehousing of approximately 1500 university photographs	$4,884
University of New England and Regional Archives	Documentation of State archives holdings	$10,735
Newcastle Region Library	Documentation of Maitland Land Board Archives	$4,457
Newcastle Region Library	Digitisation of Newcastle Pasturage Reserve records	$566
Charles Sturt University Regional Archives	Documentation of local government archives	$13,640
Outback Archives Broken Hill City Library	Purchase of archival materials for rehousing Council minute books, ledgers and volumes	$5,314
TOTAL		$40, 000

TABLE 17 - Grants to Regional Archives Centres 2016-17

SUPPORT FOR REGIONAL ARCHIVES CENTRES

Support for the Regional Archives Centres through Archives in the Bush grant funding was made available during the financial year. Grants were made for documentation and improved access and housing for State archives.

ARCHIVES MANAGEMENT AT A GLANCE:

- The State Archives Collection is distributed, being located in Western Sydney and seven regional centres.
- State Archives NSW has purpose-built storage for archives.
- Public offices can transfer records that are identified as State archives in a records retention policy, are covered by access directions and meet other conditions.
- Public offices can manage their archives as part of the distributed State Archives Collection, by agreement with State Archives.

OUTLOOK AND CAPABILITY

State Archives NSW anticipates that significant quantities of archives will continue to be transferred to our control over the next five to ten years, as the bulk of paper-based records become inactive and as agencies with responsibility for vital infrastructure implement major copying projects. However, the large number of series being transferred continues to place pressure on our limited archival and clerical support staff resources.

It is gratifying that many public offices are fulfilling their obligations under the State Records Act 1998 by transferring inactive records of continuing value as State archives. Unfortunately the volume of material transferred is such that we are unable to fully check all consignments, and a large backlog has built up, delaying final approval of many transfers, and the registration of consignments and uploading and publication of item lists. The 2014-15 Collection Documentation Backlog Project demonstrated what is possible if resources are available to carry out the work.

Whilst transferring archives into our custody is important to us, we will also continue to support a distributed State Archives Collection. To this end we aim to investigate options and opportunities for improving regional access to the State Archives Collection through expansion of the network of Regional Archives Centres or distributed management agreements with public offices that have the capacity to manage archives in accordance with the conditions that ensure they are properly preserved, documented and accessible to the community.

THE STATE ARCHIVES COLLECTION IS APPROPRIATELY STORED AND PRESERVED

State Archives manages an extensive government archive collection, comprising items of varying formats, across ten locations. Archives require clean, environmentally-controlled storage conditions to help ensure their preservation in perpetuity. Non-standard format archives, such as film, require purpose-built cool storage. Archives in digital format require a different storage and preservation regime.

We are committed to providing the best available storage conditions for all State archives. Where appropriate storage is available it slows further deterioration of the archives.

OBJECTIVE FOR 2016-17

- Digitise approximately 48,000 pages of Gaol Photograph Description Books.
- Undertake conservation treatment on priority items.

ACHIEVEMENTS AND HIGHLIGHTS

- 47,978 pages of Gaol Photograph Description Books digitised.
- 383,035 digital preservation objects of State archives created.
- Priority items received conservation treatment archives

THE STATE ARCHIVES COLLECTION CONTINUES TO GROW

The State archives collection increased by 1,625 metres of standard format archives during the year, bringing the total collection to more than 82.8 kilometres.

Standard format archives include files, volumes, microfilm reels, films, audio visual items and all other archives stored on shelves and counted in linear metres.

PERFORMANCE

	RESULT 15/16	RESULT 16/17
Archives in State Archives NSW's Custody	75,188	76,811
Records to be appraised in State Archives NSW'scustody	3,519	3,519
Total in State Archives NSW's custody	78,707	80,330
Archives in regional repositories	2,474	2,476
TOTAL IN ARCHIVAL CUSTODY	81,181	82,806

TABLE 18 - Metres of standard format State archives in State Archives NSW's control. Note: These figures do not include the 730 metres of Parliamentary archives held by agreement with the NSW Parliament.

PRESERVATION ADVICE PROVIDED TO AGENCIES

As the level of transfer activity has increased, and more agencies are undertaking large-scale digitisation projects, there is a need to provide expert preservation advice before records are actually transferred as State archives. The movement of Land and Property Information (LPI) function to a commercial entity prompted a large scale digitisation project of the remaining record sets still in the custody of LPI. State Archives NSW provided conservation advice regarding the pre-scanning treatment required for these record sets. We also assisted a number of other agencies during the year including Hunter New England Health regarding the remediation of records affected by flooding and mould.

State Archives NSW seeks to ensure that records of archival significance are being properly stored and managed while still in agency custody, and to provide guidance on appropriate handling, packaging and transportation for records to be transferred. We also assist agencies to identify seriously damaged records, and advise on essential remedial conservation work that may be necessary before they can be accepted into our control. Conservation advice was requested by public offices, a range of private individuals and groups and regional repositories on 22 occasions.

During the year, 36 groups of public office staff, tertiary and school students and family historians took the opportunity to visit the conservation laboratory, highlighting the role State Archives NSW has in the long term preservation of State archives. In addition Preservation Services hosted State Archives' National Volunteer Week tours.

The Senior Conservator was interviewed by Channel 9 about preparation of archives for the EmDARA project.

MACRO-PRESERVATION CHALLENGES

Constant monitoring of the environment and storage areas is part of the routine of managing potential mould and pest threats. One challenge has been maintaining environmental conditions with aging mechanical services. Expert preservation advice was provided to projects during the year including the Mechanical Services upgrade project and the SARV project. New disaster bins and spill kits were deployed across the Western Sydney Records Centre. Conservation staff trained 35 new staff in the safe handling of archives and records.

ITEMS RECEIVE CONSERVATION TREATMENT

A further challenge has been maintaining large scale preservation rehousing and treatment programs with the increase in priority requests and large projects.

During 2016-17, 1,611 fragile items received treatment as priority requests to enable access for a range of activities. This was a 25% increase on treatments from 2015-2016. Priority requests are from clients rather than part of preservation programming.

Agency retrieval saw 1,001 State archives receiving treatment prior to dispatch, the majority being for the Department of Family and Community Services.

53 boxes of at-risk archives received conservation treatment, including Divorce, Colonial Secretary and Deceased Estate series. The valuable contribution of our volunteer program has seen progress with 11 volumes of Colonial Secretary's In-letters being cleaned and rehoused for easier access.

The growth of digitisation projects has seen conservation increasingly involved in the assessment of items, their preparation and/or treatment for copying. Agencies are engaging the GRR to digitise State archives and all State archives series copied are inspected and assessed first. A Conservation Assessment Request for Digitisation form on State Archives NSW's intranet was introduced in March 2014.

Each request can have up to 8 items, or runs of boxes. This has assisted in tracking these requests. 103 requests were received during the year.

As part of the continuing digitisation project by Land and Property Information (LPI), the 5,500 Crown Plans held by State Archives are being assessed and treated by State Archives NSW. This year 136 plans have been assessed and treated if required.

Conservation input has been required for a variety of in-house displays, external exhibitions, and digital galleries on the State Archives NSW website and preparation for digitisation for the State Archives NSW. Captured exhibition due to open in September 2017. 103 items were treated for these purposes.

<div style="background:#f3d9d4">

OUTLOOK AND CAPABILITY

We anticipate an increasing involvement with assessing, preparing and treating items required for online gallery and digitisation projects, thus making available a wider range of State archives to a growing user base. Monitoring and treatment of State archives will continue in order to minimise their deterioration.

Conservation staff will continue to provide advice to public offices to assist in the preservation of records of long-term and archival value.

</div>

THE EmDARA PROJECT

After failing to receive funding for the ten year DAPRA (Digitisation of Archives for Preservation and Regional Access) project State Archives NSW focused on the most urgent need. This is State archives that are at-risk of loss because of chemical degradation of the physical medium and/or technical obsolescence. Technological obsolescence occurs when the equipment needed to read the format is becoming outdated and increasingly hard to access. Both chemical degradation and technical obsolescence create a limited time frame in which to capture the content of these formats. The then Minister for Finance, Services and Property, the Hon. Dominic Perrottet MP, approved State Archives NSW using cash at bank to commence digitisation of these archives. The project called EmDARA, which stands for Emergency Digitisation of At Risk Archives, commenced in December 2015.

The formats targeted by EmDARA are largely audio visual formats that are at risk due to one or both of the above criteria. This focus created a feasible scope and supported a decision to concentrate on those formats that State Archives NSW had no capacity to digitise in-house. Most of the formats in scope for the

EmDARA project require specialist machines to read and copy the material into a digital format. The two exceptions to this are the series of Gaol Photographic Description Books and the Martin Place Siege material.

Gaol Photographic Description Books were included in EmDARA because they are a fragile set of series that are heavily accessed by the public. State Archives NSW already had an online index allowing users to search by the name of the prisoner providing an obvious delivery mechanism. The Martin Place Siege material consists of the items that were left in Martin Place after the Lindt Café siege. This material was included in EmDARA because it had recently been received and contained material that State Archives NSW had (until then) not had to deal with such as stuffed toys, scented candles, chocolates and home-made posters and cards. The EmDARA project allowed a conservation survey to be carried out to determine the unique storage requirements for this material.

EmDARA includes items from 145 series and is broken into streams by format. For each item a preservation digital copy and an access digital copy was created. The preservation copies were ingested into the Digital State Archive for permanent preservation. The table below details the formats included in the EmDARA project at project end, October 2016.

OTHER COPYING AND DIGITISATION WORK

Archives Control completed copying and digitisation work in addition to the EmDARA project. This included internal digitisation requests for exhibitions Windows into Wartime (24 images), and Captured (102 images). A further 526 images were uploaded to the Business Operations System from NRS 15051 School photographs (138 images added), NRS 13886 Surveyor General Sketch books (269 images added) and NRS 9873 Doctors photographs (122 images added). The combined total from both EmDARA (381,093 digital objects) and the Archives Control program (652 digital objects) is 381,745 digital preservation objects of State archives.

PERFORMANCE

FORMAT	NO. PHYSICAL ITEMS DIGITISED	ACCESS COPY	PRESERVATION COPY	NO. PRESERVATION FILES	DIGITAL STORAGE REQUIRED
Cassettes	1,658	MP3	Broadcast Wave Format (WAV)	2,601	3.2TB
Computer Media	853	Multiple file types	Imaged file	322,989	0.7TB
DVC Pro	2,298	H.64 Encoded MP4	DVCPro in an mxf wrapper	2,298	62.9TB
Film	1,242	H.64 Encoded MP4	Lossless JPEG 2000 (2K resolution)	1242	35.5T
Video	2,391	H.64 Encoded MP4	JPEG 2000	2391	33.6TB
Magnetic audio reels	1,594	MP3	Broadcast Wave Format (WAV)	1594	1.9TB
Gaol Photo Books	47,978	JPEG	Tiff (uncompressed)	47978	5 TB
TOTAL	58,014			381,093	

TABLE 19 - Details of the EmDARA State archives

* 198 volumes prepared by EmDARA and completed by the Archives Control program.

** Each physical item of computer media (computer disk / thumb drive / CD) contained multiple files / file types. This is reflected in the number of digital preservation entities migrated from the computer media. The 853 physical storage media contained a total of 322,989 individual files.

***In the case of cassettes, the number of preservation files created differs from the physical number of cassettes due to the fact that a preservation file was created for each side of the cassette. So if both sides of a cassette contained content, two preservation files resulted from one cassette. If only one side of a cassette contained content only one preservation file was created.

DOCUMENTING AND CATALOGUING THE STATE ARCHIVES COLLECTION

Documenting and describing the State Archives Collection is essential for making it accessible to the public and Government, and for managing the collection.

While much of the collection is documented well at a broad level, extensive work is required to document individual items so that they are discoverable through our online catalogue. Individual items include files, volumes, plans, and photographs.

The documentation methodology we have used since the 1990s is known as the 'series system' and is common to many Australian archival institutions. This involves research which results in registrations of archival series (groups of related items) and of the bodies that created or were responsible for them (agencies, persons). Broader contextual information is also captured about how the NSW government has functioned and been organised since 1788.

Documenting and describing the State archives is a research based activity requiring professional staff. It remains a significant challenge to utilise our resources to document new series being transferred, as well as a large backlog.

PROGRESS WITH DOCUMENTATION OF CONTEXT AND SERIES

Two new ministries were formed during 2016-17, being the 98th (Baird-Barilaro) Ministry in December 2016 and the 99th (Berejiklian-Barilaro) Ministry in January 2017. Portfolios relating to these and preceding ministries were registered or updated. Context-related work this year included registration of government agencies such as the New South Wales Civil and Administrative Tribunal and the Office of Volunteering. Also registered were inter-government agencies, including the Health Practitioner Regulation Authority and the Australian Children's Education and Care Quality Authority. Series registered in 2016-2017 included NRS 21171 Cabinet meeting agendas, 1995-2005, NRS 20943 Register of surgical operations [Tamworth Hospital], 1954-1983 and NRS 20904 Correspondence files [Transgrid], 1995-2015.

OBJECTIVE FOR 2016-17

- Improve documentation of series transferred and held as State archives.

- Document 30,000 items and reach more than 1,713,126 items discoverable online.

ACHIEVEMENTS AND HIGHLIGHTS

- 74 series and 25 agencies were approved in 2016-17.

- 32,454 items documented, bringing total discoverable online to 1,715,580 items.

	APPROVED ACM PROGRAM 2016-17	TOTAL AT 30 JUNE 2017
Series in State Archives NSW's custody	69	14,873
Series in regional/ distributed custody	5	1,892
Total series approved*	74	16,765
Agencies	25	4,180
Persons	0	188
Portfolios	10	312
Ministries	2	99
Organisations	3	97
Activities	0	182
Functions	0	14

TABLE 20 - Series and context documented

* Includes split series held at Western Sydney and Mitchell Library; or Western Sydney and Regional Archives Centres. Series approvals include series which were previously Concise Guide registrations and have now been fully registered, in addition to 'new' approvals.

	RESULT 2016-17	TARGET 2016-17
State archives added to online catalogue	32,454	30,000
Total State archives in online catalogue at end of 2015-16	1,715,580	1,713,126

TABLE 21 - State archives added to online catalogue at end of 2016-17

* Does not include record items available separately on the website. Not all items documented are discoverable online.

VALUATION OF THE NSW STATE ARCHIVES

In 2012-13 the State Archives Collection was valued for the first time at $824 million, using a fair value as defined in the Treasury Policy TPP07-1-Accounting Policy: Valuation of Physical Non-Current Assets at Fair Value.

Between full valuations a set of rates supplied by a professional valuer is used to apply values to transfers of new State archives.

The value of the incoming State archives in 2016-17 was $48.4 million bringing the value of the State Archives Collection to $970 million.

The State archives valued are made up of the following:

TYPE OF ARCHIVE	QUANTITY
Volumes	260,301
Boxes	340,277
Maps/plans	1,571,371
Images	1,035,163
Non paper formats	528,770
Objects	140
Iconic items*	104,472

TABLE 22 - Breakdown of State archives by format (excluding Parliamentary archives)

* Iconic items include a variety of physical formats

COLONIAL SECRETARY'S CORRESPONDENCE

The Colonial Secretary's correspondence dating from 1826 to 1856 is a part of the State Archives Collection that we consider to be at significant risk. This is because it remains uncopied and insufficiently documented at a detailed level which makes it vulnerable to damage and loss through continued use. In 2002 we commenced a long-term project to document and copy these valuable archives, commencing with the letters dating from 1826 to 1832. Due to resourcing issues this project was suspended in 2013 and has not been reactivated.

OUTLOOK AND CAPABILITY

Project funds in 2014-15 (Collection Documentation Backlog project) and 2015-16 (Emergency Digitisation of At Risk Archives project) allowed State Archives NSW to achieve great progress in two significant areas – collection documentation and preservation of State archives. The State Archives Revaluation (SARV) project, commenced in 2016-17 and due for completion in 2017-18, has identified additional archival series in the Documentation backlog. The success of these projects has been based on dedicated and well qualified staff.

