



State Archives
& Records

ANNUAL REPORT 2020-2021



Annual Report 2020–21

ISSN 0545-3593

State Archives and Records Authority of New South Wales
PO Box 516
Kingswood NSW 2747

Published 2021
Written, edited and designed in-house.

Available in PDF format at www.records.nsw.gov.au

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As at 30 June 2021 the State Archives and Records Authority of New South Wales is a statutory body within the Department of Premier and Cabinet (DPC) cluster.

Cover: Two boats, Nepean River. NSW State Archives: Government Printing Office, NRS-4481 SH338B

The Hon Don Harwin MLC

Special Minister of State, and
Minister for the Public Service
and Employee Relations,
Aboriginal Affairs, and the Arts
Parliament House
Macquarie Street
SYDNEY NSW 2000

Dear Minister

On behalf of the State Archives and Records Authority of New South Wales and in accordance with the provisions of the *Annual Reports (Statutory Bodies) Act 1984*, the Annual Reports (Statutory Bodies) Regulation 2015, the *Government Sector Finance Act 2018* and the Government Sector Finance Regulation 2018, I submit for presentation to Parliament the Annual Report for the year ending 30 June 2021.

Yours sincerely

A handwritten signature in dark ink, enclosed within a hand-drawn oval. The signature appears to read 'Adam Lindsay'.

Adam Lindsay
Executive Director

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From the Executive Director

As we reflect on the past 12 months it feels surreal to consider how vastly different they were from the previous year. In saying this, the 2020–21 financial year was, like any other, characterised by challenges and opportunities and I am pleased to report that the State Archives and Records Authority of New South Wales (SARA) once again seized opportunities and rose to the challenges and had another successful year delivering services for the people of NSW.

During this period, our partnership with Sydney Living Museums (SLM) continued to grow, with a fully integrated Senior Executive team, one shared corporate services team supporting both organisations, and further exhibition and programming collaborations. The partnership continues to highlight the incredible opportunities that come from combining two organisations with history at their core.

With strong results across all functional areas of SARA, highlights can be difficult to isolate. Our Collections, Access and Engagement team celebrated the success of *The Queen's Album* exhibition on display at NSW Parliament House, which attracted over 10,000 visitors. Across all of our exhibitions, including regional and online exhibitions, there were over 215,000 visits. Our commitment to access was underscored; for a second year in a row, an additional one million items from the State Archives Collection were made discoverable online and much of this result was achieved by our wonderful team of volunteers, who contributed over 7000 hours indexing, listing and barcoding the Collection.

Our Recordkeeping Services and Advice team reviewed, and had approved by the SARA Board, an impressive 29 disposal authorities, ensuring the currency and relevance of these important instruments that build the State Archives Collection and enable efficient and effective business across public offices. This team also deployed their first-rate Records Management Assessment Tool, which was designed to assist public offices to self-assess and report on their compliance. This tool will also assist public offices to identify areas for improvement and provide SARA with an overview of regulatory alignment across the sector to enable more targeted support and education.

Our Commercial Operations division once again delivered strong financial results and critical services across government and the public sector. The value-added services that SARA provides contribute vital revenue to support our care of the State Archives Collection and assist public offices with the effective delivery of services to the public. The contribution of these services to the effective functioning of the *State Records Act 1998* and the delivery of services to the public cannot be understated.

Finally, I would like to thank our Board Chair, Deputy Chair, Board Members, staff and volunteers for their ongoing passion and commitment to SARA. As SARA navigates through the implications of COVID-19 and the opportunities that are presented through the partnership with SLM, the innovation, expertise, enthusiasm and dedication of the Board, staff and volunteers is more valuable than ever.

Adam Lindsay
Executive Director

From the Chair

During a year of enormous challenge, the staff of the State Archives and Records Authority of New South Wales (SARA) have ensured their important work has continued without interruption. In each section of the organisation, they have made important adjustments and embraced innovation, and the Board has been impressed with their adaptability, dedication and zeal.

Despite the challenging conditions, SARA's commercial operations have performed exceptionally well and continue to produce record results in a highly competitive market. SARA's commercial operations arm is a sector-leading storage services facility and ensures our collection and the current records of NSW public offices are secure and accessible. The revenue produced contributes to the crucial work of building and preserving the archives as well as providing access to one of the state's most significant cultural assets. In the past year, innovation has enabled the Commercial Operations team to increase scan-on-demand services by almost 40%, to meet the needs of clients during shifting COVID-related working arrangements, and they have achieved significant savings through lease consolidation. During this period, team members have also been looking ahead, completing crucial planning and business case analysis that will provide SARA with the sound strategic basis upon which to expand and grow with confidence and efficiency.

Work has also been ongoing to improve access to the State Archives Collection through preservation, enhanced discoverability and exhibitions. SARA has continued to work with partnering organisations to share the Collection through engaging physical and online exhibitions, and has secured significant capital funding for a multi-year digitisation project. This program of work will significantly reduce the number of collection items that will become at risk in the near future and make high-demand items even more accessible to the people of NSW.

The Board has also overseen improvements in the area of recordkeeping standards and advice. The Government Recordkeeping team has developed a new regulatory framework which allows for coordinated, responsive and risk-informed practices to improve compliance with the *State Records Act 1998* through cooperative and collaborative engagement with public offices.

I thank the Hon Don Harwin MLC as Minister for the Arts for his advocacy and passion for history and the State Archives Collection and his vision for a vibrant arts sector in NSW. His continued support ensures that the citizens of NSW have access to this meaningful and significant collection we hold and preserve on their behalf.

I also thank Ms Naseema Sparks AM, the Chair of the Board of Trustees for the Historic Houses Trust of NSW, for her ongoing commitment to the partnership between SARA and Sydney Living Museums (SLM) and her contributions to both institutions. This year saw further and more meaningful interaction between the SARA Board and the SLM Trust and I look forward to more fruits of the partnership between SLM and SARA in the years to come.

Dr Brian Lindsay

Chair

1. About NSW State Archives and Records

1.1 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.

1.2 Who we are

The State Archives and Records Authority of New South Wales (SARA) is the NSW Government's archives and records management authority, and the custodian of the nation's oldest archives collection. SARA looks after the largest collection of records documenting the history of NSW, to make sure it can be accessed and enjoyed for all time.

The State Archives Collection (the Collection) has a financial value of over \$1 billion and a cultural worth beyond measure. An important part of our role at SARA is making sure that government, the public sector, universities and local councils meet their recordkeeping obligations under the *State Records Act 1998* (the Act), supporting accountability and contributing to the future of the archives.

SARA is a non-budget dependent agency, and a statutory body under Schedule 2 Part 1 of the Government Sector Finance Regulation 2018 (GSFR). SARA's core regulatory, archival collection and service delivery functions were funded in 2020–21 through own-source commercial revenue (75%) and a grant from Treasury (25%). SARA's Commercial Operations arm operates off budget to provide records storage, digitisation and related services to the public sector.

SARA 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
- protecting privacy.

1.3 Our stakeholders

The people of NSW

SARA manages the State Archives Collection as custodians for the people of NSW.

While people in NSW are the principal clients of our public-orientated services, people from around Australia and across the world access the Collection for a wide range of purposes.

The government of NSW

SARA services 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 under the Act.

1.4 What we do

At the Western Sydney Records Centre at Kingswood, we care for the Collection, comprising more than 88 linear kilometres of state archives – maps, plans, volumes, images, objects and more – dating from before European settlement in 1788. The Collection is the collective memory of NSW.

SARA's 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 recordkeeping;
- 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;
- in all formats, preserving the Collection in secure purpose-built environments and ensuring that archives stored elsewhere are managed to the necessary standards;
- documenting and cataloguing the Collection to provide context and accessibility; and
- providing access to the Collection.

1.5 How we do this

The operational activities of SARA can be broken down into three key functional areas:

- Collections, Access and Engagement;
- Recordkeeping Standards and Advice; and
- Commercial Operations.

Collections, Access and Engagement is the custodian of and advocate for the Collection, which is one of the most complete and important collections documenting colonisation in the world. This vast cultural collection details the construction of NSW and the wielding of colonial power, with multiple series of documents now included as inscriptions on the UNESCO Memory of the World Register.

The Recordkeeping Standards and Advice team assists public offices to meet their recordkeeping obligations under the *State Records Act 1998* as a vital part of preserving the memory of government for current and future generations.

Commercial Operations provides commercial storage, records management, digitisation and consultancy services to NSW public offices and beyond to generate the majority of SARA's operating revenue.

2. Performance, highlights and achievements

2.1 Key achievements

The State Archives Collection

- State Archives Collection currently valued at \$1.04 billion
- Accessions of state archives in 2020–21 increased the Collection's value by \$16.6 million

Quality recordkeeping

- Recordkeeping Advice pages and resources on the SARA website had 167,591 visits
- Recordkeeping e-learning site had 4721 visits
- SARA reviewed 29 disposal authorities to ensure that disposal rules were relevant, current and fit for purpose
- SARA developed and deployed a new Responsive Regulatory Policy Framework and Records Management Assessment Tool

Sustainability

- SARA self-funded 75% of operating budget through Commercial Operations and services to the public
- \$4.8 million operating surplus generated from SARA's commercial activities
- Secure recycling of 241 tonnes of paper through SARA's destruction service

Access, engagement & creative programming

- Highly successful exhibition *The Queen's Album* on display at NSW Parliament House attracted 10,498 visitors
- Physical exhibitions across NSW attracted 15,594 visitors
- Online exhibition material attracted 200,366 views
- Over 18 million interactions with the Collection through digital engagement, including online and social media, and visits to the reading room and physical exhibitions
- Over one million new collection items made discoverable online

Other highlights

- Volunteers worked 7756 hours to make the Collection more accessible through indexing, listing and barcoding items, including the addition of 92,481 index items to the website
- SARA digitised more than ten million images for commercial clients within a seven-hour service level as part of the Scan-on-Demand offering
- Fit-out of a large leased warehouse for records storage completed, allowing for growth in holdings and the closure of a smaller, less-efficient site
- 1.1% increase in commercial holdings

2.2 Performance summary

Online presence	<p>1,902,009 website visits</p> <p>3,750,160 page views on main website</p>
Reading Room	<p>11,909 Reading Room visitors</p> <p>19,924 original archives issued in the Reading Room</p> <p>40 community access points to the State Archives Collection across NSW</p>
New access	<p>1,021,820 collection items and images made discoverable online during 2020–21</p>
The Collection	<p>1,458 metres of material accessioned, bringing the total to 88,094 metres of paper-based records in the State Archives Collection including:</p> <p>2,400+ metres of paper and volumes archives held in Regional Archives Centres</p> <p>15,842 digital files accessioned using 47 gigabytes of storage</p>
Commercial Operations	<p>669,517 metres of non-current records stored</p> <p>21,912 metres of non-current records accessioned</p> <p>7,652 metres in net growth of storage holdings</p> <p>146,000+ physical and digital deliveries</p> <p>362,000+ health files sentenced</p>
Public engagement <small>Public engagement was heavily impacted by COVID-19 in 2020–21</small>	<p>3,313 total participants in public program events, including our regional initiative <i>Archives in Your Town</i></p>
Recordkeeping Standards and Advice	<p>94% of public offices have comprehensive records retention and disposal coverage</p>

2.3 State of public sector recordkeeping

SARA has statutory responsibility for promoting effective and efficient recordkeeping across the NSW public sector through the *State Records Act 1998* (the Act). This is undertaken by setting standards, providing guidance, promoting good practice and monitoring public office performance and compliance.

Standards and code of best practice

One of SARA's roles is to approve and review standards and codes of best practice for all aspects of records management in NSW public offices (under section 13(1) of the Act).

There are currently two standards in operation: *Standard on records management* (Standard No. 12, issued 2015, amended 2018) and *Standard on the physical storage of State records* (Standard No. 13, issued 2019).

There is currently one code of best practice in operation: *AS ISO 15489.1: 2017 Information and documentation – Records Management, Part 1: Concepts and Principles*.

SARA provides assistance to public offices in implementing the requirements of the standards and code of best practice.

Regulatory Framework for the State Records Act 1998

The *State Records Act 1998* establishes SARA as the regulator of records management and recordkeeping within NSW public offices.

The Act provides SARA with regulatory powers, including the authority to issue formal requirements (for example, standards, codes of best practice, and retention and disposal authorities) and to provide records management services (for example, guidance and training) to assist and support public offices in their compliance with the Act.

During 2020–21 SARA reviewed its approach to regulation and monitoring public offices' compliance with the Act. The outcome of the review was a new Regulatory Framework. The Framework describes our approach to regulating records management and recordkeeping, and how we use the powers in the Act to support regulatory activities. Our primary objectives in regulating in line with the Act are:

- assisting public offices to be compliant;
- monitoring and reporting on compliance and the state of records management and recordkeeping in public offices; and
- promoting excellence in records management and recordkeeping.

At the heart of the Regulatory Framework is a responsive regulatory approach which enables us to use coordinated, responsive and risk-informed practices to improve compliance through cooperative and collaborative engagement with public offices.

We have also adopted a co-regulatory approach which recognises that in some matters concerning non-compliance with the Act, another regulator is better placed to take on an investigatory and enforcement role. We are partnering with integrity agencies such as the Information and Privacy Commission NSW (IPC), the NSW Ombudsman and the Independent Commission Against Corruption (ICAC), and work with these organisations to develop guidance and advice which will respond to specific issues and improve records management in public offices.

The Regulatory Framework is available on our website.

Records Management Assessment Tool (RMAT)

A key component of the Regulatory Framework is the new Records Management Assessment Tool (RMAT). The RMAT is based on the requirements of the *State Records Act 1998* and the standards issued under that Act. It is designed specifically for public offices; we engaged in a co-design process with over 20 public offices to make sure that the RMAT is easy to use, understandable and meets public office needs. The RMAT is designed to provide structured self-assessments of conformity with requirements and to present the results of the assessment in a way that can be used to easily communicate a public office's performance. The RMAT will assist in voluntary compliance and self-regulation.

Efficient retention of public sector records

State 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 retained in perpetuity as part of the State Archives Collection.

Public sector records cannot generally be destroyed without the approval of SARA and its Board. The minimum periods for which the records must be kept are identified in records retention and disposal authorities. Significantly, retention and disposal authorities also identify records to be kept as state archives.

Routine implementation of authorities enables the timely transfer of permanently valuable records to the Collection. 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.

Retention and disposal authority coverage

During this financial year, there were 370 public offices that had requirements to comply with obligations conferred under the *State Records Act 1998*. This is an increase of ten public offices within the jurisdiction. Of the 370 public offices, 349 (94%) have comprehensive retention and disposal coverage for their records, a reduction of 1% in total coverage on the previous year due to the growth in the numbers of public offices. Of the remaining 21 public offices, 13 have some functional records covered and eight have no or few functional records covered by retention and disposal authorities.

Retention and disposal authority review

In July 2020, we focused on reviewing retention and disposal authorities (RDAs) where more than ten years has elapsed since their last review date. From 1999 to the 2021 financial year, 417 functional retention and disposal authorities and 48 general authorities have been issued. The focus on reviewing ageing disposal regulations manages risk; ensures that disposal rules keep pace with changes in public office and government structures, services and functions; and promotes efficient public administration.

At the start of the reporting period, there were 327 active RDAs, of which 111 were due for review. Of the 111, 29 RDAs have been completed this year comprising:

- 11 RDAs reviewed, redrafted and reissued;
- one RDA reviewed and reissued;
- nine RDAs reviewed and revoked; and
- eight RDAs superseded.

Identifying performance issues and complaints about recordkeeping

SARA monitors reports published by the Auditor-General of NSW, the NSW Ombudsman and ICAC to identify recordkeeping performance issues. We also take note of media reports and issues raised with us by members of the public.

While the *State Records Act 1998* provides no specific complaint-handling provisions or powers, each year we handle a small number of complaints concerning recordkeeping in public offices. We have developed a new *Managing Complaints about Recordkeeping in Public Offices* policy which will guide staff in the handling of complaints, including their risk-based triage, assessment and response. The policy and complaint-handling process ensures that we only accept those complaints aligned with our regulatory objectives.

During 2020–21, we declined three complaints due to insufficient evidence of poor recordkeeping or a breach of the Act, or because the complaint did not meet the threshold for improving outcomes for NSW public sector recordkeeping.

We accepted one complaint concerning recordkeeping in the Office of the Premier. This matter required a formal recordkeeping assessment process and the recordkeeping assessment report for this complaint is available on our website.

Providing records management guidance and advice

We provide guidance and resources on a range of records management topics via our website. During 2020–21, we:

- developed *Records Management Fundamentals* presentations for staff and senior executives;
- published *Cloud computing: recordkeeping requirements checklist*;
- updated advice on using and implementing the *General Retention and Disposal Authority: Patient Records* (GDA 17);
- published the bimonthly *For the Record* newsletter which provides updates and advice to recordkeeping professionals within NSW public offices;
- delivered recordkeeping clinics for public offices to help identify and solve recordkeeping and records disposal issues; and
- delivered a webinar on determining requirements for digitisation programs and the disposal of source records.

In 2020–21, we responded to 1096 inquiries about recordkeeping and attended 261 meetings with stakeholders from a range of NSW public offices, non-government organisations, private individuals, and organisations, and from other jurisdictions.

Recordkeeping during COVID-19

The current pandemic had a significant impact on recordkeeping practices across NSW. We continued to deliver support to the public sector by:

- providing advice on recordkeeping requirements issued under Public Health Orders, including retention of contact tracing information and COVID-19 safety plans;
- amending the relevant disposal authority to ensure that COVIDSafe app data can compliantly be deleted when no longer required for contact tracing; and
- providing recordkeeping advice on new services implemented as part of the NSW Government's response to the pandemic.