Despite this success, vacant positions in the ACM program and the inability to back fill some positions while their occupants were undertaking higher duties has restricted progress in all areas.

To build on the progress we have achieved and to reduce our long-term backlogs and better preserve the State archives, funding over a number of years is required. This will need to be prioritised as one of the key objectives of our future plan.

Information Management

State Archives NSW recognises the value of its information, records and knowledge as corporate assets. These assets include:

- Information and records about the State Archives Collection and non-current records in our custody;
- Staff knowledge about NSW public sector records and archives;
- An extensive database and information about the administration of the NSW public sector, and its recordkeeping practices, from 1788 to the current day; and
- A library of Government legislation and publications, and works on the history of NSW, for staff and clients to better understand the context of the State Archives Collection.

State Archives NSW continued to address audit recommendations on information security within its ICT environment. Residual risks relating to ISO27001 compliance were transferred to the ICT Risk Register for ongoing management. Other activities during the year included:

- Development of an Information Security Management System (ISMS) continued through the year;
- Responding to cyber-security threats. The most critical of these was advice in July 2016 from the Australian Cyber Security Centre (ACSC) of a compromise of the web servers in the State Archives DMZ. Subsequent forensic analysis showed that no compromise of the corporate network itself took place with the compromise being limited to web servers in the DMZ. The security event was considered major despite the fact that there was no availability or content impact from the compromise itself. Resolution involved removal and decommissioning of all web servers and hardening of the DMZ network;
- DFSI cluster audit on PCI DSS Compliance (credit card processing);
- Updating and hardening of ICT infrastructure;
- Working with the DFSI Chief Information Security Officer (CISO) on cluster cyber-security initiatives

Major infrastructure achievements have included:

- Integrated Collection Management System (ICMS) project. Procurement action continued during the year including sourcing opportunities for hosting of application infrastructure in GovDC;

- Installation of a high-speed fibre connection into GovDC to support future service delivery;
- Work with DFSI on cluster ICT projects continued through the year on;
  - Network interconnect which will support connecting to DFSI and GovDC for centralised service offerings;
  - Wi-Fi connect replacing the legacy wireless networking solution with a standard solution across all DFSI agencies;
  - Synchronised email calendars and address books; and
  - Federated services, which provides a single place for network authentication across all agencies. This is a requirement for services which are being centralised.
- Commencing work on implementation of a backup-as-a-service (BaaS) solution based in GovDC to support;
- An ICT Disaster Recovery Plan was developed and the annual desktop exercise of the Plan was carried out in late 2016;
- Upgraded the EDRMS from HP Trim 7.2 to HP Records Manager 8 (RM8). This included implementation of a new Business Classification Scheme and development of a new Security Model. State Archives also continued to participate in the DFSI project for a unified records management platform for the cluster.

The Information Management team:

- Continued indexing of Deceased Estates files which brought total entries to over 257,000 and growing;
- Continued development work on the new State Archives websites. This included new versions of the online indexes. These provide improvements such as pull-down search fields and a new 'look and feel' to match the current website styles;
- Provided consistently popular content on multiple social media channels, averaging over 20,000 views daily and consistent rankings within the top 50 list of the Great Oz Gov Tweets;

The Information Management team will continue to focus on information security, business resilience and working with DFSI on cluster initiatives to ensure State Archives meets and exceeds all requirements of the environment in which it operates.

CORPORATE OVERVIEW

/ BOARD OF THE STATE ARCHIVES
AND RECORDS AUTHORITY OF
NEW SOUTH WALES
/ CLIENT AND STAKEHOLDER
RELATIONSHIPS
/ ORGANISATION STRUCTURE
/ INTERNAL COMMITTEES
/ REPRESENTATION ON
EXTERNAL COMMITTEES

Overview

BOARD OF THE STATE ARCHIVES AND RECORDS AUTHORITY OF NEW SOUTH WALES

State Archives NSW has a nine member Board with the statutory functions of determining our policies and strategic plans, approving records management standards and approving the disposal or records.

Seven members are nominated by various Ministers to represent State law enforcement agencies, local government, the private sector, the history profession, departments and State owned corporations. One member is nominated jointly by the President of the Legislative Council and the Speaker of the Legislative Assembly, and one is to be a judge of a court of the State nominated by the Chief Justice of New South Wales.

Board members are appointed for a maximum of two consecutive terms, each not exceeding three years.

BOARD MEMBERS

Chairperson - Ms Anne Henderson AM

Deputy Director,
The Sydney Institute

Nominated by Minister administering State Records Act 1998 to represent history profession.

Chairperson since February 2013

First term: 19/12/12 – 18/12/15
Second term: 24/02/2016 – 23/02/19

The Hon. Justice Geoff Lindsay

Judge of the Supreme Court of NSW

Nominated by the Chief Justice of New South Wales.

First term: 1/01/17 – 31/12/19

The Hon. Dr Peter Phelps MLC

Member of the Legislative Council, Government Whip of the Legislative Council, Member of the Liberal Party

Nominated jointly by the President of the Legislative Council and the Speaker of the Legislative Assembly. Member since 7 Feb 2007.

First term: 14/11/12 – 13/11/15
Second Term: 2/12/15 – 1/12/18

Ms Fiona Cushing

Chief Financial Officer, Hunter Water Corporation

Nominated by Minister who administers the State Owned Corporations Act 1989, to represent State owned corporations.

First term: 5/03/14 – 4/03/17
Second Term: 9/08/17 – 8/08/20

Mr Jeffrey Greenwood

Manager, Process and Records Services, NSW Police Force

Nominated by the Minister administering the State Records Act 1998 to represent State law enforcement agencies, after consultation with the Ministers responsible for those agencies.

First term: 5/03/14 – 4/03/17
Second term: 10/05/17 – 9/05/20

Mr Rodney Wallis

Managing Director Head of Resources, Utilities, Infrastructure and Transport, The Bank of Tokyo-Mitsubishi UFJ, Ltd

Nominated by Minister administering State Records Act 1998 to represent private sector.

First term: 24/02/2016 – 23/02/19

CORPORATE OVERVIEW

Ms Michelle Blicavs

Councillor of Wollongong Council

Nominated by the Minister administering the State Records Act 1998 to represent local government.

First term: 10/05/17 – 9/05/20

Mr John Hubby

Deputy Secretary, Government and Corporate Services, Department of Finance Services and Innovation

Nominated by the Minister who administers the Government Sector Employment Act 2013, to represent Departments

First term: 29/06/16 – 15/06/17

Dr Rachna Gandhi

Chief Executive Officer, Service NSW Department of Finance, Services and Innovation

Nominated by Minister who administers the Government Sector Employment Act 2013, to represent Departments.

First term: 5/03/14-4/03/17

The Hon. Justice Robert Macfarlan, QC

Judge of the Supreme Court of NSW

Nominated by the Chief Justice of New South Wales

First Term: 1/01/11 – 31/12/13
Second Term: 1/01/14 – 31/12/16

Ms Veronica Lee

The General Manager of Mosman Council

Nominated by the Minister administering the State Records Act 1998 to represent local government

First Term: 16/03/16 – 9/06/17

BOARD MEETINGS

The Board meets every two months. Six meetings were held in 2016-17.

The Executive Director, Geoff Hinchcliffe attended six Board meetings. The Executive Leadership team members and managers attended meeting for agenda items related specifically to their areas of responsibility.

MEMBER	ATTENDED	ELIGIBLE
Ms Anne Henderson (Chair)	6	6
Hon Robert Macfarlan	3	3
Hon Geoff Lindsay	2	2
Hon Dr Peter Phelps MLC	6	6
Mr Rodney Wallis	6	6
Mr Jeff Greenwood	4	5
Ms Fiona Cushing	6	4
Mr John Hubby	4	6
Ms Michelle Blicavs	1	1
Ms Veronica Lee	3	3
Dr Rachna Ghandi	1	4

Note: Whilst awaiting reappointment to the Board, Ms Fiona Cushing attended 2 Board meetings as an observer

DEPARTMENT OF FINANCE, SERVICES AND INNOVATION AUDIT AND RISK COMMITTEE

State Archives NSW is a member of the Department of Finance, Services and Innovation Audit and Risk Committee.

OVERSIGHT BY MINISTER

State Archives NSW is subject to the direction and control of the Minister responsible for the State Records Act 1998, except in relation to approving the disposal of records. The responsible Minister is Minister for Finance, Services and Property the Hon. Victor Dominello, MP.

Client and Stakeholder Relationships

State Archives NSW values ongoing, respectful relationships with our clients and stakeholders, and their diverse backgrounds and interests. We consider the needs of our clients and stakeholders in decision-making and in setting business directions. We provide information to clients and stakeholders about our services and activities, and any changes to these, and seek advice, suggestions and feedback.

ADVISORY COMMITTEES

State Archives NSW convenes two standing advisory committees. The committees comprise representatives from our public sector and public clients and stakeholders.

DIGITAL RECORDS ADVISORY GROUP

This committee held three meetings in 2016-17. Members during year:

- Abdalla Eissa, Leader, Information and Records Management, Department of Education

- Paul Elliott, Chief Archivist, Information Solutions, Transport for NSW

- Susan Fletcher, Manager Business Documentation, City of Sydney

- David Griffiths, ICT Risk, Policies and Standards Officer, Department of Finance, Services and Innovation

- Owen Griffiths, Director Information Management, Department of Family and Community Services

- Sharon Holland, Director Knowledge Management and Business Systems, Department of Industry

- André Jenkins, Director, Information Management, Clinical Excellence Commission

- Peter Konstantin, Manager Information Management Centre, Sydney Water

- David Pallot, Manager Information and Records Management, Fire and Rescue NSW

- Tim Robinson, Manager, Archives and Records Management Services, University of Sydney

- Sonya Sherman, Principal Policy Officer (Information), Department of Finance, Services and Innovation (Replaced in 2017 by Kate Cumming)

- Robert Sparshott, Privacy and Records Management Specialist, Sydney Water

- David Thornell, Technical Business Systems Manager, State Archives NSW

- Gillian Wood, Director Information Management, Department of Finance, Services and Innovation

STATE ARCHIVES ADVISORY GROUP

The State Archives Advisory Group was established in April 2017 replacing the former Community Advisory Committee. The Group will meet 3-4 times per year. As at 30 June 2017, the Advisory Group Members were:

- Dr Michael Bennett, Professional Historians Association (NSW & ACT)

- Emeritus Professor David Carment, History Council of NSW

- Andrea Fernandes, formerly Migration Heritage Centre

- Heather Garnsey, Society of Australian Genealogists

- Associate Professor Carol Liston, Western Sydney University

- Bill Phippen, Manager, Railway Resource Centre, Australian Railway Historical Society (NSW)

- Dr Perry McIntyre, Professional Genealogist and Historian

- Associate Professor David Roberts, University of New England

- Kirsten Thorpe, Manager, Indigenous Services, State Library of NSW

- Christine Yeats, Senior Vice President, Royal Australian Historical Society

- Pam Young, Library Manager, Griffith City Library

CORPORATE OVERVIEW

STAKEHOLDER GROUPS

State Archives NSW takes a consultative approach to developing new products for NSW public offices.

PARTICIPATION ON CLIENT AND STAKEHOLDER COMMITTEES

State Archives NSW staff are actively involved with client and stakeholder organisations through participation on governing bodies and committees.

HANDLING COMPLAINTS AND SUGGESTIONS

We accept feedback on our services as part of our guarantee for public oriented services. Feedback can be provided directly to reading room staff, or by post or email.

PUBLICATION OF INFORMATION FOR THE PUBLIC

We provide extensive information to the public through our website www.records.nsw.gov.au and print publications. Most of our publications are guides and indexes aimed at helping the public understand and use the State Archives Collection

Publications relating to our functions and activities cover:

- where to access State archives, and rights of access and publication;
- contact details and addresses;
- services (handling enquiries, copying) and service guarantees;
- reading room procedures and rules;
- becoming a volunteer;
- making donations and bequests; and
- our activities program.

GUARANTEES OF SERVICE:

Provision of assistance relating to physical disabilities and language needs when visiting our reading rooms.

- Provision of expert and professional advice on research.
- Delivery of original records (except probate packets) within 30 minutes of request.
- Delivery of probate packets within 30 minutes of set delivery times.
- Assistance with identifying sources and availability of archival material.
- Assistance with validating personal information for rights and entitlements.
- Assistance with confirming correct citations when publishing State archives.
- Respond to enquiries within 20 working days.
- Completion of requests to copy original material in reading rooms within 30 minutes (less than 20 pages) or 3 days (over 20 pages).
- Completion of requests to copy large format material in reading room within 5 days.
- Completion of requests for digitisation of materials within 20 days (up to 20 pages).
- Completion of requests for copies ordered online within 20 working days.
- Completion of requests to purchase publications within 20 days.
- Provision of accurate and timely information on our website

HOSTED WEBSITES

In addition to our own websites, we host sites on behalf of other parties.

The website of the Council of Australasian Archives and Records Authorities (CAARA), of which the Executive Director is currently the Chairman, has been hosted since 2001.

Since 2009, we have been hosting a site to support the Soldier Settlement Project. This undertaking is an ARC Linkage Project involving Monash University, the University of New England, the Department of Veterans' Affairs and State Archives and Records NSW.

Organisation Structure

Senior Staff (as at 30 June 2017)

Executive Director

Mr Geoff Hinchliffe, MBA, BSc. Comp Science(Hons)

Director Collections Access & Engagement

Mr Adam Lindsay, BA BBus, BA(Hons), MA

Director Commercial Operations

Mr Ben Alexander

Manager Business Services & Delivery

Mr Brian Astruc, CPA, Australia; BBus, Accounting; BCom, Marketing; Training and Assessment Cert IV

Manager Government Recordkeeping

Ms Sally Irvine-Smith, BA(Hons), MA IKM, GradDip IM, GradDip, BCom

Manager Business Technical Services

Mr David Thornell

Manager Digital Archives

Dr Richard Lehane, BA(Hons), MARM, Ph.D. (History)

Manager Public Access

Mr Martyn Killion, BA, Grad. Dip Applied Science (Information)

Manager Archives Control

Ms Wendy Gallagher, BSc(Hons), GradDipArch (Lib&InfoSc)

Manager Systems Control

Ms Kristy Tiberi, BA, GradDip Information Management(Arch Admin)

Manager Customer Service

Ms Patricia Proctor

Manager Operations

Ms Karen Roche

Executive Officer

Ms Anna Bartosiak

ORGANISATION CHART (as at 30 June 2017)
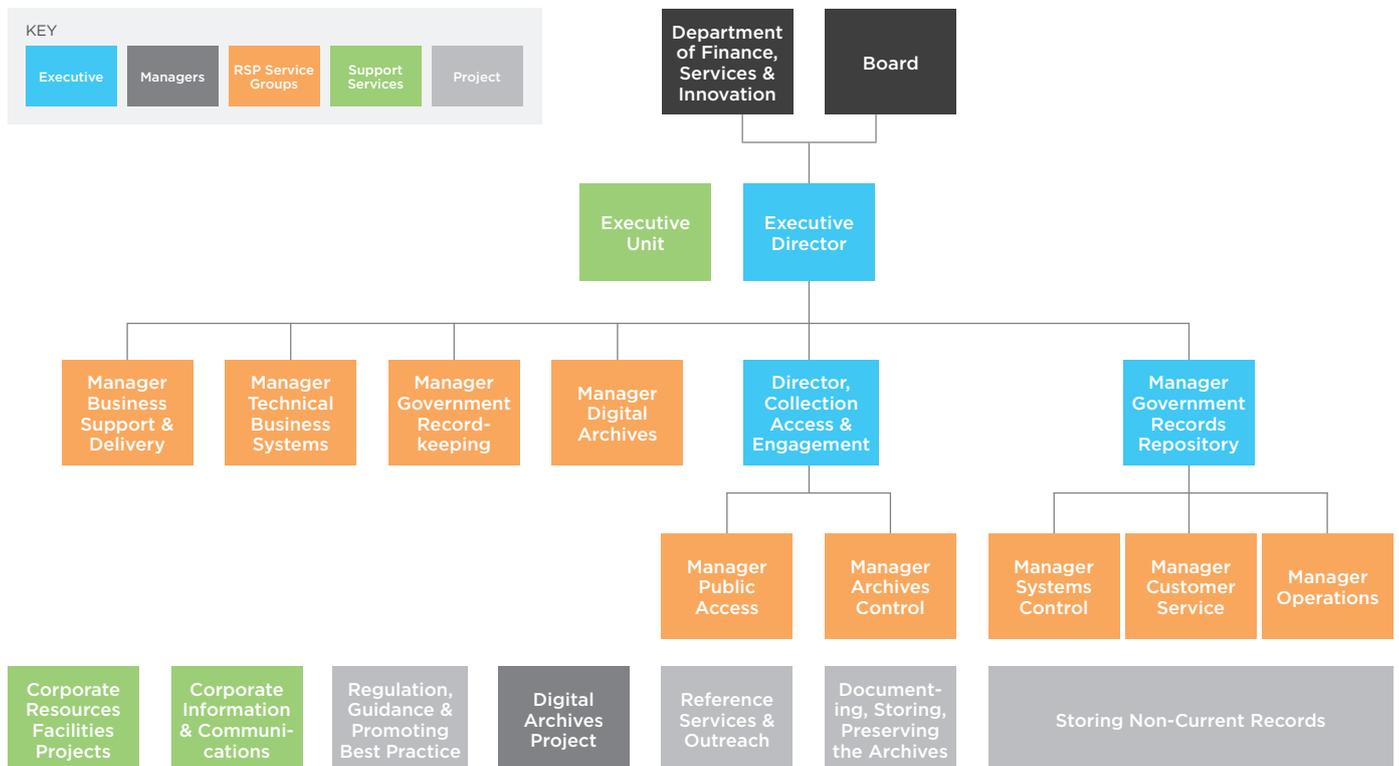
Internal Committees

EXECUTIVE COMMITTEE

The Executive meets each week to maintain a strategic view of operations, monitor progress towards corporate goals across programs, and review and approve major policies and initiatives. The Executive consists of the Executive Director, the Director Collections Access and Engagement, the Director Commercial Operations, the Manager Government Recordkeeping and the Manager Business Services and Delivery. The Executive Officer provides secretarial support.