We continued to liaise with national, state and territory archival and records authorities to ensure that NSW records documenting the Australian and state and territory governments' responses to COVID-19 via the National Cabinet are managed and preserved.

Training program

Our suite of e-learning modules continues to be well received. During 2020–21, we had 4721 visits to the e-learning site, with 3020 visitors exploring the e-learning modules.

During this period, we provided copies of the e-learning modules to five local councils for modification and use as part of their own in-house training programs.

Recordkeeping events and forums

Recordkeeping clinics

In the reporting period, nine recordkeeping clinics were run to support public offices in implementing disposal authorities and managing recordkeeping issues. The sessions were well attended by 112 participants from various NSW Government departments and local councils. The clinics covered issues dealing with Microsoft 365, working from home, risks in retaining records longer than the minimum requirements, transferring records as state archives and accessing those records from the State Archives Collection. Follow-up surveys indicated participants appreciated the 'high-touch' opportunity to discuss specific issues.

Digitisation webinar

In March 2021, 151 attendees (110 from metropolitan areas and 41 from regional areas) joined a session focused on determining requirements for digitisation programs and the disposal of source records. The post-webinar survey indicated that an overwhelming majority of the attendees found it useful and that they were likely to attend future events.

Recordkeeping Standards and Advice staff made presentations at these key events:

- 'Recordkeeping and remembering the COVID-19 pandemic' at the University of Technology Sydney Seminar Series, July 2020;
- 'Disposal of legal documents' at the Local Government Network Records Managers' meeting, September 2020;
- 'Protection of records for the Royal Commission' at the Disability Royal Commission Interagency Meeting, December 2020; and
- 'Records Management Fundamentals for service providers' at the Department of Communities and Justice Records Management Forum for Out of Home Care Service Providers, April 2021.

Satisfaction survey

In September 2020, we conducted a satisfaction survey with public offices. The survey was responded to by 113 people from a variety of recordkeeping and information management roles within the public sector. The results showed 80% of respondents are likely to recommend contacting the Recordkeeping Standards and Advice team and 89% of respondents are likely to contact the team again for recordkeeping advice. We received useful feedback for improving our website and providing support to public offices, which we will look to implement as part of our commitments to increasing our effectiveness in line with the operational plan.

Collaboration with government and industry

The Recordkeeping Standards and Advice team regularly collaborates with NSW Government departments, cross-agency initiatives and working groups to maximise our reach and ensure that our messages about good recordkeeping are reaching the widest audiences.

During 2020–21, significant collaborations included:

- Department of Premier and Cabinet, on a new Premier's Circular on records management. *C2021-05 Managing Records in NSW Government* was issued on 16 March 2021 to all public offices. This circular reminds all public offices of the importance of creating, managing, protecting and disposing of records correctly;
- Department of Customer Service, on drafting new guidance on implementing information security and classification; and
- Department of Communities and Justice, on the migration and consolidation of records management systems for the department including major programs of legacy records migration and decommissioning.

We participate in industry research and standards-setting where the outcomes have direct relevance to recordkeeping in the NSW public sector. During 2020–21, we participated in the following ways:

- as a member of the Standards Australia IT/21 – Records Management Committee;
- as a member of the Standards Australia IT/21 subcommittee IT21/17 – Compliance Handbook; and
- as a member of the International Organization for Standardization ISO/TC 46/SC 11 Archives/records Management Working Group – 19 Risk assessment for records processes and systems.

Australasian Digital Recordkeeping Initiative (ADRI) Partnership

We work closely with others on digital recordkeeping and archiving strategies and tools. The Australasian Digital Recordkeeping Initiative (ADRI) is an undertaking of the Council of Australasian Archives and Records Authorities (CAARA), 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.

Due to the COVID-19 pandemic, most of the ADRI projects were put on hold. SARA continued to collaborate with the working group in the drafting of functional requirements for Microsoft 365 and contributed to the development of two ADRI products: information management requirements for software-as-a-service and sustainable digital file formats for creating and using records.

NSW Government response to Royal Commission into Institutional Responses to Child Sexual Abuse

We have completed our program of work in response to the recommendations of the Royal Commission relating to records and recordkeeping, including the development of promotional materials, online training and access to information on recordkeeping practices.

We continue to provide access to relevant information resources through a dedicated section of our website, which will be updated as required. This web-based resource includes guidance for identifying and retaining records which may become relevant to an actual or alleged incident of child sexual abuse, relevant retention and disposal authorities for NSW public sector and the non-government sector, standards for records management, online training courses, and a range of new leaflets on recordkeeping specifically for the non-government sector.

2.4 State Archives Collection

SARA manages and preserves the State Archives Collection on behalf of the people of NSW. The Collection is more than just the corporate memory of the NSW Government and broader public sector; it is a globally significant cultural collection that illuminates the past and provides insight and context for the present. The Collection includes the earliest government records in Australia, dating from the arrival of the first Europeans, and is used by people around Australia and around the world.

Achievements

- Successful completion of the valuation of AV Material, Objects and Sampled Series Type
- Commencement of the barcoding of the Collection, with approximately 60% of the Collection barcoded at container level

Adding to the Collection

SARA and its Board identify state records of enduring value through retention and disposal authorities. Identified records are required to be transferred to SARA to be accessioned into the State Archives Collection and kept in perpetuity.

SARA works with public offices to transfer this material into its custody when it is no longer in use. Archives not transferred into SARA's custody are at greater risk of loss, accidental destruction or damage.

Once the records are transferred, SARA works to document and describe the material, providing vital information about the context of the archives. This involves providing an overview of the content of each record series and when it was created, including lists of the items held, with links to the agencies that created the records over time and to any indexes or guidance on related archives so that they are discoverable and understood. SARA's digitisation efforts further increase discoverability of the Collection.

The transfer of born-digital material is a growing area, and we now regularly receive transfers of digital formats, including documents, images, maps and audiovisual recordings.

Accessing the Collection

We are committed to maintaining a range of access points, and arrangements to preserve and make state archives as accessible as possible, in key locations throughout the state.

We provide access to the Collection through the Western Sydney Reading Room, our website, selected third-party websites, social media channels and 40 community access points across regional NSW, including seven Regional Archives Centres.

Transfer of state archives in 2020–21

The Western Sydney Records Centre (WSRC) received 222 consignments from 173 series. This included the transfer of eight consignments of NRS-13660 Probate packets from the Supreme Court of NSW, with a total of 126,190 items.

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

Standard format records accessioned into the State Archives Collection (metres)

Location of new accessions	2018–19	2019–20	2020–21
State archives accessioned to the Collection held at WSRC	1,355	1,299	1,458
State archives accessioned to the Collection held at Regional Archives Centres	17	–	2

Number of non-standard format items accessioned into the State Archives Collection

Type of item	2018–19	2019–20	2020–21
Maps and plans	4,784	680	93

Standard format items in the State Archives Collection (metres)

	2018–19	2019–20	2020–21
Appraised collection volume at WSRC	79,780	81,276	82,734
Yet-to-be appraised collection volume at WSRC	3,392	3,195	2,864
Total collection volume at WSRC	83,172	84,471	85,597
Collection volume at Regional Archives Centres	2,496	2,496	2,497
Total collection volume	85,668	86,967	88,094

These figures do not include 1021.7 metres of parliamentary archives held by agreement with NSW Parliament.

Preserving the Collection

We actively provide support to agencies to preserve archives still in their custody. Additional support was offered to some agencies this year to treat archives in their custody identified as being at an elevated risk of loss due to factors beyond their control. Services included the remedial treatment of volumes and mould remediation of archives during the transfer process. The preservation team provides guidance to agencies about the appropriate handling, packaging and transportation of records to be transferred, and this year provided advice to a regional centre about the construction of a new conservation facility in their new city library hub.

Our longstanding relationship with Land and Property Information during its progressive transfer of records into our custody continued this year with recommendations for the treatment of their Power of Attorney volumes and Early Deposited Plans prior to digitisation and ultimate transfer.

Significant survey work was completed this year to achieve the long-term goal of preservation copying at-risk audiovisual archives. The preservation services team sampled 3500 negatives from 60 series of vinegar syndrome-affected acetate films. Acid detection strips were used to determine the level of deterioration to effectively prioritise copying.

Conservation

An important way to reduce damage to archives during access is the assessment of their physical condition to determine risks and the need for treatment intervention before they are handled.

Conservation assessments of 56 series were completed to assist with customer access, volunteer programs and digitisation projects. The conservation team treated 179 of the assessed items that were heavily damaged to facilitate access for customers and public offices.

The Conservation team contributed to our successful exhibition and engagement programs by assessing, treating and mounting 137 items for the *Archives in Your Town* regional touring and digital showcase.

Two hundred and twenty-nine boxes of at-risk archives identified in previous collection surveys received conservation treatment, including Divorce series and Deceased Estate Files.

Collection digitisation program

Under our digitisation program, a total of 128,687 digital preservation files were ingested into the State Archives Management System and made available to the public during the year. These included:

- Personal History Cards – Employees born before 1900 [NSW State Rail];
- Public Relations acetate negatives [NSW State Rail]; and
- Reference photo collection [NSW State Rail].

The digitisation program successfully collaborated with the volunteer program to achieve this result. Our partnership with the Australian Railway Historical Society (NSW Division) for the digitisation of State Rail Authority photographs continued throughout the year.

Further digitisation was also completed to preserve priority (at-risk) archives, with over 500 16mm films digitised this year.

Collection digitisation project

We commenced a major collection digitisation project during the reporting period. The project aims to preserve photographic, audiovisual and selected paper-based material through digitisation.

An external supplier has been engaged to digitise over 500,000 photographic negatives in the 2021–22 financial year. We are progressively listing, conserving and digitising pre-1890 Insolvency Files, selected School Administration Files and a collection of glass plates depicting life in the late 19th and early 20th centuries.

Documenting and cataloguing the Collection

Significant series added to Collection Search in 2020–21 included:

- records of the Earth Exchange;
- records from five separate local councils; and
- NRS-18089 M Miscellaneous files from Spatial Services, which include many files relevant to the history of land management in NSW.

Agency documentation work this year included the registration and approval of 315 series and 1511 consignments.

Series and context documented

Type	Approved program 2020–21	Total at 30 June 2021
Documented series at WSRC	315	15,595
Documented series in Regional Archives Centres or other locations	–	2,312
Total documented series	315	17,907
Agencies	48	4,642
Persons	–	190
Portfolios	–	323
Ministries	–	99
Organisations	–	97
Activities	–	323
Functions	–	14

State archives (items and images) in the online catalogue

	Result 2018–19	Result 2019–20	Result 2020–21	Target 2020–21
State archives added to the online catalogue	282,005	913,574	1,021,820	1,000,000
Total state archives in the online catalogue	2,058,589	2,972,163	3,993,983	3,360,000

Valuation of the Collection

A perpetual valuation model was implemented in 2019–20 that complies with audit, government and organisational requirements. This has resulted in the ongoing valuation of the Collection being an integrated component of the business-as-usual process of collection management.

In 2020–21, the State Archives Collection was valued at \$1,044,415,077. This represents an increase of \$17,783,716, being a combination of new transfers and revalued material since 30 June 2020.

Access directions cover all records kept more than 30 years

The *State Records Act 1998* requires public offices to make access directions for records that are in the open access period (that is, at least 30 years old). Access directions either open records to public access after 30 years or close them for a longer specified period. There is a presumption that records will be open to public access after 30 years. The *Attorney General's Guidelines: Making Access Directions under the State Records Act 1998* identifies types of records that may require a longer period of closure, for example, to protect sensitive information or restrict access to information that could compromise security.

We maintain a register of access directions on our website and assist public offices to make access directions. The main trigger for making access directions remains the requirement that all items transferred into the Collection be covered by an access direction.

Public offices making access directions

Coverage	2018–19	2019–20	2020–21
Partial coverage	4	3	7
Comprehensive coverage	4	4	2

The number of access directions made is not indicative of the quantity of records covered.

Temporary recall of state archives

Public offices may recall individual state archives required for official use. SARA may provide temporary custody of the original record or supply a copy. Digital delivery only is the priority for fulfilling such requests. In 2020–21, 2665 requests were made for archives and, of these 2449, delivered digitally.

Use of the State Archives Collection

The purpose of preserving the 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.

Inquiry services from the public

Format of inquiry	2018–19	2019–20	2020–21
Post	28	21	7
Email	4,620	4,682	9,902
Phone	5,060	4,345	1,959
Total inquiries	9,708	9,048	11,808

Copy order service

	2018–19	2019–20	2020–21
Total orders from the public	4,909	4,414	4,945

Meeting service guarantees

Type	2018–19*	2019–20	2020–21
Responses to written inquiries within 20 working days	96%	95.8%	99.74%
Completion of copying orders within 15 working days	85.6%	70.1%	77%

*Advertised target in 2018–19 was 20 working days.

Reading Room services limited due to COVID-19

The Reading Room was open by appointment only with limited capacity during 2020–21 to manage COVID-19 requirements and ensure the safety of customers and staff. Reading Room hours were reduced to allow for cleaning during the middle of the day (initially for one hour, later reduced to 30 minutes). Contactless issuing and return of archives to customers continued throughout this period as did cashless financial transactions. The Reading Room closed due to COVID-19 restrictions from 28 June 2021. Critical access to the Collection relating to justice matters, citizens' rights and public office requirements continued to be supported during the closure of the Reading Room.

Reading Room visits

Access to state archives in the Reading Room is free. Original (uncopied) state archives are only accessible at the Western Sydney Records Centre and certain items of regional significance are available at our Regional Archives Centres. A Reader's Ticket is required to access original material archives. During the year, 751 Reader's Tickets (valid indefinitely) were issued.

Visits by the public	2018–19	2019–20	2020–21
WSRC Reading Room	22,055	15,586*	11,909**+

*Reading Room closed due to COVID-19 from 24 March to 2 June 2020.

**Reading Room open by appointment only with limited capacity in 2020–21 due to COVID-19.

+Reading Room closed from 28 June 2021 due to COVID-19.

Use of original collection items at the Western Sydney Reading Room

Type	2017–18	2018–19	2019–20	2020–21
Original archives issued	24,189	20,971	18,161	19,924
Customers using original items	4,775	4,449	3,434	3,579
Average number of original items per customer	5	4.7	5.3	5.6

Collection usage highlights in 2020–21

- ABC TV investigation and documentary *Exposed: the Ghost Train fire*
- Granting of royal assent to use the term 'Royal' in the title of the Royal Society of NSW (previously the Philosophical Society of NSW)
- Inclusion of images relating to the 1919 influenza in the State Library of NSW exhibition *Pandemic!*
- Italian national public broadcasting company Rai 3's television program *Sapiens*
- Westmead Hospital Arts and Culture program – public audiovisual presentation
- Signage for public artwork Interchange Pavilion at South Eveleigh, Sydney
- ARC Linkage Project, Australia's New Cities: past, present and future – website focusing on urban planning and architectural history to conceptualise Australia's urban future
- NSW Premier's Australian History Prize 2021 winning book *People of the river* by Grace Karskens
- 2021 Ned Kelly Award for True Crime shortlisted book *The husband poisoner: suburban women who killed in post-World War II in Sydney* by Tanya Bretherton
- Interpretive signage at Mount Victoria Railway Station
- Transport Heritage NSW Rail Museum 2021 calendar
- ABC TV series *Restoration Australia* – story on the property Nanima
- SBS documentary *Our African Roots* – story on John Randall, who was of African descent and involved in the Rum Rebellion
- Intercontinental Hotel website – history and heritage of the NSW Treasury Building (1851)
- Balmain projection project – display of images projected onto the exterior of Balmain Town Hall for a local First Nations celebration supported by Inner West Council
- Online media presentation for the 65th anniversary of the NSW Training Awards by the Department of Education's Training Services NSW
- History of Sydney's bus service

Exhibition loans

Thirteen collection items were loaned this financial year, as outlined below:

Sydney Living Museums

Museum of Sydney

Exhibition title: *Paradise on Earth*, about the life and legacy of Marion Mahony Griffin

Item loaned: RNCG-4885-1-[Document225] The Silkscreen Plan of Griffith, 1913

Hyde Park Barracks

Event title: *After Dark – Captain Moonlite*

Items loaned:

NRS-906-1-[4/825]-4/825.2 Letters of Scott 'Moonlight' and Rogan written while awaiting execution in Darlinghurst Gaol

NRS-13240-1-[X945] Certificates of execution, p13a

NRS-2138-4-[3/6043]-3/6043 Darlinghurst Gaol Photographic Book, p132

Hyde Park Barracks

Event title: *After Dark*

Items loaned:

NRS-22195-1-1-[25] Constellation Map with annotations titled October Map [no date]

NRS-22195-1-1-[28] Constellation Map with annotations [no date]

NRS-22195-1-2-[42]NRS-22195-1-2-[42] Star Chart [no date]

NRS-22195-1-2-[52] Star Chart [no date]

Port Macquarie Historical Society and Museum

Event title: Port Macquarie Bicentenary, *20 Decades – 21 Stories*

Items loaned:

NRS-4212-1-[4/5645]-4/5645 Copies of letters sent by the Commandant

National Trust (NSW)

Old Government House

Exhibition title: *Enquiring Minds: Exploration and Discovery in Colonial NSW*

Items loaned:

NRS-1324-1-[SZ1007] The Philosophical Society of Australasia: Minute book

Australian Museum

Exhibition title: *Unsettled*

Items loaned:

NRS-4518-2-[4/10583] Despatches to the Secretary of State and the Under Secretary

NRS-897-5-[4/1735]-4/1735.1 Folios 7–13

NRS-897-5-[4/1735]-4/1735.2 Folios 52–59 Colonial Secretary Main series of letters received, 1788–1826

Community engagement events

We are 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 and understanding of the Collection, we organise and participate in an 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. This year the program focused primarily on virtual/online initiatives due to the impact of COVID-19.