MANAGEMENT COMMITTEE

The Management Committee meets every month to set operational policy, assess strategic directions and ensure a coordinated approach to the provision of services across the organisation. The committee consists of the Executive Director, the Director Collections Access and Engagement, the Director Commercial Operations and Managers. The Executive Officer provides secretarial support.

INFORMATION COMMUNICATIONS AND TECHNOLOGY (ICT) STEERING COMMITTEE

The ICT Steering Committee provides strategic oversight of corporate level ICT strategies and plans to ensure the cost effective application and management of ICT systems and resources throughout State Archives NSW. It also monitors and evaluates ICT projects and achievements against both the ICT Strategic Plan and approved key result areas.

The committee comprises the Executive Director, Manager Information and Communications, Director, Commercial Operations, Manager Archives Control, Manager Digital Archives and Director ICT GCS/IDG, Department of Finance, Services and Innovation.

WORK HEALTH AND SAFETY COMMITTEE

The Work Health and Safety Committee comprises staff representatives from our two locations, the WHS Coordinator, and two management representatives.

PROGRAM GOVERNANCE BOARD

The Program Governance Board meets every two weeks to review progress with the implementation of identified projects, such as the Asset Renewal Program. The Board consists of the Executive Director, the Director Collections Access and Engagement, the Director Commercial Operations and relevant Managers. The Executive Project Officer provides secretarial support.

EMERGENCY PLANNING COMMITTEE

The Emergency Planning Committee meets every month to review operational activities, assess strategic directions, monitor risks and ensure a coordinated approach to the provision of security services, emergency planning and control across the organisation. The committee consists of the Director Commercial Operations, the Manager ACM, the Facilities Manager and the Work Health and Safety Coordinator.

Representation on External Committees

Geoff Hinchcliffe
- Department of Finance, Services and Innovation (DFSI) – Related Entities, Audit and Risk Committee
- Council of Australasian Archives and Records Authorities (CAARA) – Chairman
- Galleries, Archives, Libraries and Museums (GLAM PEAK), Digital Access Working Group – Member
- Family and Community Services – OneTRIM Project
- Government Digital Collaboration Steering Committee
- DFSI Customer Service Council

Irene Chymyn
- NSW Government Social Media Community of Practice
- NSW Government Information Management Community of Expertise – Member

Emma Harris
- NSW Government Information Management Community of Expertise – Member
- CAARA – Australasian Digital Recordkeeping Initiative (ADRI) – Member

Warwick Hunter
- CAARA Public Access working group – Member

Sally Irvine-Smith
- Department of Family and Community Services, oneTRIM Business Advisory Group – Member
- Department of Finance, Services and Innovation, Information Steering Committee – Member

Dr Richard Lehane
- Australian Society of Archivists, Archives and Manuscripts Editorial Board

Angela McGing
- Australian Society of Archivists, Professional Accreditation Committee – Member
- Australian Society of Archivists – Membership Officer

Ann Naidoo
- NSW Government Information Management Community of Expertise - Member

Janette Pelosi
- Society of Australian Genealogists – Director
- Society of Australian Genealogists, Croker Prize Committee – Convenor
- Society of Australian Genealogists, Diploma and Certificate Committee – Member

Catherine Robinson
- Standards Australia IT21/05 sub-committee on Management Systems for Records – Member
- Standards Australia IT21 Records Management Committee - Member
- Australian Society of Archivists – representative on Blue Shield Australia
- Australian Society of Archivists – Government Special Interest Group - Convenor
- Australian Society of Archivists 2016 Conference Committee

Jenni Stapleton
- NSW Government Enabling Information Sharing Working group – Member
- History Council of New South Wales – Member, General Council

David Thornell
- DFSI Information and Records Management Network – Member
- NSW Community of ICT Professionals – Member
- NSW Government Information Security Community of Practice – Member
- NSW Government Digital Community of Practice – Member
- NSW Government Community of Change Professionals – Member

Brennan Wong
- NSW Government Information Management Community of Expertise – Member
- CAARA – Australasian Digital Recordkeeping Initiative (ADRI) – Member

PLACEMENTS AND VISITS

We offer placements and visits to tertiary students and volunteers from museums receiving skills development grants from Museums & Galleries NSW and host occasional visits from Archives from other jurisdictions

TRIBUTE TO JENNI STAPLETON AND AMANDA BARBER

2016 saw the retirement of two of State Archives NSW's longest service staff members. Jenni Stapleton and Amanda Barber commenced at the Archives Office of NSW on the same day – 6 February 1978 - after completing the Graduate Diploma of Archives Administration together at UNSW.

After a few short weeks in the city office, Jenni joined the Repository Services team at Kingswood as Deputy Manager. Jenni was integral to the management and operation of the Government Records Repository (GRR), establishing a number of successful bicentennial programs in the 1980s and overseeing the highly successful commercialisation of the GRR in the 1990's.

Jenni became Manager of the GRR in 2001 at a time when the GRR became the fourth largest commercial supplier of records storage and information services in Australia, despite only offering its services to State government agencies, local councils, universities and public health organisations in NSW in a highly competitive environment in which the GRR had no particular mandate to operate. In 2011 Jenni became Deputy Director of State Archives, a position she held upon her retirement in 2016. From 2012 – 2014 Jenni was the Acting Director of State Archives NSW.

Meanwhile Amanda worked in a range of technical positions, including being based at Parliament House where she surveyed the records of the Legislative Assembly prior to Parliament implementing their first archival program. Amanda quickly established herself as an expert in the areas of records appraisal and legislative regulation. One of Amanda's most significant achievements was the development and implementation of the Appraisal Policy for the identification of records to be retained as State archives under the new State Records Act 1998.

Amanda was appointed to the position of Manager Government Recordkeeping in 2002. She dedicated herself to building a world-class team with expertise across the recordkeeping environment to provide support and guidance to the NSW public sector. Her knowledge of best practice recordkeeping in the implementation of and transitioning to digital records systems led to her involvement in the development of both Australian and International Standards, being a member of the NSW Government Enabling Information Sharing Working Group, and advising agencies across the State on how best to meet their responsibilities under the State Records Act.

Both Jenni and Amanda will be greatly missed.

GOVERNANCE AND ACCOUNTABILITY

/ STRATEGIC PLANNING AND REPORTING

/ MANAGING RISKS

/ INTERNAL AUDIT AND RISK MANAGEMENT ATTESTATION STATEMENT

/ MANAGING OUR PEOPLE

/ PUBLIC INTEREST DISCLOSURES (PID) ACT 1994

/ GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

/ DIGITAL INFORMATION SECURITY ATTESTATION STATEMENT

/ MANAGING OUR PHYSICAL ASSETS

/ MANAGING OUR FINANCES

Strategic Planning and Reporting

State Archives NSW strategic focus during the year was on consolidating long standing goals and meeting continued demand for our services from the public and the public sector.

STRATEGIC PLAN

State Archives NSW Strategic Plan 2016 – 2021 was approved by the Board at the August 2016 Board meeting and is made up of 30 outcome-based initiatives and 5 strategic objectives. Our Strategic Plan has been developed against both NSW Government and ICT priorities, particularly the improvement of customer satisfaction and the use of ICT to transform government service delivery, making it easier to do business with Government. Our Plan focusses particularly around the access to and use of State Archives and positioning State Archives NSW and the NSW Government to best meet the challenges that come with moving forward in the digital age.

TOTAL ASSET MANAGEMENT PLAN

An important component of our strategic management is ensuring we maintain and improve our physical assets and infrastructure to help us achieve positive outcomes for our clients and Government. Management of our properties, ICT infrastructure, plant and accommodation are covered by our Total asset management plan which is revised annually.

ICT STRATEGIC PLAN

The ICT Strategic Plan 2012-2015 provides a high level strategic view of ICT core directions across eight broad strategies. The Plan focuses on ICT service delivery to support the business, a strong ICT governance framework, effective information management and the use of consistent, whole of government standards and processes.

Updating of the plan has been pending the release of the State Archives NSW Strategic Plan 2015-2020, and the DFSI ICT Strategy. Work has recommenced to update the Plan to support the business initiatives of these broader strategic documents.

SOCIAL RESPONSIBILITY PLANS

State Archives NSW supports the Government's social responsibility commitments in relation to culturally diverse communities, people with disabilities, women and Indigenous people. Broadly speaking, our plans and strategies are now aligned with those of the Department of Finance, Services and Innovation.

MULTICULTURAL DEPARTMENT POLICIES AND SERVICES PROGRAM

State Archives NSW supports the Government's social responsibility commitments in relation to culturally and linguistically diverse communities.

PROGRAM ACTION PLANS

Program areas develop action plans which identify operational targets and assign responsibilities for projects and ongoing work.

ANNUAL REPORTING

Our annual report is the primary mechanism by which we account for the past year to Parliament, central agencies and stakeholders.

We have aimed to focus more on performance and less on activities.

This annual report complies with:

- Public Finance and Audit Act 1983 and Regulation 2015
- Annual Reports (Statutory Bodies) Act 1984 and Regulation 2015
- Government Information (Public Access) Act 2009
- Treasury Circulars and Treasurer's Directions
- Premier's memoranda.

Managing Risks

State Archives NSW is committed to the maintenance of a robust risk management regime as part of its strategic operating environment. Through regular and ongoing application of risk management methodologies, comprising risk identification, analysis and assessment, we seek to minimise our exposure to unacceptable risks. Management of risks is the responsibility of the executive team and senior managers in conjunction with the Audit and Risk Committee of the Department of Finance, Services and Innovation.

Assistance is provided by our auditors and specialist risk assessors. Risk management requires the cooperation of all supervisors and staff.

ICT RISKS IDENTIFIED AND RATED

Updates on the implementation status of recommendations from the open audits recommendations were provided to the Internal Audit Unit (IAU) throughout the year. An assessment of appropriate risk treatments for outstanding recommendations was undertaken. All remaining recommendations were transferred to the ICT Risk Register for ongoing management. An Information Security Management framework (ISMS) is in the process of being developed which will guide compliance and management of ICT risks.

The ICT Risk Register identifies 28 information security risks. Of these, there are 8 with a "High" inherent risk rating, 16 have a "Medium" rating, and 4 have a "Low" rating. After application of controls, 4 have a "Medium" residual risk rating and 24 have a "Low" rating. No risks have a "High" residual risk rating. ICT risk management activities are conducted within the broader DFSI risk management framework and with the support of the DFSI Chief Information Security Officer (CISO).

An external audit on management letter issues and GRR application security was conducted during the year. The management letter on the outcome of this audit had not been received before the end of the year.

State Archives NSW was also included in two minor audits during the year including:

• DFSI cluster System Backup, Restore and Recovery Audit
• DFSI cluster PCI-DSS Compliance audit

Internal Audit and Risk Management Statement

The Executive Director signed the Internal Audit and Risk Management Statement on 28 September 2016 (see pages 63 and 64). The Internal Audit and Risk Management Statement attests to the fact that the State Archives and Records Authority of NSW has complied with core policy requirements in the preceding year.

INSURANCE PREMIUMS AND CLAIMS

State Archives NSW pays premiums to the NSW Treasury Managed Fund for all insurance cover. Premiums are subject to a five year hindsight adjustment process. State Archives NSW has carefully assessed major risk areas and believes that its insurance coverage is adequate.

ETHICAL CONDUCT

As a government entity, State Archives NSW is potentially exposed to the risk of unethical and corrupt conduct by staff in relation to use of government information. State Archives NSW utilises the Department of Finance, Services and Innovation *Code of Ethics and Conduct* but with an appendix covering matters distinctive to our responsibilities. All new staff are required to read and sign the *Code of Ethics and Conduct*.

A link on our website directs members of the public and staff to the Department of Finance, Services and Innovation's Business Ethics statement. Professional archivists working for State Archives NSW who are members of the Australian Society of Archivists are also subject to the Society's Code of Ethics.

All State Archives NSW Board members are required to sign a code of conduct and declaration of interests.

State Archives NSW adheres to the DFSI Fraud and *Corruption Internal Reporting Policy.*

As required by the policy, the State Archives and Records Authority has submitted an Attestation Statement outlining compliance with policy to Treasury.

CATEGORY	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Worker's compensation[1]	203,415	185,970	151,765	158,078	155,148	127,426
Motor Vehicles	17,650	34,040	34,130	23,811	28,000	26,300
Property	38,490	38,960	45,920	61,990	83,690	112,980
Public Liability	1,330	1,140	1,100	1,100	1,100	1,100
Other	760	840	900	590	560	250
Total	261,645	260,950	233,815	245,569	268,498	268,056

Note 1:   Worker's compensation figures exclude hindsight TMF adjustments. Total TMF adjustments for financial year 2016-17 is $273K.

TABLE 23 - Insurance premiums paid to Treasury Managed Fund (excl. GST).

INTERNAL AUDIT AND RISK MANAGEMENT ATTESTATION STATEMENT

Internal Audit and Risk Management Attestation Statement for the 2016-2017 Financial Year for State Archives and Records Authority of New South Wales

I, Geoff Hinchcliffe, Executive Director, am of the opinion that the State Archives and Records Authority of New South Wales has internal audit and risk management processes in operation that are compliant with the eight (8) core requirements set out in the *Internal Audit and Risk Management Policy for the NSW Public Sector*, specifically:

Core Requirements	For each requirement, please specify whether compliant, non-compliant, or in transition
Risk Management Framework	
1.1 The agency head is ultimately responsible and accountable for risk management in the agency	Compliant
1.2 A risk management framework that is appropriate to the agency has been established and maintained and the framework is consistent with AS/NZS ISO 31000:2009	Compliant
Internal Audit Function	
2.1 An internal audit function has been established and maintained	Compliant
2.2 The operation of the internal audit function is consistent with the International Standards for the Professional Practice of Internal Auditing	Compliant
2.3 The agency has an Internal Audit Charter that is consistent with the content of the 'model charter'	Compliant
Audit and Risk Committee	
3.1 An independent Audit and Risk Committee with appropriate expertise has been established	Compliant
3.2 The Audit and Risk Committee is an advisory committee providing assistance to the agency head on the agency's governance processes, risk management and control frameworks, and its external accountability obligations	Compliant
3.3 The Audit and Risk Committee has a Charter that is consistent with the content of the 'model charter'	Compliant

As required by the policy, State Archives NSW has submitted an Attestation Statement outlining compliance with policy to Treasury.

Membership

The chair and members of the Audit and Risk Committee are:

- Carol Holley, Independent Chair, from 2 December 2015 to 1 December 2020;
- Dianne Hill, Independent Member, from 1 February 2016 to 31 January 2019;
- Mark O'Sullivan, Independent Member, from 25 January 2016 to 24 January 2018;
- Bruce Turner AM, Independent Member, from 22 January 2016 to 21 January 2019.

This Audit and Risk Committee has been established under a Treasury approved shared arrangement with the following departments/statutory bodies:

- Department of Finance, Services and Innovation
- Rental Bond Board
- Fair Trading Administration Corporation
- Building Professionals Board
- Mine Subsidence Board
- NSW Government Telecommunications Authority

Geoff Hinchcliffe
Executive Director
State Archives and Records Authority of
New South Wales

Date: 26/9/17

Agency Contact Officer
Geoff Campbell
Chief Audit Executive, 9372 8040
geoff.campbell@finance.nsw.gov.au

Managing our People

EMPLOYMENT AND SENIOR EXECUTIVE STATISTICS

EMPLOYMENT

Employment Statistics

DIVISION	2014[1,2]	2015[1,2]	2016[1,2]	2017[1,2]
Senior Executive	1	1	1	3
Senior Officer	1	1	1	-
Ongoing	110.6	109.8	105.4	102.1
Temporary	7	3.9	4.9	9
Graduate	-	-	-	4
TOTAL	119.6	115.7	112.3	118.1

Note 1: Full time equivalent staff (excludes chairpersons, casuals, contractor/agency staff, statutory appointments, trustees, council committee members, staff on secondment to other agencies and staff on long term leave without pay).

Note 2: Statistics are based on Workforce Profile census data as at 29 June 2017.

SENIOR EXECUTIVE

SENIOR EXECUTIVE BAND	2016[1,2]				2017[1,2,3]			
	FEMALE	MALE	TOTAL	% REPRESENTATION BY WOMEN	FEMALE	MALE	TOTAL	% REPRESENTATION BY WOMEN
Band 4 (Secretary)	0	0	0	0%	0	0	0	0%
Band 3 (Deputy Secretary)	0	0	0	0%	0	0	0	0%
Band 2 (Executive Director)	-	-	-	-	0	1	1	0%
Band 1 (Director)	-	-	-	-	0	2	2	0%
TOTAL	0	0	0	0	0	3	3	0%

GOVERNANCE AND ACCOUNTABILITY

SENIOR EXECUTIVE BAND	2016[1,2] RANGE $	2016[1,2] AVERAGE REMUNERATION $	2017[1,2,3] RANGE $	2017[1,2,3] AVERAGE REMUNERATION $
Band 4 (Secretary)	441,201 - 509,750	0	452,250 – 522,500	0
Band 3 (Deputy Secretary)	313,051 - 441,200	0	320,901 - 452,250	0
Band 2 (Executive Director)	248,851 - 313,050	0	255,051- 320,900	255,818
Band 1 (Director)	174,500 - 248,850	0	178,850 - 255,050	198,314

Note 1: Senior Executive statistics exclude casuals, contractor/agency staff, statutory appointments, staff on secondment to other agencies and staff on long term leave without pay.

Note 2: Statistics are based on Workforce Profile census data as at 30 June 2016 and 29 June 2017.

Note 3: 2017 numbers include only those employees appointed under the Government Sector Employment Act.

Note 4: Salary ranges effective at the Workforce Profile census dates of 30 June 2016 and 29 June 2017.

EMPLOYEE RELATED COSTS

EMPLOYEE RELATED COSTS 2017	AMOUNT
Executive	$1,015,810
Non-Executive	$9,987,540
TOTAL	$11,003,350
Ratio Senior Executive	9.2%

WORKFORCE DIVERSITY

State Archives NSW is committed to equity in all aspects of employment.

TRENDS IN THE REPRESENTATION OF WORKFORCE DIVERSITY GROUPS				
WORKFORCE DIVERSITY GROUP	BENCH-MARK/ TARGET	2015[1,2]	2016[1,2]	2017[1]
Women[3]	50%	58.6%	57.6%	56.2%
Aboriginal People and Torres Strait Islanders[4]	3.3%	0.8%	0.8%	0.8%
People whose First Language Spoken as a Child was not English[5]	23.2%	11.8%	12.2%	11.4%
People with a Disability[6]	N/A	9.5%	9.7%	7.5%
People with a Disability Requiring Work-Related Adjustment[6]	N/A	3.1%	3.2%	2.3%

Note 1: Statistics are based on Workforce Profile census data as at 18 June 2015, 30 June 2016 and 29 June 2017.

Note 2: Workforce diversity statistics for 2015 and 2016 reflect the current composition of the department and may vary from those reported in previous annual reports.

Note 3: The benchmark of 50% for representation of women across the sector is intended to reflect the gender composition of the NSW community.

Note 4: The NSW Public Sector Aboriginal Employment Strategy 2014 – 17 introduced an aspirational target of 1.8% by 2021 for each of the sector's salary bands. If the aspirational target of 1.8% is achieved in salary bands not currently at or above 1.8%, the cumulative representation of Aboriginal employees in the sector is expected to reach 3.3%.

Note 5: A benchmark from the Australian Bureau of Statistics (ABS) Census of Population and Housing has been included for People whose First Language Spoken as a Child was not English. The ABS Census does not provide information about first language, but does provide information about country of birth. The benchmark of 23.2% is the percentage of the NSW general population born in a country where English is not the predominant language.

Note 6: Work is underway to improve the reporting of disability information in the sector to enable comparisons with population data. For this reason, no benchmark has been provided for People with a Disability or for People with a Disability Requiring Work-Related Adjustment.

TRENDS IN THE REPRESENTATION OF WORKFORCE DIVERSITY GROUPS				
WORKFORCE DIVERSITY GROUP	BENCH-MARK/ TARGET[7,8]	2015	2016	2017
Women	100	119	111	106
Aboriginal People and Torres Strait Islanders	100	N/A	N/A	N/A
People whose First Language Spoken as a Child was not English	100	N/A	N/A	N/A
People with a Disability	100	N/A	N/A	N/A
People with a Disability Requiring Work-Related Adjustment	100	N/A	N/A	N/A

Note 7: A Distribution Index score of 100 indicates that the distribution of members of the Workforce Diversity group across salary bands is equivalent to that of the rest of the workforce. A score less than 100 means that members of the Workforce Diversity group tend to be more concentrated at lower salary bands than is the case for other staff. The more pronounced this tendency is, the lower the score will be. In some cases, the index may be more than 100, indicating that members of the Workforce Diversity group tend to be more concentrated at higher salary bands than is the case for other staff.

Note 8: The Distribution Index is not calculated when the number of employees in the Workforce Diversity group is less than 20 or when the number of other employees is less than 20.

EMPLOYEE RELATIONS POLICIES AND PRACTICES

State Archives NSW manages its Departmental employees in accordance with government human resource policies. We are progressively implementing policies from the Department of Finance, Services and Innovation, including:

- Equity in employment opportunities;
- Ensuring health and safety at work, return to work programs, and providing confidential counselling and advice services;
- Embracing diversity and gender balance: for women, people with disabilities, Aboriginal people and people with different ethnic backgrounds;
- Fostering ethical conduct and individual performance;
- Enabling staff to develop their skills, knowledge and careers;
- Providing flexibility in working hours to support work/life balance; and
- Supporting study leave for staff undertaking relevant courses.

DIVERSITY AND INCLUSION POLICIES AND SERVICES

State Archives NSW is covered under the following Department of Finance, Service and Innovation strategies and plans, including:

- Diversity and Inclusion (D&I) Strategy 2015-2019
- Disability Inclusion Action Plan
- The Accessibility Network
- Aboriginal Workforce Strategy 2013-2016
- Aboriginal Staff Network
- Women in Leadership Program
- The Young Professional Network
- Graduate Program

A number of Diversity and Inclusion events took place throughout the year including:

- International Women's Day celebrations
- Harmony Day
- Men's Health Week

INDUSTRIAL RELATIONS

State Archives NSW are represented on the Department of Finance, Services and Innovation's Consultative Committee.

OVERSEAS TRAVEL

During 2016-17 there were only 2 occasions of overseas travel by State Archives NSW staff.

Mr Geoff Hinchcliffe, Executive Director, travelled to New Zealand for the period 18 to 23 May 2017 to attend the He Tohu exhibition celebrations followed by the Council of Australasian Archives and Records Authorities (CAARA) conference. Mr Hinchcliffe is the Chairperson on this Council in which State Archives NSW is a member. Ms Anna Bartosiak, Executive Officer State Archives NSW, also travelled to New Zealand for the period 21 to 23 May 2017 in order to carry out the

secretariat duties for the CAARA meeting. Travel expenses for both Officers were paid for by CAARA.

MANAGEMENT/STAFF COMMUNICATION

Senior management communicates to staff about strategic directions, issues affecting the organisation, activities and news through general staff meetings, program area meetings, email, memoranda, and publication of reports on the Intranet.

Staff have the opportunity to ask questions and provide feedback at staff meetings or to their supervisor or manager at any time.

VOLUNTEERS PROGRAM

We had 53 volunteers throughout the year who provided valuable assistance to help make the State Archives Collection more accessible. They worked on indexing, conservation and Collection Search projects.

Volunteers are offered a social and educational program of events. They receive recognition for their years and hours of service. Volunteers receive WHS training to minimize workplace injury.

ACHIEVEMENTS AND HIGHLIGHTS

- 53 volunteers worked approximately 3,729 hours repairing and rehousing records; adding 7,956 items to online indexes and 14,247 items to Collection Search.

15 YEARS OF VOLUNTEERING

The Volunteer Program has been in operation now for over 15 years, celebrating its 15th Anniversary in December 2016. It has been a great success from the beginning and much has been achieved with our capable and dedicated team of volunteers. The program focuses on selected projects that help make the State Archives Collection more accessible.

During the last 15½ years we have engaged the services of 131 volunteers who have worked over 50,770 hours, creating in excess of 564,000 index items (321,400 discoverable online) and adding over 224,000 items to collection search as well as various finding aides, sorting and rehousing tasks.

This year we farewelled to two long serving volunteers. Jeanette French retired from volunteering in August 2016 after 13 years of service. Sadly, Fred

Morrison passed away in September 2016 after a battle with cancer. He had been a volunteer for over 14 years.

We would like to thank them for their valuable service and they will be greatly missed.

PROFESSIONAL STAFF DEVELOPMENT

Approximately 25% of our staff are qualified archivists or have related qualifications such as librarianship or conservation.

State Archives NSW as an organisation, and its professional staff, are active participants in the Australian and international recordkeeping community. State Archives NSW is an organisational member of the Australian Society of Archivists, Records and Information Management Professionals Australasia, and the International Council on Archives.

Within available resources, State Archives NSW supports professional staff attending and speaking at conferences and seminars, holding positions on councils and committees, and writing for journals. Three staff were granted study leave to study courses at a tertiary level.

WORK HEALTH AND SAFETY (WHS)

State Archives NSW is committed to providing staff, contractors, visitors and volunteers with a safe and healthy working environment in order to prevent occupational injuries and illness. State Archives NSW complies with the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011 and its Codes of Practice.

State Archives NSW Health and Safety Committee (HSC) continues to function effectively in accordance with its Constitution, role and responsibilities. The Committee provides a consultative framework so that decision making on health and safety reflects the concerns of the whole workplace.

There were no prosecutions under the Work Health and Safety Act 2011 in the reporting period.

WORK HEALTH AND SAFETY REPORT

	2016-2017
Incidents Reported	24
New Claims	2

HEALTHY WORKPLACE ACTIVITIES

The WHS Coordinator actively coordinates activities in the workplace to inform staff about relevant health issues such as Men's Health, Women's Health and the promotion of healthy lifestyle choices.

State Archives NSW is once again participating in the Virgin Pulse Challenge (formerly the Global Corporate Challenge), a corporate health initiative that encourages participants to wear a pedometer for 16 weeks and log their steps on the GCC website with the goal to walk at least 10000 steps per day. The challenge is a worldwide initiative with over 290,000 people participating in this year's challenge.

State Archives NSW has 6 teams participating with a total of 42 staff tracking their daily step counts.

HEALTH AND SAFETY COMMITTEE

State Archives NSW Health and Safety Committee (HSC) continues to function effectively in accordance with its Constitution, role and responsibilities. The Committee provides a consultative framework so that decision making on health and safety reflects the concerns of the whole workplace.

All employee nominated members of the HSC have attended training for Health and Safety Representatives (HSR's).

The Health and Safety Committee (HSC) comprised staff representatives from our two locations, the WHS Coordinator, the Facilities Manager and two management representatives.

MENTAL HEALTH FIRST AID

State Archives NSW has 15 trained Mental Health First Aid Officers who have undertaken training to support colleagues who may be going through a difficult time either at work or at home. The officers provide non-judgemental support and all discussions are strictly confidential.

State Archives NSW has also embedded mental health awareness into new starter inductions and training, so every employee is provided with tools and resources to confidently approach someone they may be concerned about.

The MHFA officers promote the mental health message using bi-monthly newsletters, noticeboards, information from beyond blue available for all staff and acknowledging awareness through events such as R U OK Day?, Movember, World Bipolar Day and Men's Health Week.

The goal of the initiative is that conversations about mental health become a normal part of daily interactions and part of the culture at State Archives NSW.

Public Interest Disclosures (PID) Act 1994

As required under Clause 4(2) of the Public Interest Disclosures Regulation 2011, State Archives NSW provides the following information in relation to Public Interest Disclosures (PIDs):

STATISTICAL INFORMATION ON PIDS

	JULY 2016-JUNE 2017
Number of public officials who made PIDs	0
Number of PIDs received	0
Of PIDs received, number primarily about:	
Corrupt conduct	0
Maladministration	0
Serious and substantial waste	0
Government information contravention	0
Local government pecuniary interest contravention	0
Number of PIDs finalised	0

TABLE 31 - Statistical information on PIDs.

COMMENTARY ON PID OBLIGATIONS

For the period July 2016 to June 2017, no State Archives and Records Authority of NSW officials made public interest disclosures.

As staff are employees of the Department of Finance, Services and Innovation, the State Archives and Records Authority of NSW are covered by the DFSI Fraud and Corruption Internal Reporting Policy.

Staff have undertaken training in the application of this Policy.

Government Information (Public Access) Act (GIPA) 2009

The State Archives and Records Authority of NSW complies with the obligations under the Government *Information (Public Access) Act 2009* (the GIPA Act or GIPA). The GIPA Act replaced the *Freedom of Information Act 1989* on 1 July 2010. Our Right to Information Officer provides advice about what can and cannot be released under the GIPA Act.

In 2016-17 we:

• received 3 GIPA applications in which 2 were referred to other government departments.

• published and updated relevant policies on our website as part of a legislative review.

• reviewed our website and updated relevant public access information.

TABLE A: Number of applications by type of applicant and outcome

	ACCESS GRANTED IN FULL OR IN PART	ACCESS REFUSED IN FULL	INFORMATION NOT HELD	INFORMATION ALREADY AVAILABLE	REFUSE TO DEAL WITH APPLICATION	REFUSE TO CONFIRM/ DENY WHETHER INFORMATION IS HELD	APPLICATION WITHDRAWN
Media	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0
Members of the public (application by legal rep)	0	0	0	0	0	0	0
Member of the public (other)	3	0	1	2	0	0	0
TOTAL	3	0	1	2	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision.