Achievement: organised or contributed to 58 outreach events, attended by 3313 people

Location of engagement events	2017–18	2018–19	2019–20	2020–21
Onsite*	1,508	970	2,719	3,084
Sydney	765	416	614	159
Western Sydney	351	225	238	24
Regional and rural NSW	584	1,078	401	46

*Includes webinars.

Archives on Tour

Archives on Tour is an annual initiative that is designed to bring items from the Collection to regional NSW. This year the program was delivered virtually to six locations across the state: Broken Hill, Dubbo, Kiama, Tweed Heads and Wagga Wagga. The theme was *Archives in Your Town* and a selection of archives relating to the people and buildings of each town was digitised and set up with a webpage. The webpage formed the basis for an interactive live webinar featuring presentations about key archives relating to the town, behind-the-scenes videos and question and answer sessions. The program was well attended and received good coverage in regional media.

Collaboration with Sydney Living Museums

This year continued to see strong growth in the collaboration with Sydney Living Museums, demonstrating the strong linkages and strategic opportunities for both institutions. The most notable of these has been the *A Thousand Words* exhibition, the development of future exhibition projects, *Sydney Open* and the 'Archives in the houses' installations.

Sydney Open

This year, Sydney Living Museum's [Sydney Open](#) program went digital, offering a selection of curated online experiences around the key themes of City, Garden and Home. Participants were invited to reconnect with their city in new ways via live streamed talks, online content and self-guided audio tours. SARA participated in this event, submitting two online digital galleries relating the development of Central Station and Darling Harbour.

Exhibitions

Our exhibition program demonstrates the value of the State Archives Collection and our role as both a source of rigorous research and a cultural institution that uses the Collection to address contemporary issues.

Each project within the program uses the Collection as its starting point and is delivered, across a range of platforms including onsite in Western Sydney, off site at a range of venues, on tour through regional NSW and online.

***A Thousand Words* – MAGNA 2021 award winner**

'A picture tells a thousand words' was the premise of our major exhibition project and first formal collaboration with our partner institution Sydney Living Museums. *A Thousand Words* featured a selection of 75 of the most compelling photographic images from the State Archives Collection and 25 from Sydney Living Museums collections, encompassing a diverse range of people, places and events in NSW spanning 100 years, from the 1880s to the 1980s.

Unlike a conventional museum or archives-based exhibition, in which expert curators interpret material for the public, *A Thousand Words* adopted a philosophy that everyone can play a role in interpreting history. Following this approach, curators invited the public to interpret the images selected for the exhibition via social media. SARA commissioned new creative works from established and emerging writers and artists, who each responded to an image from the exhibition.

The physical exhibition of *A Thousand Words* was on display at the Museum of Sydney from 2 July to 22 November 2020. During this period, 5878 tickets were sold across *A Thousand Words* and the concurrent exhibition at the museum, *On the Move*. The online exhibition of *A Thousand Words* had a total of 178,993 page views and 1.6 million social media engagements across our platforms. The exhibition further cemented its success with a win in the 'Temporary or Travelling Exhibitions' category at the 2021 Museums and Galleries National Awards (MAGNA).

Touring exhibitions

This was a challenging year for SARA's touring exhibitions program due to the limitations imposed by COVID-19 on the galleries, libraries, museums and archives sector. However, there were significant achievements, including the exhibition *The Queen's Album* displayed at NSW Parliament House. Attendance at touring venues totalled 15,594 and the program crossed state borders with two exhibitions on display in Queensland: *Windows into Wartime* at Meandarra ANZAC Memorial Museum and *Captured: Portraits of Crime 1870–1930* at the Waltzing Matilda Centre. *Captured* continues to be the most borrowed exhibition, with its images and stories of men, women and children who were incarcerated in NSW gaols always engaging audiences.

Exhibition	Location	Dates
Windows into Wartime	Meandarra ANZAC Memorial Museum, Queensland	13 Jul – 04 Sept 2020
Captured	Wadjar Regional Indigenous Gallery, Corindi Beach	20 Jul – 20 Sept 2020
Captured	Waltzing Matilda Centre, Queensland	09 Oct 2020 – 19 Feb 2021
The Queen's Album	Fountain Court, NSW Parliament House	05 – 27 May 2021

Key events

Release of the 1990 Cabinet Papers

During 2017–18, we initiated an annual release of NSW Cabinet Papers, held as part of the State Archives Collection, to increase public awareness of important milestones in the history of NSW and the state government. The initiative provides an opportunity to publicise the value, richness and contemporary relevance of the Collection.

This year the release of the NSW Cabinet Papers was a virtual event due to COVID-19. The 1990 Cabinet Papers were released online on 1 February with a video message from the Minister for the Arts, the Hon Don Harwin MLC, prerecorded reflections from former NSW premier Nick Greiner and former director-general of the Cabinet Office, Gary Sturgess, and a contextual essay from Dr David Clune OAM. Highlights from the 1990 Cabinet year include parliamentary and electoral reform, the establishment of a new Coastal Protection Policy, access to adoption information for adoptees and the abolition of compulsory retirement.

Website activity

Total website traffic during the year was 1,902,009 visits (sessions), 1,174,418 unique visitors and 5,940,000 page views.

Engagement with the State Archives Collection

Type of engagement	2018–19	2019–20	2020–21
Collection, index and exhibition e-catalogue views	1,761,051	2,737,668	3,398,601
Third-party websites containing collection items	6,660,889	7,029,006	8,124,993
Social media	7,172,323	7,901,303	6,525,129
Physical visits to the Reading Room	22,055	15,586*	11,909**+
Physical visits to exhibitions	477,587	228,270	15,594
TOTAL	16,093,905	17,911,833	18,065,507

*Reading room closed due to COVID-19 from 24 March to 2 June 2020.

** Reading Room open by appointment only with limited capacity in 2020–21 due to COVID-19.

+Reading Room closed from 28 June 2021 due to COVID-19.

2.5 Commercial Operations

Secure and efficient records storage

During 2020–21, SARA's off-budget Commercial Operations arm continued to provide secure and efficient records storage and related services to the public sector.

SARA's Commercial Operations team primarily services NSW government agencies, but clients also include local councils, public hospitals and universities. Across a year impacted by COVID-19, demand for traditional services of storage and physical deliveries was relatively steady, with some transfer between physical services and digital services. Data entry, sentencing, digitisation and hosting services have been strong through the year.

Revenue generated through commercial activity supports the wider goals of SARA in a number of ways. This revenue provides the predominant funding source for the organisation and gives SARA significant insight into the challenges and trends that the sector is experiencing. SARA's Commercial Operations team works closely with agencies, providing quality records management services to help them efficiently control, manage, access and legally dispose of their records in a timely fashion (including accessioning records into the State Archives Collection). This enables SARA to leverage its industry experience to assist in achieving its strategic objectives. Further support is provided through direct internal services to SARA (for example, digitisation of collection material), and access to economies of scale and equipment that would otherwise not be possible.

Storage service demand

SARA's Commercial Operations team took on the management of 21,912 linear metres of incoming records during the year compared to 25,338 linear metres in 2019–20. With 14,260 linear metres of records being destroyed, transferred or permanently recalled, a net growth of 7652 linear metres was achieved. The total commercial holdings grew to 669,061 linear metres of records in 2020–21.

Net growth of holdings

2018–19	2019–20	2020–21
0.5%	1.4%	1.1%

Logistics

Total deliveries of records were 6% lower year-over-year. This was mainly due to the impact of COVID-19.

Over the course of the year, the logistics team oversaw significant relocations of internal records. SARA's largest leased warehouse was fully commissioned in late 2020. This enabled the closure of a smaller and less efficient warehouse. Both these actions generated significant movement of stored material.

Year	Delivery operations	% Increase/decrease from previous year
2018–19	196,792	
2019–20	155,173	-21%
2020–21	146,209	-6%

Value-added services

During 2020–21, SARA's commercial digitisation service continued its strong growth, with the Scan-on-Demand (SCOD) service seeing an increase of approximately 40% compared to the previous year, creating over ten million images for clients. COVID-19 remains a significant driver for the increase in demand of this service, with customers converting to digital delivery of their records to support more flexible working practices and improve service delivery to their clients. Over 1000 files per week are now routinely being delivered electronically to customers, with service levels that commence from as short as two hours.

In addition to the SCOD service, the Digitisation Unit continues to deliver project-based services for SARA and external customers. One such example is the delivery of, on average, 5000 images a day over the second half of the reporting period to the NSW Department of Education in relation to the Student Counselling files. A significant amount of the digitisation of the State Archives Collection this financial year has been undertaken by this team. The project generates approximately 1.6 terabytes of storage requirement per month.

In 2020–21, fees and consultancy revenue was \$1.6 million. This related to:

- the continued high use of the specialised indexing and sentencing services, with the Health Sentencing team processing over 362,000 files, bringing the total items processed through that service to over five million files;
- a number of smaller projects involving the Commercial Operations team of consulting archivists, who provide a wide range of professional services including archival appraisal, analysis of legacy record holdings and onsite work at client premises to assist with recordkeeping issues;
 - this included work on Supreme Court of NSW records held by SARA's Commercial Operations team, which were appraised and listed to enable their transfer into the State Archives Collection. This action filled a continuity gap in high public utility records held in the Collection and was a significant three-way collaboration between the Supreme Court and SARA's Commercial Operations and Collections teams.

Financial viability

SARA's Commercial Operations unit 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 2020–21, a net result (before depreciation and amortisation) of \$9.2 million was generated from revenue of \$20.9 million. This equates to an approximate 44% return on earnings.

	Result 2020–21	Budget 2020–21
	\$'000	\$'000
Revenue	20,930	21,500
Expenditure	11,762	13,105
Net result	9,168	8,395

The Western Sydney Records Centre has total storage space of 470 linear kilometres for non-current records and archives, with SARA now utilising an additional 304 linear kilometres in leased satellite repositories in the Penrith area to service its commercial clients.

Environmental impacts

During 2020–21, SARA securely destroyed and recycled 240,636 kilograms of paper.

Fleet kilometres were reduced by 12% to 385,005 kilometres.

2.6 Information management

SARA 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 Collection.

Corporate Information Technology (Corporate IT) focuses on supporting SARA's line-of-business systems (State Archives Management System (SAMS) and the Commercial Operations application environment) as well as the technology platforms on which they operate. Additional focus areas include management of cyber security, business resilience, information management and ICT service support for both SARA and Sydney Living Museums (SLM).

Several issues throughout the year affected project timelines. The most significant among these was ongoing supply chain delays due to COVID-19.

Corporate IT achievements in 2020–21 include:

- undertook a major refresh of SARA technology platforms that had reached end of service life;
- commenced the rollout of Office 365 as a fundamental collaboration tool for SARA and SLM;
- commenced uplift of cyber security capabilities with best-of-breed solutions;
- migrated SARA from Records Manager 8 to Content Manager 9 records management system;
- integrated with SLM managed print services and moved off the legacy Department of Finance, Services and Innovation arrangements;
- supported ongoing digitisation programs; and
- supported increasing remote working arrangements and the extension of these services due to changed working patterns and lingering impacts of COVID-19 health orders.

3. Corporate overview

3.1 Board of NSW State Archives and Records

The Board of NSW State Archives and Records is responsible for the statutory functions of the State Archives and Records Authority of New South Wales, including determining strategic plans and policies, and approving records management standards and protection measures for state records through disposal authorities.

Of the Board's nine members, seven are nominated by various Ministers to represent state law enforcement agencies, local government, the private sector, the history profession, public service agencies 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 must 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 term not exceeding three years.

Board members

Dr Brian Lindsay, Chair

Professional researcher and author
Nominated by the Minister administering the *State Records Act 1998* to represent the history profession
Chair since 24 Feb 2019
First term: 24 Feb 2019 – 23 Feb 2022

Mr Rodney Wallis, Deputy Chair

Executive, Global Head of Resources, Infrastructure and Government, National Australia Bank
Nominated by the Minister administering the *State Records Act 1998* to represent the private sector
First term: 24 Feb 2016 – 23 Feb 2019
Second term: 24 Feb 2019 – 23 Feb 2022

Mr Reno Lucarini

Group Director Shared 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: 27 May 2020 – 26 May 2023

The Hon Justice Geoff Lindsay

Judge of the Supreme Court of NSW
Nominated by the Chief Justice of New South Wales
First term: 1 Jan 2017 – 31 Dec 2019
Second term: 1 Jan 2020 – 31 Dec 2022

Mr Scott Johnston

Deputy Secretary, Revenue NSW
Nominated by the Premier to represent Public Services agencies
First term: 16 Mar 2020 – 15 Mar 2023

Ms Elizabeth Tydd

NSW Information Commissioner
Nominated by the Minister administering the *Government Sector Employment Act 2013* to represent Public Services agencies
First term: 9 Aug 2017 – 8 Aug 2020
Second term: 9 Aug 2020 – 8 Aug 2023

Cr David Walton

Councillor of Northern Beaches Council
Nominated by the Minister administering the *State Records Act 1998* to represent local government
First term: 30 Jan 2019 – 29 Jan 2022

Members who left the Board during the reporting period

No Board members exited in 2020–21.

Board meetings

The Board meets every two months. Six meetings were held in 2020–21.

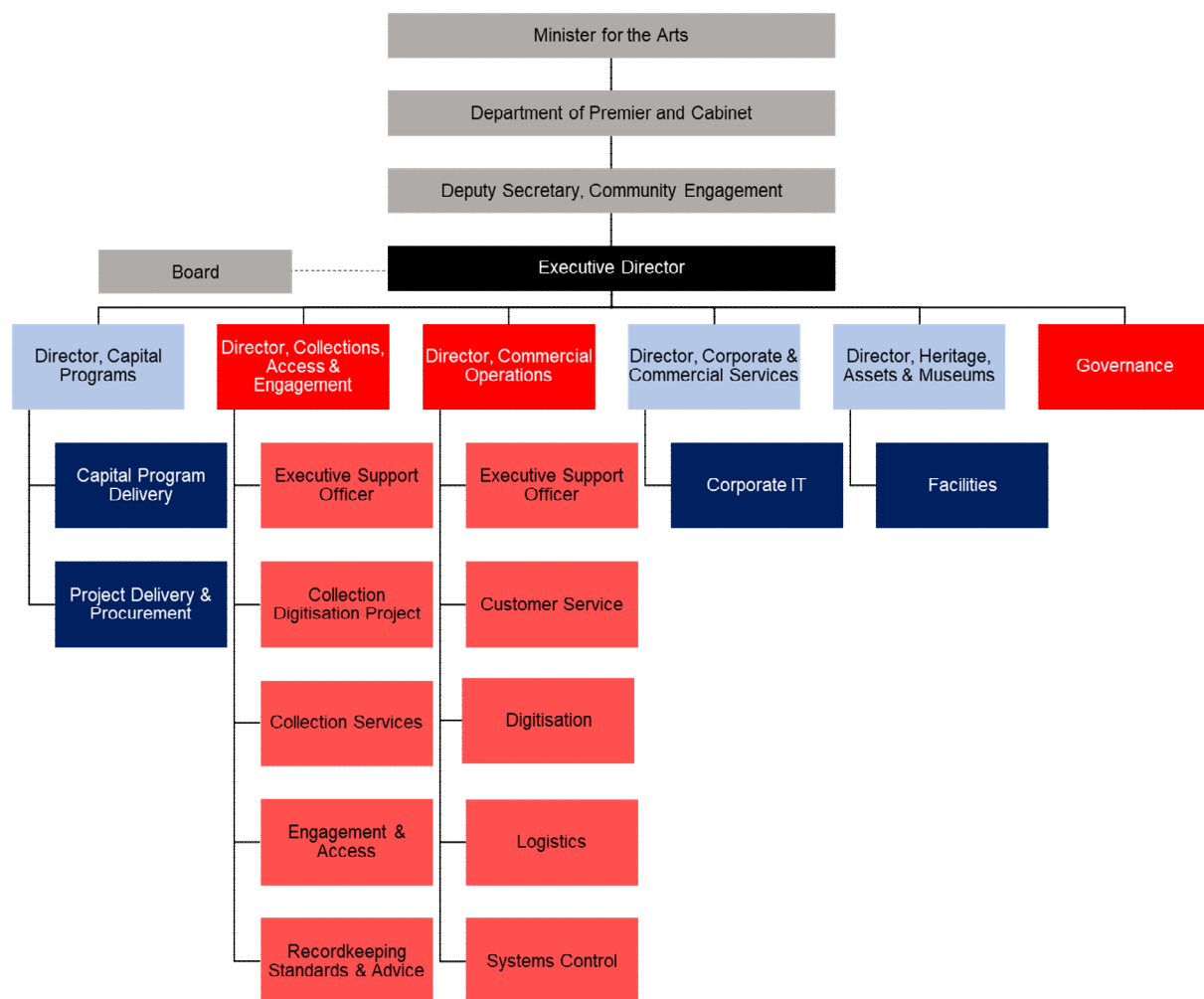
MEMBER	ATTENDED	ELIGIBLE
Dr Brian Lindsay (Chair)	6	6
Mr Scott Johnston	5	6
Hon Geoff Lindsay	6	6
Mr Reno Lucarini	4	6
Ms Elizabeth Tydd	5	6
Mr Rodney Wallis	4	6
Cr David Walton	6	6

3.2 Legislation

SARA is a statutory authority representing the Crown under the *State Records Act 1998*, which also sets public offices' obligations regarding their records, and governs public access to records more than 30 years old. The Act also established SARA and its Board. SARA's principal functions are found in section 66 of the Act.