TABLE B: Number of applications by type of application and outcome

	ACCESS GRANTED IN FULL OR IN PART	ACCESS REFUSED IN FULL	INFORMATION NOT HELD	INFORMATION ALREADY AVAILABLE	REFUSE TO DEAL WITH APPLICATION	REFUSE TO CONFIRM/ DENY WHETHER INFORMATION IS HELD	APPLICATION WITHDRAWN
Personal information applications	0	0	0	0	0	0	0
Access applications (other than personal)	2	0	0	2	0	0	0
Access applications that are partly personal information applications and party other	1	0	1	0	0	0	0
TOTAL	3	0	1	2	0	0	0

* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

TABLE C: Invalid applications

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application).

REASON FOR INVALIDITY	NO OF APPLICATIONS
Application does not comply with formal requirements (section 41 of the Act)	2
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	2
Invalid applications that subsequently became valid applications	0

TABLE D: Conclusive presumption disclosure: matters listed in Schedule 1

	NUMBER OF TIMES CONSIDERATION USED*
Overriding secrecy laws	0
Cabinet Information	0
Executive Council information	0
Contempt	0
Legal professional privilege	1
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial Code of Conduct	0
Aboriginal and environment heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application).

TABLE E: Other public interest considerations against disclosure: matter listed in table to section 14 of the Act

	NUMBER OF OCCASIONS WHEN APPLICATION NOT SUCCESSFUL
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

TABLE F: Timeliness

	NUMBER OF APPLICATIONS
Decided within the statutory timeframe (20 days plus any extensions)	3
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
TOTAL	3

TABLE G: Number of applications reviewed under part 5 of the Act

	DECISION VARIED	DECISION UPHELD	TOTAL
Internal Review	0	1	1
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of the Act	0	0	0
Review by Administrative Decision Tribunal	0	0	0
TOTAL	0	1	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker.

TABLE H: Applications for review under part 5 of the Act

	NUMBER OF APPLICATIONS FOR REVIEW
Applications by access applicants	1
Applications by persons to whom information the subject of access applications relates (see section 54 of the Act)	0
TOTAL	1

TABLE I: Applications transferred to other agencies under Division 2 of Part 4 of the Act (by type of transfer)

	JULY 2016 – JUNE 2017
Agency-initiated transfers	2
Applicant initiated transfers	0
TOTAL	2

PO Box 516
Kingswood NSW 2747
Tel: 02 9673 1788   Fax: 02 9833 4518
ABN: 96 588 554 718
www.records.nsw.gov.au

DIGITAL INFORMATION SECURITY ANNUAL ATTESTATION STATEMENT

Digital Information Security Annual Attestation Statement for the 2016-2017 Financial Year for the State Archives and Records Authority of New South Wales

I, Geoff Hinchcliffe am of the opinion that the **State Archives and Records Authority of New South Wales** had an Information Security Management System in place during the 2016-2017 financial year that is consistent with the Core Requirements set out in the NSW Government Digital Information Security Policy.

The controls in place to mitigate identified risks to the digital information and digital information systems of the **State Archives and Records Authority of New South Wales** are adequate.

During the year, State Archives continued development of ISMS documentation to address issues that were identified as requiring remediation. Actions to update ISMS documentation to address these issues will be completed by 30 November 2017.

Risks to the digital information and digital information system of the **State Archives and Records Authority of New South Wales** have been assessed with an independent ISMS being developed in accordance with the NSW Government Digital Information Security Policy.

GEOFF HINCHCLIFFE

Executive Director, State Archives and Records Authority of New South Wales

12/10/17.

A related entity of the **Department of Finance, Services and Innovation**

Managing our Physical Assets

State Archives NSW has net assets worth $1,040.3 million. This includes the State Archives Collection and property assets, mainly at Kingswood. Additional newly accessioned State archives recognised in the current year were valued at $48.4 million. This means the value of the State Archives Collection increased from $921.9 million to $970.3 million during the year.

TOTAL ASSET MANAGEMENT

State Archives NSW Total asset management plan addresses asset and infrastructure maintenance and disposal, capital investment, and office accommodation and is aligned to our Strategic Plan.

State Archives NSW owns the Western Sydney Records Centre repositories and services buildings located on 12 hectares of land at Kingswood. The complex includes 474 kilometres of purpose built storage space for archival and non-current records, conservation facilities, offices, training facilities and a public reading room. State Archives NSW's business unit, the Government Records Repository (GRR), also leases six off-site storage facilities in Western Sydney, totaling 216 linear kilometres of additional capacity.

A capital works allocation from NSW Treasury of $2.6 million was granted for projects and the improvement to the ageing buildings at the Kingswood site.

State Archives of NSW capital expenditure of $2.3 million was re-invested in technology ($855,000), buildings and plant improvements ($1,445,000)

REVALUATION OF ASSETS

In 2016-17, State Archives NSW conducted revaluations of Land, Buildings and Improvements. Land increased in value from $7.5 million to $8.77 million. Buildings and Improvement increased in value from $36.7 million to $42.3 million.

ENERGY AND SUSTAINABILITY

State Archives NSW continues to make ongoing savings in energy consumption through focusing on upgrading our facilities to make them more energy efficient. In 2016-17 we continued to focus on ways to lower our gas and electricity usage by targeted improvements to lighting and air-conditioning systems. We have continued our program to replace older fluorescent light fittings with new energy efficient LED lights. Equipment requiring repair or maintenance is updated with energy efficient products, equipment and appliances.

GOVERNMENT ENERGY MANAGEMENT POLICY

State Archives NSW continues to aim for reductions in energy consumption to support the National Greenhouse Strategy. The Western Sydney Records Centre comprises buildings and equipment of different ages. Energy saving measures are incorporated when buildings and equipment are upgraded. State Archives of NSW's electricity supply, provided under the NSW Government Electricity Supply Contract, includes a minimum of 6% Green Power.

	2012-13	2013-14	2014-15	2015-16	2016-17
Electricity (kwh) 2,761,584	2,811,488	2,761,584	2,937,637	2,921,112	2,939,753
Green Electricity (kwh)	179,458	168,148	187,509	186,454	187,644
Gas, natural (mj) 6,559,018	7,558,935	6,559,018	7,740,852	7,087,932	5,829,472

TABLE 41 - Energy consumption

Managing our Finances

State Archives NSW's financial statements were prepared on an accrual accounting basis for the year ended 30 June 2017. The financial position of the Government Records Repository is reported in the 'Performance and outlook' section.

REVENUE INCREASED

The new State archives for the year have been valued to contribute $48,398,000 to Other Revenue, which is non-cash generating revenue. Again this year the revenue raised by State Archives NSW through consultancy and storage services provided by the Government Records Repository (GRR) increased. Revenue from other services (including product and publication sales, and destruction) contributed to this year's cash generating revenue.

EXPENDITURE CATEGORIES SHOWS SOME FLUCTUATION

Percentage of expenditure under various categories has remained fairly constant over the past five years. Increases in some costs have occurred including contractors by $2,416,000 engaged to work on data entry and box relocation projects, and fee for service revenue generating activity. The corporate cost allocation charged by the Department of Finance Services and Innovation was $1,253,000 this year.

CONSULTANTS

Under the guidance of DPC Guideline C2000-47 "For the purposes of these guidelines a Consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision-making by management. Generally it is the advisory nature of the work that differentiates a Consultant from other contractors." A strategic business case and business plan were prepared with expert advice provided by Hawkless Consulting on capital projects to deliver on State Archives NSW's statutory obligations in future years, costing $62,000. During the year State Archives NSW engaged consultants Deloitte to assist with the valuation of the State $40,000. An additional $29,550 was spent on other consulting services.

GROSS REVENUE RAISED ($'000)

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Total Consolidated Funds programs *	388	274	283	315	350	258
Government Records Repository services	14,671	15,175	15,822	16,138	19,495	19,702
TOTAL REVENUE	15,059	15,449	16,105	16,453	19,845	19,960

* Total consolidated funds program gross revenue excludes Recurrent Grants and Crown Assumed Liabilities

TABLE 42 - Gross revenue raised

EXPENDITURE BY CATEGORIES (%)

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Salaries and allowances	65	65	64	60	47	54
Rental and cleaning	8	6	6	6	6	6
Stores	1	1	0	0	0	1
Printing and publications	-	-	0	1	0	0
Gas and electricity	3	3	3	2	2	2
Other	23	25	24	26	40	33
Corporate Cost Allocation			3	5	5	4
TOTAL	100	100	100	100	100	100

TABLE 43 - Expenditure by categories

CREDIT CARD CERTIFICATION

No unexplained irregularities in the use of corporate credit cards have been recorded during the year. The Executive Director certifies that credit card use has been in accordance with Premier's Memoranda and Treasurer's Directions.

CREDITOR PAYMENTS AND AGEING

State Archives NSW payment target is to pay at least 90% of accounts by the due date or within less than thirty days depending on the terms of supply. This was achieved within the year.

PERSONNEL RELATED COSTS

In 2016-17 the continuation of the Digital State Archive project was project grant funded, staffing five employees. This funding ceases in 2017-18. The table below includes all personnel costs of State Archives NSW and excludes contractors.

	2012-13	2013-14	2014-15	2015-16	2016-17
Salaries, wages, national wage	9,441	8,988	9,256	9,547	10,158
Leave on Termination - Provision	(284)	189	91	167	(364)
Overtime	176	157	141	138	153
Workers' compensation	186	152	158	157	401
Payroll Tax	571	555	563	558	618
Superannuation	778	819	834	852	711
Fringe Benefits Tax	20	18	20	19	24
TOTAL	10,888	10,878	11,063	11,438	11,702

TABLE 44 - Personnel related cost

ANNUAL REPORTING PAYMENT OF ACCOUNTS

ALL SUPPLIERS	CURRENT (I.E. WITHIN DUE DATE) $'000	LESS THAN30 DAYS OVERDUE $'000	BETWEEN 61 AND 90 DAYS OVERDUE	MORE THAN 90 DAYS OVERDUE $'000
September	98	370	-	-
December	106	-	-	-
March	347	69	-	-
June	1,172	-	-	-
SMALL BUSINESS SUPPLIERS	CURRENT (I.E. WITHIN DUE DATE) $'000	LESS THAN30 DAYS OVERDUE $'000	BETWEEN 61 AND 90 DAYS OVERDUE	MORE THAN 90 DAYS OVERDUE $'000
September	-	-	-	-
December	-	-	-	-
March	-	-	-	-
June	-	-	-	-

TABLE 45 - Aged analysis at the end of each quarter

GOVERNANCE AND ACCOUNTABILITY

ACCOUNTS DUE OR PAID WITHIN EACH QUARTER

ALL SUPPLIERS	JUL-SEP 2016	OCT-DEC 2016	JAN-MAR 2017	APR-JUN 2017
Number of accounts due for payment	904	638	373	429
Number of accounts paid on time	548	569	334	425
Actual percentage of accounts paid on time (based on number of accounts)	61%	89%	90%	99%
Dollar amount of accounts due for payment $'000	3,483	3,370	3,902	5,086
Dollar amount of accounts paid on time (based on $)	2,149	3,143	3,795	4,988
Actual percentage of accounts paid on time (based on number of accounts)	62%	93%	97%	98%
Number of payments for interest on overdue accounts	-	-	-	-
Interest paid on overdue accounts	-	-	-	-

SMALL BUSINESS SUPPLIERS

	JUL-SEP 2016	OCT-DEC 2016	JAN-MAR 2017	APR-JUN 2017
Number of accounts due for payment to small business	-	-	-	2
Number of accounts due to small business paid on time	-	-	-	2
Actual percentage of small business accounts paid on time (based on number of accounts)	0%	-	-	100%
Dollar amount of accounts due for payment to small businesses $'000	-	-	-	17
Dollar amount of accounts due to small businesses paid on time (based on $)	-	-	-	17
Actual percentage of small business accounts paid on time (based on $)	0%	-	-	100%
Number of payments to small business for interest	-	-	-	-
Interest paid to small businesses on overdue accounts	-	-	-	-

TABLE 46 - Aged analysis at the end of each quarter

During the year from all the number of accounts due there were no instances leading to penalty interest payments being made on overdue accounts to any small business suppliers.

FINANCIAL REPORT

/ INDEPENDENT AUDITOR'S REPORT
/ FINANCIAL STATEMENTS

INDEPENDENT AUDITOR'S REPORT

State Archives and Records Authority of New South Wales

To Members of the New South Wales Parliament

Opinion

I have audited the accompanying financial statements of State Archives and Records Authority of New South Wales (the Authority), which comprise the statement of financial position as at 30 June 2017, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial statements:

- give a true and fair view of the financial position of the Authority as at 30 June 2017, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- are in accordance with section 41B of the *Public Finance and Audit Act 1983* (PF&A Act) and the Public Finance and Audit Regulation 2015.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements*'* section of my report.

I am independent of the Authority in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of public sector agencies
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Level 15, 1 Margaret Street, Sydney NSW 2000 | GPO Box 12, Sydney NSW 2001 | **t** 02 9275 7101 | **f** 02 9275 7179 | **e** mail@audit.nsw.gov.au | **audit.nsw.gov.au**

The Director's Responsibility for the Financial Statements

The Director is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the PF&A Act and for such internal control as the Director determines is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Director must assess the Authority's ability to continue as a going concern except where the Authority will be dissolved by an Act of Parliament or otherwise cease operations. The assessment must disclose, as applicable, matters related to going concern and the appropriateness of using the going concern basis of accounting.

Auditor's Responsibility for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

My opinion does *not* provide assurance:

- that the Authority carried out its activities effectively, efficiently and economically
- about the assumptions used in formulating the budget figures disclosed in the financial statements
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.

Nathan Carter
Director, Financial Audit Services

25 September 2017
SYDNEY

STATE ARCHIVES AND RECORDS AUTHORITY OF NEW SOUTH WALES
Statement in Accordance with Section 41C
of *Public Finance and Audit Act 1983*

Pursuant to section 41C of the *Public Finance and Audit Act 1983*, I state that, in my opinion:

a) The accompanying financial statements and notes thereto exhibit a true and fair view of the financial position of State Archives and Records Authority of New South Wales as at 30 June 2017 and its financial performance for the year then ended.

b) The accompanying financial statements and notes thereto have been prepared in accordance with applicable Australian Accounting Standards (which include Australian Accounting Interpretations), the requirements of the *Public Finance and Audit Act 1983* and *Public Finance and Audit Regulation 2015*, and Financial Reporting Directions mandated by the Treasurer.

c) I am not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.

SIGNED:

DATE: 20 September 2017

EXECUTIVE DIRECTOR: Geoff Hinchcliffe

State Archives and Records Authority of New South Wales

Statement of comprehensive income for the year ended 30 June 2017

	Notes	Actual 2017 $'000	Budget 2017 $'000	Actual 2016 $'000
Expenses excluding losses				
Operating expenses				
Personnel services expense	2(a)	15,883	15,617	12,381
Other operating expenses	2(b)	9,855	8,599	10,181
Depreciation and amortisation	2(c)	3,690	3,858	3,263
Total Expenses excluding losses		**29,428**	**28,074**	**25,825**
Revenue				
Sale of goods and services	3(a)	19,960	17,816	19,799
Investment revenue	3(b)	-	-	46
Grants and contributions	3(c), 5	6,410	8,567	908
Other revenue	3(d)	48,398	3,113	17,489
Total Revenue		**74,768**	**29,496**	**38,242**
Gain / (loss) on disposal	4	**-**	**-**	**(8)**
Net result		**45,340**	**1,422**	**12,409**
Other comprehensive income				
Items that will not be reclassified to net result				
Net increase in property, plant and equipment revaluation surplus	9	8,092	-	1,000
Total other comprehensive income		**8,092**	**-**	**1,000**
TOTAL COMPREHENSIVE INCOME		**53,432**	**1,422**	**13,409**

The accompanying notes form part of these financial statements.

State Archives and Records Authority of New South Wales
Statement of financial position as at 30 June 2017

	Notes	Actual 2017 $'000	Budget 2017 $'000	Actual 2016 $'000
ASSETS				
Current Assets				
Cash and cash equivalents	6	11,673	9,491	14,890
Receivables	7	3,362	2,304	2,860
Inventories	8	22	30	19
Total Current Assets		**15,057**	**11,825**	**17,769**
Non-Current Assets				
Property, plant and equipment	9, 11			
- Land		8,765	7,500	7,500
- Buildings and improvements		42,297	38,369	36,750
- Plant and equipment		782	710	1,082
- Shelving		5,575	5,206	5,992
- Computer equipment		1,046	906	1,071
- State archives		970,322	922,512	921,902
Total property, plant and equipment		1,028,787	975,203	974,297
Intangible assets	10			
- Collection		1,794	-	1,248
- Software		796	4,851	884
Total Intangible assets		2,590	4,851	2,132
Total Non-Current Assets		**1,031,377**	**980,054**	**976,429**
Total Assets		**1,046,434**	**991,879**	**994,198**
LIABILITIES				
Current Liabilities				
Payables	12	5,586	6,254	6,797
Total Current Liabilities		**5,586**	**6,254**	**6,797**
Non-Current Liabilities				
Provisions	13	111	96	96
Total Non-Current Liabilities		**111**	**96**	**96**
Total Liabilities		**5,697**	**6,350**	**6,893**
Net Assets		**1,040,737**	**985,529**	**987,305**
EQUITY				
Reserves		857,735	849,643	849,643
Accumulated funds		183,002	135,886	137,662
Total Equity		**1,040,737**	**985,529**	**987,305**

The accompanying notes form part of these financial statements.

State Archives and Records Authority of New South Wales
Statement of changes in equity for the year ended 30 June 2017

	Notes	Accumulated Funds $'000	Asset Revaluation Surplus $'000	Total $'000
Balance at 1 July 2016		137,662	849,643	987,305
Net result for the year		**45,340**	**-**	**45,340**
Other comprehensive income: Net increase / (decrease) in property, plant and equipment	9	-	8,092	8,092
Total other comprehensive income		-	8,092	8,092
Total comprehensive income for the year	16	**45,340**	**8,092**	**53,432**
Balance at 30 June 2017		**183,002**	**857,735**	**1,040,737**
Balance at 1 July 2015		125,253	848,643	973,896
Net result for the year		**12,409**	**-**	**12,409**
Other comprehensive income: Net increase / (decrease) in property, plant and equipment	9	-	1,000	1,000
Total other comprehensive income		**-**	**1,000**	**1,000**
Total comprehensive income for the year	16	**12,409**	**1,000**	**13,409**
Balance at 30 June 2016		**137,662**	**849,643**	**987,305**

The accompanying notes form part of these financial statements.

State Archives and Records Authority of New South Wales
Statement of cash flows for the year ended 30 June 2017

	Notes	Actual 2017 $'000	Budget 2017 $'000	Actual 2016 $'000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Personnel services expense		15,614	15,617	12,334
Other		13,153	8,981	8,867
Total Payments		**28,767**	**24,598**	**21,201**
Receipts				
Sale of goods and services		21,288	18,199	19,510
Interest received		-	-	163
Grants and contributions	3(c)	6,410	8,567	908
Total Receipts		**27,698**	**26,766**	**20,581**
NET CASH FLOWS FROM OPERATING ACTIVITIES	16	**(1,069)**	**2,168**	**(620)**
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of property, plant and equipment.		-	-	8,636
Purchases of property, plant and equipment.		(1,334)	(4,731)	(1,858)
Purchases of intangibles	10	(814)	(2,072)	(1,884)
NET CASH FLOWS FROM INVESTING ACTIVITIES		**(2,148)**	**(6,803)**	**4,894**
NET INCREASE / (DECREASE) IN CASH		(3,217)	(4,635)	4,274
Opening cash and cash equivalents		14,890	14,126	10,616
CLOSING CASH AND CASH EQUIVALENTS	6	**11,673**	**9,491**	**14,890**

The accompanying notes form part of these financial statements.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

1.   Summary of Significant Accounting Policies

(a)   Reporting entity

The State Archives and Records Authority of New South Wales (Authority) is a statutory body of the NSW State Government established by the *State Records Act 1998,* and includes the Government Records Repository*.* The Authority is a not-for-profit entity (as profit is not its principal objective) and has no cash generating units. The Authority is consolidated as part of the NSW Total State Sector Accounts.

These financial statements for the period ended 30 June 2017 have been authorised for issue by the Director of the Authority on 20 September 2017.

(b)   Basis of preparation

The Authority's financial statements are general purpose financial statements which have been prepared on an accrual basis and in accordance with:

- applicable Australian Accounting Standards (which include Australian Accounting Interpretations)
- the requirements of the *Public Finance and Audit Act 1983* and *Public Finance and Audit Regulation 2015* and
- Financial Reporting Directions mandated by the Treasurer.

Property, plant and equipment, including State archives, and assets held for sale are measured at fair value. Other financial statement items are prepared in accordance with the historical cost convention except where specified otherwise. State archives collection is measured at fair value using the valuation methodology outlined in Note 1 g(iii)(b).

Judgements, key assumptions and estimations management has made are disclosed in the relevant notes to the financial statements.

All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency.

(c)   Statement of compliance

The financial statements and notes comply with Australian Accounting Standards, which include Australian Accounting Interpretations.

(d)   Insurance

The Authority's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self-insurance for Government entities. The expense (premium) is determined by the Fund Manager based on past claim experience.

(e)   Accounting for the Goods and Services Tax (GST)

Income, expenses and assets are recognised net of the amount of GST, except that the:

- amount of GST incurred by the Authority as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of an asset's cost of acquisition or as part of an item of expense, and
- receivables and payables are stated with the amount of GST included.

Cash flows are included in the statement of cash flows on a gross basis. However the GST component of cash flows arising from investing and financing activities which are recoverable from, or payable to, the Australian Taxation Office are classified as operating cash flows.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

(f) **Revenue recognition**

Revenue is measured at the fair value of the consideration or contribution received or receivable. Additional comments regarding the accounting policies for the recognition of revenue are discussed below:

(i)   Sale of goods

Revenue from the sale of goods is recognised as revenue when the Authority transfers the significant risks and rewards of ownership of the assets.

(ii)   Rendering of services

Revenue associated with the sale of services is recognised by reference to the stage of completion of the transaction at the reporting date when the outcome of the transaction involving the rendering of services can be estimated reliably. Services activities include storage of third party records, retrieval of those records, and project work offered as consultancy.

Revenue recognition based on contracts to provide services require income to be recognised in stages of completion (based on labour hours incurred to date).

(iii)   Investment revenue

Interest revenue is recognised using the effective interest method as set out in AASB 139 *Financial Instruments: Recognition and Measurement*.

(iv)   Grants and contributions

Grants and contributions are generally recognised as revenue when the Authority obtains control over the assets comprising the grants and contributions. Control over grants and contributions are normally on receipt of assets.

(v)   New Archives

State archives revenue is non-cash generating. Archives received during the year are recognised for the first time at fair value and included in Other revenue. Control over archives occurs when receipt and verification by way of count and inspection is conducted by the Authority.

(g) **Assets**

(i)   Acquisitions of assets

Assets acquired are initially recognised at cost. Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the requirements of other Australian Accounting Standards.

Assets acquired at no cost, or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at measurement date.

Where payment for an asset is deferred beyond normal credit terms, its cost is the cash price equivalent; i.e. deferred payment amount is effectively discounted over the period of credit.

(ii)   Capitalisation thresholds

Property, plant and equipment and intangible assets costing $5,000 and above individually (or forming part of a network) are capitalised.

(iii) Revaluation of property, plant and equipment

   a) Property, plant and equipment excluding State archives

Physical non-current assets are valued in accordance with the 'Valuation of Physical Non-Current Assets at Fair Value' Policy and Guidelines Paper (TPP 14-01). This policy adopts fair value in accordance with AASB 13 *Fair Value Measurement* and AASB 116 *Property, Plant and Equipment.*

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

Property, plant and equipment are measured at the highest and best use by market participants that is physically possible, legally permissible and financially feasible. The highest and best use must be available at a period that is not remote and take into account the characteristics of the asset being measured, including any imposed by government. In most cases, after taking into account these considerations, the highest and best use is the existing use. In limited circumstances, the highest and best use may be a feasible alternative use, where there are no restrictions on use or where there is a feasible higher restricted alternative use.

Fair value of property, plant and equipment is based on a market participants' perspective, using valuation techniques (market approach, cost approach, income approach) that maximises relevant observable inputs and minimise unobservable inputs. Also refer Note 9 and Note 11 for further information regarding fair value.

Revaluations shall be made with sufficient regularity to ensure the carrying amount of each asset in the class does not differ materially from its fair value at reporting date The Authority revalues property, plant and equipment, excluding State archives, at least every three years or with sufficient regularity to ensure that the carrying amount of each asset in the class does not differ materially from its fair value at reporting date. The last comprehensive buildings revaluation was completed on 31 March 2017 and was based on an independent assessment. The last comprehensive land revaluation was completed on 31 March 2017 and was based on an independent assessment.

Non-specialised assets with short useful lives are measured at depreciated historical cost, as an approximation of fair value. The Authority has assessed that any difference between fair value and depreciated historical cost is unlikely to be material.

b) Property, plant and equipment - State archives

The Authority recognises the State archives at fair value. The State archives collection is made up of series of archives. A series is a group of records which results from the same business or recordkeeping activity, relate to a particular subject or function, have a similar format, or have another relationship arising out of their creation, receipt and use. When records are transferred from NSW government organisations to the control of the Authority, they become State archives.

The Authority engaged an independent valuer to value the collection on the basis of Fair Value in accordance with Australian Accounting Standards AASB 13 *Fair Value Measurement* and AASB 116 *Property, Plant and Equipment*. Additional guidance is given in NSW Treasury's Policy and Guidelines paper TPP 14-01 - Accounting Policy: Valuation of Physical Non-Current Assets at Fair Value as applicable to heritage and cultural assets.

The "Register of Series", a complete listing of archive series is used as the basis of the valuation. The valuation process classifies the Register of Series into two categories and those categories are divided into sub-categories. The two categories are:
• The Register of Iconic State Archives – this listing contains those archives that have or are expected to have significant monetary value. Every iconic State archive entry is valued individually or as a set.
• Non iconic State Archives – this register is split into sub-categories based on type and format and valued according to accepted statistical methods.

The Authority revalues State archives at least every five years or with sufficient regularity to ensure that the carrying amount of each asset in the class does not differ materially from its fair value at reporting date. The last revaluation of State archives was completed on 30 June 2013.

c) Property, plant and equipment – all

When revaluing non-current assets using the cost approach, the gross amount and the related accumulated depreciation are separately restated.

For other assets valued using other valuation techniques, any balances of accumulated depreciation at

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

the revaluation date in respect of those assets are credited to the asset accounts to which they relate. The net asset accounts are then increased or decreased by the revaluation increments or decrements.

Revaluation increments are credited directly to revaluation surplus, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the net result, the increment is recognised immediately as revenue in the net result.

Revaluation decrements are recognised immediately as expenses in the net result, except that, to the extent that a credit balance exists in the revaluation surplus in respect of the same class of assets, they are debited directly to the revaluation surplus.

As a not for profit entity, revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise.

Where an asset that has previously been revalued is disposed of, any balance remaining in the revaluation surplus in respect of that asset is transferred to accumulated funds.

(iv) Impairment of property, plant and equipment
As a not-for-profit- entity, with no cash generating units, impairment under AASB 136 *Impairment of Assets* is unlikely to arise. As property, plant and equipment is carried at fair value or an amount that approximates fair value, impairment can only arise in the rare circumstances where the costs of disposal are material. Specifically, impairment is unlikely for not-for-profits entities given that AASB 136 modifies the recoverable amount test for non-cash generating assets of not-for-profit entities to the higher of fair value less costs of disposal and depreciated replacement cost, where depreciated replacement cost is also fair value.

(v) Depreciation of property plant and equipment
Except for Land and State archives, depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the Authority.

All material identifiable components of assets are depreciated separately over their useful lives.

Land is not a depreciable asset. Certain heritage assets including original artworks and State archive collections and heritage buildings may not have a limited useful life because appropriate curatorial and preservation policies are adopted. Such assets are not subject to depreciation. The decision not to recognise depreciation for these assets is reviewed annually.

Asset Class	New Depreciation Rate	Previous Depreciation Rate
Buildings & Improvements	1.7%-13.1%	2.5% - 13.1%
Plant and Equipment	10%-25%	14.3% - 15%
Shelving	2.5%-17.6%	2.5% - 17.6%
Computer Equipment	25%-33.3%	25% - 33.3%

The depreciation rates have been reviewed from previous year and have been revised based on the remaining expected useful lives of the fixed assets. Any financial impact to this change has been quantified in note 2(c) below.

(vi) Major inspection costs
When each major inspection is performed, the labour cost of performing major inspections for faults is recognised in the carrying amount of an asset as a replacement of a part, if the recognition criteria are satisfied.

(vii) Restoration costs
The estimated cost of dismantling and removing an asset and restoring the site is included in the cost of an asset, to the extent it is recognised as a liability.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

(viii) Maintenance

Day-to-day servicing costs or maintenance are charged as expenses as incurred, except where they relate to the replacement of a part or component of an asset, in which case the costs are capitalised and depreciated.

(ix) Leased assets

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and rewards incidental to ownership of the leased assets, and operating leases under which the lessor does not transfer substantially all the risk and rewards.

Where a non-current asset is acquired by means of a finance lease, at the commencement of the lease term, the asset is recognised at its fair value, or, if lower, the present value of the minimum lease payments at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

(x) Intangible assets

The Authority recognises intangible assets only if it is probable that future economic benefits will flow to the Authority and the cost of the asset can be measured reliably. Intangible assets are measured initially at cost. Where an asset is acquired at no or nominal cost, the cost is its fair value as at the date of acquisition.

All research costs are expensed. Development costs are only capitalised when certain criteria are met.

The useful lives of intangible assets excluding Collection intangible assets are assessed to be finite.

The Collection intangible assets are activities which aim to preserve the State archives and improving user access via online channels. This is achieved through:

(a) Archive Cataloguing - the creation of catalogue records of the State archives, allowing catalogued items and digital images to be linked, searched and accessed online; and

(b) Digitisation Conservation - the process which converts physical items into digital objects for online access.

The useful life of Collection intangible asset is not being amortised and shall be reviewed annually to determine whether events and circumstances continue to support an indefinite useful life assessment for that asset.

Intangible assets are subsequently measured at fair value only if there is an active market. As there is no active market for the Authority's intangible assets, the assets are carried at cost less any accumulated amortisation and impairment losses.

The Authority's intangible assets are amortised using the straight line method over a period of not more than 4 years for computer software.

Intangible assets are tested for impairment where an indicator of impairment exists. If the recoverable amount is less than its carrying amount, the carrying amount is reduced to recoverable amount and the reduction is recognised as an impairment loss.

(xi) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. These financial assets are recognised initially at fair value. Subsequent measurement is at amortised cost using the effective interest method, less an allowance for any impairment of receivables. Any changes are recognised in the net result for the year when impaired, derecognised or through the amortisation process.

Short-term receivables with no stated interest rate are measured at the original invoice amount where the

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

effect of discounting is immaterial.

(xii) Inventories

Inventories held for distribution are stated at cost, adjusted when applicable, for any loss of service potential. A loss of service potential is identified and measured based on the existence of a current replacement cost that is lower than the carrying amount. Inventories (other than those held for distribution) are stated at the lower of cost and net realisable value. Cost is calculated using the "first in first out" method.

The cost of inventories acquired at no cost or for nominal consideration is the current replacement cost as at the date of acquisition. Current replacement cost is the cost the Authority would incur to acquire the asset. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

(xiii) Impairment of financial assets

All financial assets, except those measured at fair value through profit and loss, are subject to an annual review for impairment. An allowance for impairment is established when there is objective evidence that the entity will not be able to collect all amounts due.

For financial assets carried at amortised cost, the amount of the allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. The amount of the impairment loss is recognised in the net result for the year.

Any reversals of impairment losses are reversed through the net result for the year, where there is objective evidence. Reversals of impairment losses of financial assets carried at amortised cost cannot result in a carrying amount that exceeds what the carrying amount would have been had there not been an impairment loss.