Since 2019, a process for the review and improvement of the Act has been progressing. On 15 October 2020, the NSW Parliamentary Standing Committee on Social Issues released a report titled '[State Records Act 1998 and the Policy Paper on its review](#)'. In November and December 2020, SARA undertook thorough consultation with NSW public offices to discuss the recommendations and implementation of those recommendations. The government provided its response on [14 April 2021](#) and this response committed to further consultation with the Social Issues Committee. In the next reporting period, the government intends to provide a comprehensive analysis and draft exposure bill to the Social Issues Committee.

3.3 Organisation structure



Key

Light blue – Sydney Living Museums (SLM) management structure of SARA shared services function
 Dark blue – SARA staff supporting shared services arrangement with SLM
 Red – SARA staff

3.4 Our Executive

Adam Lindsay – Executive Director

BA/BBus, BA (Hons), MA

Ben Alexander – Director, Commercial Operations

Martyn Killion – Director, Collections, Access, & Engagement

BA, Grad Dip AppSc (Info), Dip FHS

3.5 Advisory committees

SARA currently convenes one standing advisory committee that comprises a range of representatives from the public sector.

Public Sector Advisory Committee

The Public Sector Advisory Committee was established in March 2020 to ensure that the programs and initiatives for public offices take account of current issues and needs of the NSW public sector. The committee met four times during the reporting period. Its members include (as at 30 June 2021):

- André Jenkins, Director, Information Management, Clinical Excellence Commission;
- David Pallot, Manager, Information and Records Management, Fire and Rescue NSW;
- Deborah Naray, Head of Corporate Information, The University of Technology Sydney;
- Jacqueline Parker, Associate Director, Digital and Information, Department of Premier and Cabinet;
- Kate Curr, Manager, Digital Strategy & Innovation, State Library of NSW;
- Lachlan Calvey, Senior Advisor Information Management, Department of Customer Service;
- Lynne Paine, Director Information Management & Organisational Performance, Nepean Blue Mountains Local Health District; and
- Michael D Smith, Manager, Information Management, City of Sydney.

During this period, the Public Sector Advisory Committee met to provide advice on our recordkeeping programs and initiatives. The committee:

- advises on initiatives relating to improving recordkeeping compliance within public offices;
- collaborates with us to identify and mitigate emerging areas of information risk in the NSW public sector; and
- shares experiences and insights on records and information management in the NSW public sector.

4. Governance and accountability

4.1 Managing our people

Social responsibility plan and multicultural department policies and services program

SARA supports the government's social responsibility commitments to culturally and linguistically diverse communities, people with disability, women and Indigenous people. Broadly speaking, following the machinery of government move in 2019, SARA adopted the related plans and strategies of the Department of Premier and Cabinet (DPC).

Diversity and inclusion policies and services

SARA adopts DPC's [Diversity & Inclusion Strategy](#).

The DPC Diversity & Inclusion Strategy 2018–2021 (DIS)

SARA's commitment to inclusion involves creating an environment that is respectful, welcoming and flexible, and where all employees can achieve their full potential. We cultivate an inclusive and collaborative workplace where diversity of lived experience and background informs decision-making and innovation. The DPC is a leader in the NSW public sector, and diversity and inclusion (D&I) is central to our culture and mission to enhance the lives of the people of NSW. The scope of this plan covers services, facilities and employment.

The structure of the plan includes four outcome areas:

1. Leadership – All leaders display inclusive leadership traits and have accountability for a broad range of D&I metrics.
 - Priorities: Build D&I capability. Develop pro-diversity mindsets and skills to lead and work with diversity and to foster inclusive work settings.
2. Workforce – A workforce and leadership that is representative of the working population of NSW.
 - Priorities: Seek and promote diversity. Build a workforce that is representative of the population of NSW at all levels and in all functions across the department.
3. Workplace – An inclusive workplace and culture where all employees, irrespective of background, experience high levels of respect and belonging, are empowered to fully contribute to work practices and have opportunities for progression.
 - Priorities: Foster a culture of respect and belonging. Cultivate a safe and supportive workplace so that all employees feel that they can bring their whole selves to work.
4. Community – Diversity of lived experience is sought from a range of internal and external sources and is actively integrated into work processes to drive innovative and high-quality service delivery and policy formulation.
 - Priorities: Integrate diversity into work practices. Actively integrate diversity of lived experience into service delivery, policy formulation and decision-making across the department.

Diversity & Inclusion Action Plan

SARA works to promote diversity and inclusion within the workplace. During the reporting period, there has been significant activity. Specifically, a three-year Diversity & Inclusion Action Plan was developed by a working group comprising staff members from SARA and Sydney Living Museums.

The Plan has been developed with a specific focus on D&I as it relates to the staff of both organisations. It articulates D&I initiatives across three pillars:

- Leadership;
- Workforce; and
- Workplace.

The Plan was developed in the first half of 2021 and launched in the 2021-22 reporting period.

A major initiative in the 2021 calendar year was the establishment of baseline data from which to measure improvements in D&I and the impact of initiatives during the three years of the Plan's life. This was achieved through use of the Inclusion@Work Member Index developed by the Diversity Council of Australia, of which SARA is a member.

Employment relations policies and practices

SARA manages its employees in accordance with government human resources policies and practices, following policies and practices of the DPC and the Department of Planning, Industry and Environment (DPIE), including:

- ensuring equity in employment opportunities;
- ensuring health and safety at work, and providing return to work programs and confidential counselling and advice services;
- embracing diversity and gender balance: for women, people with disability, Aboriginal and/or Torres Strait Islander 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;
- supporting study leave for staff undertaking relevant study;
- ensuring diversity of representation on recruitment panels and the provision of workforce diversity information to job applicants;
- ensuring diversity of representation on internal bodies such as the Health and Safety Committee; and
- providing development opportunities through expressions of interest and temporary above-level allowance.

Staff engagement

Staff engagement has been monitored via the People Matter Employment Survey (PMES) for the past several years. Due to the COVID-19 pandemic, the 2020 PMES was delayed, with the survey undertaken in November. Results became available in December and a PMES Action Plan was developed for 2020–21.

The plan for 2020–21 focused on improving physical workspaces, increasing staff engagement, improving learning and development, leadership and the recruitment process. Although the COVID-19 pandemic caused a number of staff events to be postponed, SARA has delivered, among other things:

- a communications plan to include regular messages that connect staff to SARA's vision;
- Executive speaking points to all people leaders to keep everyone informed;
- 'Pulse' staff engagement checks;
- directorate level engagement plans;
- leadership program implemented for people leaders;
- improvements to the PDP process; and
- information sessions held on the public sector recruitment process and the *Government Sector Employment Act 2013*.

Work health and safety and injury management

In accordance with the *NSW Work Health and Safety Act 2011* and the NSW Work Health and Safety Regulation 2017, SARA is committed to ensuring the safety of our workers and visitors.

In practice, this means providing a workplace free of risks to health and safety, ensuring workers have safe systems of work and sufficient training, and by consulting with our workers on safety matters.

The Health and Safety Committee (HSC) provides a consultative framework so that decision-making on health and safety reflects the concerns of the whole workplace.

During 2020–21, the HSC continued to meet on a bimonthly basis. The committee comprises staff representatives from the budget-funded areas of SARA and the self-funding Commercial Operations, the Facilities Manager and one management representative. The Work Health and Safety Coordinator supporting SARA is also a member of the HSC.

Achievements during 2020–21 include:

- regular inspections of SARA sites;
- an ergonomic review of chairs and equipment within the Health Sentencing unit;
- a review of signage and line markings at a SARA satellite repository;
- manual handling training for staff; and
- a review to implement new incident reporting software.

A review was undertaken across SARA regarding under- or non-reporting of incidents, as this had been identified as an issue. To address this, staff and management have been educated about reporting incidents. As a result, the number of incidents reported during 2020–21 has increased. New incident reporting software will be implemented during the 2021–22 year, which will make the reporting of incidents easier for all staff.

COVID-19 response

SARA has been responsive to the COVID-19 pandemic, ensuring that the Public Health Orders requirements are implemented quickly. The SARA Leadership team regularly monitors the situation to ensure that any changes are considered, implemented and communicated to staff.

Work health and safety report

	2018–19	2019–20	2020–21*
Incidents reported	29	20	40
New claims*	1	3	3

* New claims information has been provided by Allianz.