(xiv)   Non-current assets (or disposal groups) held for sale

The Authority classifies non-current assets (or disposal groups) as held for sale, where their carrying amount will be recovered principally through a sale transaction, not through continuing use. Non-current assets (or disposal groups) held for sale are recognised at the lower of carrying amount and fair value less costs of disposal. These assets are not depreciated while they are classified as held for sale.

(h)   Liabilities

(i)   Payables

These amounts represent liabilities for goods and services provided to the Authority and other amounts. Payables are recognised initially at fair value. Subsequent measurement is at amortised cost using the effective interest method. Short-term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

(ii)   Personnel services benefits and other payables

The Authority receives personnel services from the Department of Finance, Services and Innovation (DFSI). DFSI is not a Special Purpose Service Entity and does not control the Authority under this arrangement.

In accordance with NSW Treasury Circular 15/07 *Financial and Annual Reporting Requirements Arising from Personnel Service Arrangements*, a liability representing the total amount payable to DFSI is recognised in the Statement of Financial Position.

As the Authority is not an employer, the disclosure requirements of AASB 119 Employee Benefits in respect of employee benefits do not apply.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

Liabilities for personnel services relating to salaries and wages (including non-monetary benefits), recreation leave, long service leave, paid sick leave, payroll tax, superannuation and on-costs which the employees render the service are recognised and measured at undiscounted amounts of the benefits and as invoiced by DFSI.

The outstanding amounts of workers compensation insurance premiums and fringe benefits tax, which are consequential to the provision of personnel services by the DFSI, are recognised as liabilities and expenses where the personnel services to which they relate have been recognised.

(iii) Other Provisions

Other provisions exist when: the entity has a present legal or constructive obligation as a result of a past event; it is probable that an outflow of resources will be required to settle the obligation; and a reliable estimate can be made of the amount of the obligation.

Any provisions for restructuring are recognised only when an entity has a detailed formal plan and the entity has raised a valid expectation in those affected by the restructuring that it will carry out the restructuring by starting to implement the plan or announcing its main features to those affected.

(i) Fair value hierarchy

A number of the Authority's accounting policies and disclosures require the measurement of fair values, for both financial and non-financial assets and liabilities. When measuring fair value, the valuation technique used maximises the use of relevant observable inputs and minimises the use of unobservable inputs. Under AASB 13, the entity categorises, for disclosure purposes, the valuation techniques based on the inputs used in the valuation techniques as follows:

- Level 1 - quoted prices in active markets for identical assets / liabilities that the entity can access at the measurement date.

- Level 2 - inputs other than quoted prices included within Level 1 that are observable, either directly or indirectly.

- Level 3 – inputs that are not based on observable market data (unobservable inputs).

The Authority recognises transfers between levels of the fair value hierarchy at the end of the reporting period during which the change has occurred.

Refer Note 11 and Note 18 for further disclosures regarding fair value measurements of financial and non-financial assets.

(j) Equity and reserves
(i) Revaluation surplus
The revaluation surplus is used to record increments and decrements on the revaluation of non-current assets. This accords with the entity's policy on the revaluation of property, plant and equipment as discussed in note 1(g)(iii).

(ii) Accumulated funds
The category 'Accumulated Funds' includes all current and prior period retained funds.

(iii)
Separate reserve accounts are recognised in the financial statements only if such accounts are required by specific legislation or Australian Accounting Standards (e.g. revaluation surplus and foreign currency translation reserve).

(k) Budgeted amounts
The budgeted amounts are drawn from the original budgeted financial statements presented to Parliament in respect of the reporting period. Subsequent amendments to the original budget (e.g. adjustments for transfer between entities as a result of Administrative Arrangement Orders) are not reflected in the budgeted amounts. Major variances between the original budgeted amounts and the actual amounts disclosed in the primary financial statements are explained in Note 17.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

(l)   **Comparative information**
Except when an Australian Accounting Standard permits or requires otherwise, comparative information is presented in respect of the previous period for all amounts reported in the financial statements.

(m)   **Changes in accounting policy, including new or revised Australian Accounting Standards**
(i)   Effective for the First Time in 2016-17
The accounting policies applied in 2016-17 are consistent with those of the previous financial year except as a result of the following new or revised Australian Accounting Standards that have been applied for the first time in 2016-17.

- AASB 2014-4 *Amendments to Australian Accounting Standards – Clarification of Acceptable Methods of Depreciation and Amortisation*
- AASB 2015 – 2 *Amendments to Australian Accounting Standards – Disclosure Initiate: Amendments to AASB 101*
- AASB 2015-6 *Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector Entities*
- AASB 2015-7 *Amendments to Australian Accounting Standards – Fair Value Disclosures of Not – for – Profit Public Sector Entities*

The standards identified above had no material impact, except for the impact of AASB 124 *Related Party Disclosures* on the Authority's financial statements.

(ii)   Issued But Not Yet Effective
NSW public sector entities are not permitted to early adopt new Australian Accounting Standards, unless NSW Treasury determines otherwise.

The following new Accounting Standards have not been applied and are not yet effective:

Accounting Standard / Interpretation
- AASB 9 *Financial Instruments*
- AASB 15, AASB 2014-5, AASB 2015-8 and 2016-3 regarding *Revenue from Contracts with Customers*
- AASB 16 *Leases*
- AASB 1058 *Income of Not-for-profit Entities*
- AASB 2016-1 *Amendments to Australian Accounting Standards – Recognition of Deferred Tax Assets for Unrealised Losses*
- AASB 2016-2 *Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 107*
- AASB 2016-4 *Amendments to Australian Accounting Standards – Recoverable Amount of Non-Cash-Generating Specialised Assets of Not-for-Profit Entities*
- AASB 2016-5 *Amendments to Australian Accounting Standards – Classification and Measurement of Share-based Payment Transactions*
- AASB 2016-6 *Amendments to Australian Accounting Standards – Applying AASB 9 with AASB 4 Insurance Contracts*
- AASB 2016-7 *Amendments to Australian Accounting Standards – Deferral of AASB 15 for Not-for-Profit Entities*
- AASB 2016-8 *Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities*
- AASB 2017-1 *Amendments to Australian Accounting Standards – Transfer of investment Property, Annual Improvements 2014-2016 Cycle and Other Amendments*
- AASB 2017-2 *Amendments to Australian Accounting Standards – Further Annual Improvements 2014-2016 Cycle*
- Interpretation 22 *Foreign Currency Transactions and Advance Consideration*

It is considered that the implementation of these Standards will not have any material impact on the Authority's financial statements.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

	2017 $'000	2016 $'000
2. Expenses Excluding Losses		
(a) Personnel services expense		
Salaries and wages (including annual leave)	9,840	9,603
Superannuation - defined benefit plans	(91)	91
Superannuation - defined contribution plans	802	762
Long service leave	107	249
Workers' compensation insurance	401	157
Payroll tax and fringe benefit tax	642	577
Other contractors	4,182	942
	15,883	12,381

Personnel Services expenses of $0.044m have been capitalised in Intangibles asset accounts, and therefore excluded from the above (2016: $0.642 million).

(b) Other operating expenses include the following:		
Auditor's remuneration - audit of the financial statements	96	82
Cost of Sales - Boxes	149	181
Cost of Sales - Publications	9	20
Operating lease rental expense - minimum lease payments	1,450	1,319
Maintenance**	673	489
Insurance	141	101
Electricity, Gas, Rates	627	604
Minor stores	180	110
Consultants	132	264
Motor Vehicles	251	254
Postage, Telephone, Printing	274	264
Promotional advertising	90	43
Grant expenses	36	37
Rental expense - records storage (offsite)	190	183
Payroll processing	-	157
Training	35	57
Cleaning	276	259
Fee for Service - Contractors	2,416	3,297
Corporate Cost Allocation	1,253	1,253
Other	1,577	1,207
	9,855	10,181
***Reconciliation - Total maintenance**		
Maintenance expense - contracted labour and other (non-employee related), as above	673	489
Personnel Services related maintenance expense included in Note 2(a)	-	-
Total maintenance expenses included in Note 2(a) + 2(b)	673	489

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the period ended 30 June 2017

	2017 $'000	2016 $'000
2. Expenses Excluding Losses cont.		
(c) Depreciation and amortisation expense		
Depreciation		
Buildings and improvements	2,253	2,173
Plant and equipment	190	153
Shelving	417	417
Computer equipment	455	344
	3,315	3,087
Amortisation		
Computer software	375	176
Total Depreciation and amortisation	3,690	3,263

Revision in Accounting Estimates
The useful lives of some property, plant and equipment assets were reassessed during the year resulting in the depreciation expense increasing by $96k.

	2017 $'000	2016 $'000
3. Revenue		
(a) Sale of goods and services		
Sale of goods		
Publications	3	22
Boxes	245	276
Rendering of services		
Storage	13,838	12,867
Retrieval	3,170	2,973
Consultancy	2,239	3,034
Photocopies	79	130
Destruction	211	299
Other	175	198
	19,960	19,799
(b) Investment revenue		
Interest	-	46
	-	46
(c) Grants and contributions		
Recurrent Grants from NSW Department of Finance, Services and Innovation	3,840	-
Capital Grants from NSW Department of Finance, Services and Innovation	2,570	908
	6,410	908
(d) Other revenue		
State archives revenue	48,398	17,489
	48,398	17,489

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

4. Gain / (Loss) on Disposal	2017 $'000	2016 $'000
(a) Gain/(loss) on disposal of land, building and improvements		
Proceeds from disposal	-	-
Less GST on disposal	-	-
Written down value of land, building and improvements	-	-
Net gain/(loss) on disposal of land, buildings and improvements	-	-
(b) Gain/(loss) on disposal of plant and equipment		
Proceed from disposal	-	-
Written down value of assets disposed	-	-
Net gain/(loss) on disposal of plant and equipment	-	-
(c) Gain/(loss) on disposal of computer equipment		
Proceeds from disposal	-	-
Written down value of assets disposed	-	(8)
Net gain/(loss) on disposal of computer equipment	-	(8)
Total gain/(loss) on disposal	-	(8)

5. Conditions on Contributions

There are no conditions placed on contributions other than to carry out the Programs / Activities of the Authority.

6. Current Assets - Cash and Cash Equivalents

Cash at Bank and on hand	11,673	14,890

For the purposes of the statement of cash flows, cash and cash equivalents include cash at bank and cash on hand.

Cash and cash equivalent assets recognised in the statement of financial position are reconciled at the end of the financial year to the statement of cash flows as follows:

Cash and cash equivalents (per statement of financial position)	11,673	14,890
Closing cash and cash equivalents (per statement of cash flows)	11,673	14,890

Refer to Note 18 for details regarding credit risk, liquidity risk and market risk arising from financial instruments.

7. Current Assets - Receivables

Sale of goods and services	2,945	2,331
Prepayments	417	242
Net GST Receivable	-	287
	3,362	2,860

Details regarding credit risk, liquidity risk and market risk, including financial assets that are either past due or impaired, are disclosed in Note 18.

8. Current Assets - Inventories

Stock on hand - at cost	22	19
	22	19

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the period ended 30 June 2017

9. Non-Current Assets - Property, Plant and Equipment

	Land $'000	Buildings and improvements $'000	Plant and equipment $'000	Shelving $'000	Computer equipment $'000	State archives $'000	Total $'000
At 1 July 2016 - fair value							
Gross carrying amount	7,500	74,279	1,689	9,110	1,630	921,902	**1,016,110**
Accumulated depreciation and impairment	-	(37,529)	(607)	(3,118)	(559)	-	**(41,813)**
Net carrying amount	7,500	36,750	1,082	5,992	1,071	921,902	**974,297**
At 30 June 2017 - fair value							
Gross carrying amount	8,765	80,729	1,223	9,111	1,788	970,322	**1,071,938**
Accumulated depreciation and impairment	-	(38,432)	(441)	(3,536)	(742)	-	**(43,151)**
Net carrying amount	8,765	42,297	782	5,575	1,046	970,322	**1,028,787**

Reconciliation

A reconciliation of the carrying amount of each class of property, plant, and equipment at the beginning and end of the current reporting period is set out below:

Period ended 30 June 2017	Land $'000	Buildings and improvements $'000	Plant and equipment $'000	Shelving $'000	Computer equipment $'000	State archives $'000	Total $'000
Net carrying amount at start of year	7,500	36,750	1,082	5,992	1,071	921,902	**974,297**
Additions	-	973	54	-	286	48,420	**49,733**
Disposals	-	-	(81)	-	(536)	-	**(617)**
Net revaluation increment less revaluation decrements	1,265	6,827	-	-	-	-	**8,092**
Depreciation expense	-	(2,253)	(190)	(417)	(455)	-	**(3,315)**
Depreciation written back on disposals	-	-	82	-	535	-	**617**
Other movements	-	-	(165)	-	145	-	**(20)**
Net carrying amount at end of year	8,765	42,297	782	5,575	1,046	970,322	**1,028,787**

Further details regarding the fair value measurement of property, plant and equipment are disclosed in Note 11.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

9. Non-Current Assets - Property, Plant and Equipment cont.

	Land $'000	Buildings and improvements $'000	Plant and equipment $'000	Shelving $'000	Computer equipment $'000	State archives $'000	Total $'000
At 1 July 2015 - fair value							
Gross carrying amount	6,500	73,898	992	9,111	1,299	904,399	**996,199**
Accumulated depreciation and impairment	-	(35,356)	(491)	(2,702)	(607)	-	**(39,156)**
Net carrying amount	6,500	38,542	501	6,409	692	904,399	**957,043**
At 30 June 2016 - fair value							
Gross carrying amount	7,500	74,279	1,689	9,110	1,630	921,902	**1,016,110**
Accumulated depreciation and impairment	-	(37,529)	(607)	(3,118)	(559)	-	**(41,813)**
Net carrying amount	7,500	36,750	1,082	5,992	1,071	921,902	**974,297**

Reconciliation

A reconciliation of the carrying amount of each class of property, plant, and equipment at the beginning and end of the prior reporting period is set out below:

Year ended 30 June 2016	Land $'000	Buildings and improvements $'000	Plant and equipment $'000	Shelving $'000	Computer equipment $'000	State archives $'000	Total $'000
Net carrying amount at start of year	6,500	38,542	501	6,409	692	904,399	**957,043**
Additions	-	381	734	-	731	17,503	**19,349**
Disposals		-	(37)	-	(401)	-	**(438)**
Net revaluation increment less revaluation decrements	1,000	-	-	-	-	-	**1,000**
Depreciation expense	-	(2,173)	(153)	(417)	(344)	-	**(3,087)**
Depreciation written back on disposals	-	-	37	-	393	-	**430**
Other movements	-	-	-	-	-	-	**-**
Net carrying amount at end of year	7,500	36,750	1,082	5,992	1,071	921,902	**974,297**

Further details regarding the fair value measurement of property, plant and equipment are disclosed in Note 11.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

10. Intangible Assets

	Collection $'000	Software $'000	Total $'000
At 1 July 2016			
Cost (gross carrying amount)	1,248	1,084	2,332
Accumulated amortisation and impairment	-	(200)	(200)
Net carrying amount	1,248	884	2,132
At 30 June 2017			
Cost (gross carrying amount)	1,794	1,340	3,134
Accumulated amortisation and impairment	-	(544)	(544)
Net carrying amount	1,794	796	2,590
Year ended 30 June 2017			
Net carrying amount at start of year	1,248	884	2,132
Additions (acquired separately)	527	287	814
Amortisation (recognised in "depreciation and amortisation")	-	(375)	(375)
Disposals	-	-	-
Assets transfer	19	-	19
Amortisation written back on disposals	-	-	-
Net carrying amount at end of year	1,794	796	2,590

	Collection $'000	Software $'000	Total $'000
At 1 July 2015			
Cost (gross carrying amount)	-	459	459
Accumulated amortisation and impairment	-	(35)	(35)
Net carrying amount	-	424	424
At 30 June 2016			
Cost (gross carrying amount)	1,248	1,084	2,332
Accumulated amortisation and impairment	-	(200)	(200)
Net carrying amount	1,248	884	2,132
Year ended 30 June 2016			
Net carrying amount at start of year	-	424	424
Additions (acquired separately)	1,248	636	1,884
Amortisation (recognised in "depreciation and amortisation")	-	(176)	(176)
Disposals	-	(11)	(11)
Amortisation written back on disposals	-	11	11
Net carrying amount at end of year	1,248	884	2,132

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

11. Fair value measurement of non-financial assets

(a) Fair value hierarchy

2017	Level 1	Level 2	Level 3	Total fair value
	$'000	$'000	$'000	$'000
Property, plant and equipment (Note 9)				
Land	-	8,765	-	8,765
Buildings and improvements	-	-	42,297	42,297
State archives	-	970,322	-	970,322
	-	979,087	42,297	1,021,384

2016	Level 1	Level 2	Level 3	Total fair value
	$'000	$'000	$'000	$'000
Property, plant and equipment (Note 9)				
Land	-	7,500	-	7,500
Buildings and improvements	-	-	36,750	36,750
State archives	-	921,902	-	921,902
	-	929,402	36,750	966,152

There were no transfers between Level 1 or 2 during the period.

Plant and equipment, shelving, and computer equipment are carried at depreciated historical cost. Generally for these assets, the carrying amount is unlikely to be materially different from their fair value.

(b) Valuation techniques, inputs and processes

(i) Land is based on observable inputs (Level 2)

The Authority engaged an independent professional valuer to provide a valuation update in 2017.
Land asset has been valued using the market approach with adjustment for condition, location, and comparability. The independent professional valuer assessed that there has been an increase of $1.265 million in the market value of land as at 31 March 2017.

(ii) State archives are based on observable inputs (Level 2)

The Authority engaged an independent professional valuer to provide an update on the valuation performed in 2013. Input data for the valuation was derived from values of like or similar material found by research of records of Australian and international sales, purchases and other forms of acquisition, knowledge of prices paid by other institutions, and valuation experience at other major archives.

This data was obtained from the manuscripts section of American Book Prices Current, manuscripts and documents sold through Advance Book Exchange, document dealer's catalogues, the Antique Map Price Record and various other sources.

The independent professional valuer assessed that the market for material of the type held by the Authority has not materially changed since last valuation and the value of State archives remains at fair value at 30 June 2017.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

(b) Valuation techniques, inputs and processes continued.

Buildings and improvements are based on unobservable inputs (Level 3).

The Authority engaged an independent professional valuer to perform the valuation. Where there are natural, legal or financial or other conditions imposed by government on use and disposal of asset such that there is no feasible alternative use in the relatively near future, such asset should be valued at fair (market) value for its existing use. Where the current market buying prices could not be observed, an assets fair value is best measured by its depreciated replacement cost. However when current market buying prices can be observed the asset is to be valued having regard to the direct comparison method of valuation having reference to current market transactions of comparable properties in the surrounding area. The Western Sydney Records Centre is considered a specialised asset where current market buying prices cannot be observed; therefore, the depreciated replacement cost method of valuation is adopted.

Depreciated Replacement Cost is the current replacement cost of an asset, less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

There is a considerable degree of subjectivity involved in establishing the life expectancy or effective life, particularly in relation to specialised asset buildings. The assumptions in this valuation are generally based on adopted life spans used in general commercial practice and for assets owned by various State Government Departments, Local Government and Statutory Authorities.

The unobservable input in relation to the building and improvements is the economic life and remaining life the sensitivity to this would be within 10%.

Management considers it unlikely that any change to the inputs will significantly affect the net result for the year. Instead the impact will be on the asset revaluation reserve and the underlying asset class.

The independent professional valuer assessed there has been a material change in the depreciated replacement cost of buildings and improvements at 31 March 2017 resulting in an increase in the carrying value of $6.827 million. Assets excluded from this valuation remain at fair value at 30 June 2017.

(c) Reconciliation of recurring Level 3 fair value measurements

2017	Buildings and improvements	Total Recurring Level 3 Fair value
	$'000	$'000
Fair value as at 1 July 2016	36,750	36,750
Additions	973	973
Revaluation increments/decrements recognised in Net result - included in line item 'Other gains/(losses)'	6,827	6,827
Depreciation	(2,253)	(2,253)
Fair Value as at 30 June 2017	42,297	42,297

2016	Buildings and improvements	Total Recurring Level 3 Fair value
	$'000	$'000
Fair value as at 1 July 2015	38,542	38,542
Additions	381	381
Depreciation	(2,173)	(2,173)
Fair Value as at 30 June 2016	36,750	36,750

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

	2017 $'000	2016 $'000
12. Current Liabilities - Trade And Other Payables		
Creditors	1,172	3,801
Other	913	189
Revenue received in advance	1,059	659
Accrued personnel services expense	2,417	2,148
Net GST payable	25	-
	5,586	6,797

Details regarding credit risk, liquidity risk and market risk, including a maturity analysis of the above payables are disclosed in Note 18.

	2017 $'000	2016 $'000
13. Non-Current Liabilities - Provisions		
Restoration costs	111	96
Total Provisions	111	96

The restoration costs amount, relates to make good cost for the property leases which is expected to be incurred from 2020. The amount is based on an estimated make good amount of $0.13 million in 2017 discounted using the Australian Government 10 year bond rate 2.6% at 30 June 2017 (2.01% at 30 June 2016).

Movements in provisions

Movements in each class of provision during the financial year are set out below:

2017	Restoration $'000	Total $'000
Carrying amount at the beginning of financial year	96	96
Unwinding / change in the discount rate	15	15
Carrying amount at the end of financial year	111	111

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

14. Commitments for Expenditure

	2017 $'000	2016 $'000
(a) Capital Commitments		
Aggregate capital expenditure for acquisitions contracted for at balance date and not provided for.		
Not later than one year	2,989	191
later than one year and no later than five years	407	-
Later than five years	-	-
Total (including GST)	3,396	191

2017 represents a commitment for capital project work at Western Sydney Records Centre, Kingswood. The capital projects include the Integrated Collections Management System and Critical Engineering and Security Services Upgrade.

(b) Operating Lease Commitments

Future non-cancellable operating lease rentals not provided for and payable:

	2017 $'000	2016 $'000
Not later than one year	1,522	1,723
Later than one year and no later than five years	4,861	5,918
Later than five years	750	1,526
Total (including GST)	7,133	9,167

This represents State Fleet car leases and off site storage facilities.

The potential input tax credits recoverable from the Australian Tax Office for the above commitments are $0.648 million ($0.833 million in 2015-16).

15. Contingent Liabilities and Contingent Assets

The Authority is unaware of any contingent assets or contingent liabilities at the date of this report (Nil in 2015-16).

16. Reconciliation of Cash Flows from Operating Activities to Net Result

	2017 $'000	2016 $'000
Net cash flows from operating activities	(1,069)	(620)
Depreciation and Amortisation	(3,690)	(3,263)
Finance Costs	(15)	-
Other revenue	48,398	17,489
Increase / (decrease) in receivables and other assets	505	(148)
Decrease / (increase) in payables	1,211	(1,041)
Net gain / (loss) on disposal of property, plant and equipment	-	(8)
Net Result	45,340	12,409

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

17. Budget Review

Net result
The actual net result was higher than budget by $43.9 million due to the State archives revenue, which was difficult to project in the budget.

Total Revenue was up by $45.3 million primarily due to state archives received during the year and improved revenue generation from service, increase in grant funding from DFSI. The Authority used its surplus cash as a funding source in 2016-17.

Total Expenses were over budget by $1.35 million. Other operating expenses were higher due to additional contractor staff engaged to work on fee for service activities and required to support records management projects.

Assets and liabilities
Net Assets of the Authority were $55.2 million above budget. The Authority's balance sheet was impacted by additional State archives asset.

Cash flows
The Authority's cash flow and liquidity remained strong in 2017. Cash and cash equivalents exceeded budget. Net cash flow from operating activities for the year was $3.24 million below budget due to additional resource expenditure to meet operational requirements.

The net cash flow from investing activities for the year was $4.65 million below budget as the Authority deferred investment in capital project work to provide services which meet the expectations of the Authority in the following year.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

18. Financial Instruments

The Authority's principal financial instruments are outlined below. These financial instruments arise directly from the Authority's operations or are required to finance the Authority's operations. The Authority does not enter into or trade financial instruments, including derivative financial instruments, for speculative purposes.

The Authority's main risks arising from financial instruments are outlined below, together with the Authority's objectives, policies and processes for measuring and managing risk. Further quantitative and qualitative disclosures are included throughout these financial statements.

The Executive Director of State Archives has overall responsibility for the establishment and oversight of risk management and reviews and agrees policies for managing each of these risks. Risk management policies are established to identify and analyse the risks faced by the Authority, to set risk limits and controls and to monitor risks. Compliance with policies is reviewed by the Authority on a regular basis.

(a) Financial instrument categories

Financial Assets	Note	Category	Carrying Amount	Carrying Amount
Class:			**2017 $'000**	**2016 $'000**
Cash and cash equivalents	6	N/A	11,673	14,890
Receivables[1]	7	Loans and receivables (at amortised cost)	2,677	2,119

Financial Liabilities	Note	Category	Carrying Amount	Carrying Amount
Class:			**2017 $'000**	**2016 $'000**
Payables[2]	12	Financial liabilities measured at amortised cost	4,409	5,788

Notes:
1. Excludes statutory receivables and prepayments (i.e. not within scope of AASB 7).
2. Excludes statutory payables and unearned revenue (i.e. not within scope of AASB 7).

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

(b) Credit Risk

Credit risk arises when there is the possibility of the Authority's debtors defaulting on their contractual obligations, resulting in a financial loss to the Authority. The maximum exposure to credit risk is generally represented by the amount of the financial assets (net any allowance for impairment).

Credit risk arises from the financial assets of the Authority, including cash, receivables, and authority deposits. No collateral is held by the Authority. The Authority has not granted any financial guarantees.

Credit risk associated with the Authority's financial assets, other than receivables, is managed through the selection of counterparties and establishment of minimum credit rating standards.

Cash

Cash comprises cash on hand and bank balances within the NSW Treasury Banking System. Interest is earned on daily bank balances.

Receivables - trade debtors

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Procedures as established in the Treasurer's Directions are followed to recover outstanding amounts, including letters of demand. Debts which are known to be uncollectible are written off. An allowance for impairment is raised when there is objective evidence that the Authority will not be able to collect all amounts due. This evidence includes past experience, and current and expected changes in economic conditions and debtors credit ratings. No interest is earned on trade debtors. Sales are made on 30 day terms.

The Authority is not materially exposed to concentrations of credit risk to a single trade debtor or group of debtors. Based on past experience, debtors that are not past due (2017:$1.9 million, 2016: $1.7 million), less than 6 months past due (2017:$0.983 million, 2016:$0.385 million) and more than 6 months past due (2017:$0.006m, 2016: Nil) are not considered impaired.
Together, these represent 100% of the total trade debtors. Most of the Authority's debtors are NSW public sector agencies.

The only financial assets that are past due or impaired are 'sales of goods and services' in the receivables' category of the statement of financial position.

	$'000		
2017	**Total** [1,2]	**Past due but not** [1,2] **impaired**	**Considered** [1,2] **impaired**
< 3 months overdue	829	829	-
3 months - 6 months overdue	154	154	-
> 6 months overdue	6	6	-
2016			
< 3 months overdue	378	378	-
3 months - 6 months overdue	6	6	-
> 6 months overdue	-	-	-

Notes:

1. Each column in the table reports 'gross receivables'
2. The ageing analysis excludes statutory receivables as these are not within the scope of AASB 7 and excludes receivables that are not past due and not impaired. Therefore the 'total' will not reconcile to the total receivables recognised in the statement of financial position.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

(c) Liquidity risk

Liquidity risk is the risk that the Authority will be unable to meet its payment obligations when they fall due. The Authority continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets. The objective is to maintain a balance between continuity of funding and flexibility through the use of loans and other advances.

During the current and prior years, there were no defaults on loans payable. No assets have been pledged as collateral. The Authority's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in NSW TC 11/12. For small business suppliers, where terms are not specified, payment is made not later than 30 days from date of receipt of a correctly rendered invoice. For other suppliers, if trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or statement is received. For small business suppliers, where payment is not made within the specified time period, simple interest must be paid automatically unless an existing contract specifies otherwise. For payments to other suppliers, the Director (or a person appointed by the Director) may automatically pay the supplier simple interest.

The table below summarises the maturity profile of the Authority's financial liabilities.

Maturity analysis and interest rate exposure of financial liabilities

		$'000 Interest Rate Exposure			Maturity Dates		
	Nominal [1] Amount	Fixed Interest Rate	Variable Interest Rate	Non-interest bearing	< 1 year	1-5 years	> 5 years
2017							
Payables							
Personnel services payable	2,417	-	-	2,417	2,417	-	-
Creditors	1,992	-	-	1,992	1,992	-	-
Borrowings							
TCorp borrowings	-	-	-	-	-	-	-
	4,409	-	-	4,409	4,409	-	-
2016							
Payables							
Personnel services payable	2,148	-	-	2,148	2,148	-	-
Creditors	3,640	-	-	3,640	3,640	-	-
	5,788	-	-	5,788	5,788	-	-

Note:

1. The amount disclosed are the contractual undiscounted cash flows of each class of financial liabilities based on the earliest date on which the Authority can be required to pay. The tables include both interest and principal cashflows and therefore will not reconcile to the statement of financial position.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

(d) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Authority's exposures to market risk are primarily through interest rate risk. The Authority has no exposure to other price risk or foreign currency risk and does not enter into commodity contracts.

The effect on profit and equity due to a reasonably possible change in risk variable is outlined in the information below, for interest rate risk and other price risk. A reasonably possible change in risk variable has been determined after taking into account the economic environment in which the Authority operates and the time frame for the assessment (i.e. until the end of the next annual reporting period). The sensitivity analysis is based on risk exposures in existence at the statement of financial position date. The analysis is performed on the same basis as for 2016. The analysis assumes that all other variables remain constant.

Interest rate risk

The Authority does not have any borrowing and its exposure to interest rate risk is minimal. The Authority's exposure to interest rate risk is set out below.

$'000

	Carrying amount	-1%		+1%	
		Profit	Equity	Profit	Equity
2017 *Financial assets*					
Cash and cash equivalents	11,673	(117)	(117)	117	117
2016 *Financial assets*					
Cash and cash equivalents	14,890	(149)	(149)	149	149

(e) Fair value measurement

Financial instruments are generally recognised at cost. The amortised cost of financial instruments recognised in the statement of financial position approximates their fair value because of their short term nature.

State Archives and Records Authority of New South Wales
Notes to the financial statements
for the year ended 30 June 2017

19. Related Party Disclosures

The Authority's key management personnel compensation are as follows:

	2017 $'000
Short-term employee benefits:	
Salaries	254
Other monetary allowances	-
Non-monetary benefits	-
Other long-term employee benefits	38
Post-employment benefits	20
Termination benefits	-
Total remuneration	312

During the year, the Authority did not enter into transactions on arm's length terms and conditions with key management personnel, their close family members and controlled or jointly controlled entities thereof.

Other related party transactions

During the year, the Authority entered into transactions with other entities that are controlled/jointly controlled/significantly influenced by NSW Government. These transactions which are conducted as arm's length transactions are a significant portion of the Authority's rendering of services / receiving of services, in aggregate are as follows.

Nature of transactions	Transaction value $'000	Net receivable/ (payable) $'000
Rendering of Services	19,754	2,982
Receiving of Services	14,454	2,938
Purchase of Goods	285	256

20. Events after the Reporting Period

The Authority is not aware of any event subsequent to balance date that would impact the financial statements.

End of audited financial statements

NOTES

ACCESSING OUR SERVICES

ADDRESSES / HOURS

ON THE INTERNET
Website: www.records.nsw.gov.au

Email: srecords@records.nsw.gov.au

WESTERN SYDNEY RECORDS CENTRE
(including Public Reading Room)

161 O'Connell Street,
KINGSWOOD

TELEPHONE
Telephone: (02) 9673 1788

HOURS OF OPENING
Monday – Friday: 9am – 5pm

Saturday: 10am – 4pm

Sunday and public holidays: CLOSED

POSTAL ADDRESS
PO Box 516

KINGSWOOD NSW 2747

Reading rooms and public facilities are wheelchair accessible