Employment and senior executive statistics

Exceptional movements in employee wages, salaries and allowances

A 0.3% salary increase granted by the NSW Government for the NSW public sector came into effect on 10 July 2020 for the 2020–2021 financial year.

Employment

Division	2018 ^{1,2}	2019 ^{1,2}	2020 ^{1,2,3}	2021 ^{1,2,3}
Senior Executive	4	3	2.5	2.5
Ongoing	98.7	91.6	103.7	113.47
Temporary	36.5	38.7	20	40.70
Graduate	–	–	–	–
Total	139.3	133.3	126.2	156.67

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 28 June 2018, 27 June 2019, 25 June 2020 and 24 June 2021.

Note 3: The Executive Director SARA and Sydney Living Museums (SLM) has provided joint leadership across both organisations since 1 July 2019 and is represented as 0.5 FTE in each respective annual report. Due to the adjustment in reporting, data will appear inconsistent with last year's annual report.

Employee-related costs

	2020	2021
Executive	\$704,635	\$708,552
Non-executive	\$10,861,387	\$11,916,149
Total	\$11,566,022	\$12,624,701
Ratio Senior Executive	6.49%	5.61%

Note 1: Figures are from the 2021 Workforce Profile submission.

Senior Executive

Senior Executive Band	2020 ^{1,2,3}				2021 ^{1,2,3}			
	Female	Male	Total	%	Female	Male	Total	%
	Representation by women				Representation by women			
Band 4 (Secretary)	–	–	–	0%	–	–	–	0%
Band 3 (Deputy Secretary)	–	–	–	0%	–	–	–	0%
Band 2 (Executive Director)	–	0.5	0.5	0%	–	0.5	0.5	0%
Band 1 (Director)	–	2	2	0%	–	2	2	0%
Total	–	2.5	2.5	0%	–	2.5	2.5	0%

Senior Executive Band	2020 ⁴		2021 ⁴	
	Range \$	Average remuneration \$	Range \$	Average remuneration \$
Band 4 (Secretary)	487,051 – 652,650	–	487,051 – 652,650	–
Band 3 (Deputy Secretary)	345,551 – 487,050	–	345,551 – 487,050	–
Band 2 (Executive Director)	274,701 – 345,500	303,026	274,701 – 345,550	303,026
Band 1 (Director)	192,600 – 274,700	202,037	192,600 – 274,700	202,037

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 25 June 2020 and 24 June 2021.

Note 3: All employees reported in 2020 and 2021 are appointed under the *Government Sector Employment Act 2013*.

Note 4: Salary ranges effective at the Workforce Profile census dates of 25 June 2020 and 24 June 2021.

Workforce diversity statistics

Trends in the representation of workforce diversity groups				
Workforce diversity group	Benchmark/target	2019	2020	2021
Women	50%	56.6%	56.1%	54.8%
Aboriginal and/or Torres Strait Islander people	3.3%	1.4%	0.9%	3.9%
People whose first language spoken as a child was not English	23.2%	9.1%	13.9%	13.3%
People with disability	5.6%	4.9%	7.2%	4.7%
People with disability requiring work-related adjustment	N/A	1.4%	3.2%	1.8%

Note 1: The benchmark of 50% for representation of women across the sector is intended to reflect the gender composition of the NSW community.

Note 2: 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 3: 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 4: In December 2017, the NSW Government announced the target of doubling the representation of people with disability in the NSW public sector from an estimated 2.7% to 5.6% by 2027. More information can be found at: [Jobs for People with Disability: A plan for the NSW public sector](#). The benchmark for 'People with disability requiring work-related adjustment' was not updated.

Trends in the representation of workforce diversity groups				
Workforce diversity group	Benchmark	2019	2020	2021
Women	100	103	104	103
Aboriginal and/or Torres Strait Islander people	100	N/A	N/A	N/A
People whose first language spoken as a child was not English	100	N/A	93	92
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 1: 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 2: 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.

4.2 Cyber security



**State Archives
& Records**

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Cyber Security Annual Attestation Statement for the 2020-2021 Financial Year for the State Archives and Records Authority of New South Wales

I, Adam Lindsay, am of the opinion that the State Archives and Records Authority of New South Wales (SARA) has assessed its cyber security risks and is managing them in a manner consistent with the Mandatory Requirements set out in the NSW Government Cyber Security Policy.

Management of cyber security was addressed during the period by:

- Governance forums regularly addressing cyber security issues and initiatives.
- The Cyber Incident Management Plan having been updated, integrated with the security components of business continuity management, and was tested during the period.
- Updating the Information Security Management System (ISMS) and associated policies and processes.
- Implementation of a Cyber Security Uplift program to improve maturity including procurement of automated tools that directly address CSP and Essential 8 focus areas.

The State Archives and Records Authority of New South Wales seeks to continuously enhance the management of cyber security governance and resilience through ongoing operationalisation of improvements to controls and processes.

A handwritten signature in black ink, enclosed within a hand-drawn oval.

Adam Lindsay
Executive Director
State Archives and Records Authority of New South Wales

4.3 Internal audit and risk management

The Internal Audit and Risk Management Statement attests to the fact that SARA has complied with core policy requirements in the reporting period.

Insurance premiums and claims

SARA pays premiums to the NSW Treasury Managed Fund (TMF) for all insurance cover. Premiums are subject to a five-year hindsight adjustment process. SARA has carefully assessed major risk areas and believes that its insurance coverage is adequate. In 2020–21, a claim of \$361,383 was received for consequential revenue loss due to the impact of COVID-19 during the 2019–20 financial year.

Category	2016–17 Amount \$	2017–18 Amount \$	2018–19 Amount \$	2019–20 Amount \$	2020–21 Amount \$
Workers compensation ¹	127,426	155,197	164,221	148,743	125,942
Motor vehicles	26,300	34,600	36,220	23,110	27,091
Property	112,980	152,530	205,916	277,986	453,353
Public liability	1,100	1,100	1,100	1,100	5,931
Other	250	250	250	250	553
TOTAL	268,056	343,677	407,706	451,189	612,870

Note 1: Workers compensation figures exclude hindsight TMF adjustments.

Ethical conduct

As a government entity, SARA is potentially exposed to the risk of unethical and corrupt conduct by staff in relation to the use of government information. SARA utilises the DPC's *Code of Conduct*, which all staff are required to read as part of their induction procedures and annual renewal training. SARA also adheres to the DPC's *Fraud and Corruption Control Policy*.

Professional archivists working for SARA who are members of the Australian Society of Archivists are also subject to the Society's code of ethics.

SARA Board members are required to have read and signed a code of conduct at induction, provide declarations of interest at each meeting and supply a Key Management Personnel (KMP) Related Party Declaration each financial year.

Internal Audit and Risk Management Attestation Statement for the 2020-2021 Financial Year for the State Archives and Records Authority

I, Adam Lindsay, am of the opinion that the State Archives and Records Authority has internal audit and risk management processes in operation that are, compliant with the seven (7) Core Requirements set out in the *Internal Audit and Risk Management Policy for the General Government Sector*, specifically:

Core Requirements	For each requirement, please specify whether compliant, non-compliant or in transition
Risk Management Framework	
1.1 The Accountable Authority shall accept ultimate responsibility and accountability for risk management in the agency.	Compliant
1.2 The Accountable Authority shall establish and maintain a risk management framework that is appropriate for the agency. The Accountable Authority shall ensure the framework is consistent with AS ISO 31000:2018.	Compliant
Internal Audit Function	
2.1 The Accountable Authority shall establish and maintain an internal audit function that is appropriate for the agency and fit for purpose.	Compliant
2.2 The Accountable Authority shall ensure the internal audit function operates consistent with the International Standards for Professional Practice for Internal Auditing.	Compliant
2.3 The Accountable Authority shall ensure the agency has an Internal Audit Charter that is consistent with the content of the 'model charter'.	Compliant
Audit and Risk Committee	
3.1 The Accountable Authority shall establish and maintain efficient and effective arrangements for independent Audit and Risk Committee oversight to provide advice and guidance to the Accountable Authority on the agency's governance processes, risk management and control frameworks, and its external accountability obligations.	Compliant
3.2 The Accountable Authority shall ensure the Audit and Risk Committee has a Charter that is consistent with the content of the 'model charter'.	Compliant

Membership

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

Role	Name	Start Term Date	Finish Term Date
Independent Chair	Gerardine Brus	January 2018	October 2021
Independent Member	Christine Feldmanis	December 2017	November 2023
Independent Member	Garry Dinnie	October 2017	March 2024

Shared Arrangements

I, Adam Lindsay advise that the State Archives and Records Authority has entered into an approved shared arrangement with the following Department/agencies:

- Parliamentary Counsel's Office
- Greater Sydney Commission
- State Archives and Records Authority

The resources shared include the Audit and Risk Committee, the Chief Audit Executive and the internal audit functions. This Audit and Risk Committee has been established under a Treasury approved principal department led shared arrangement with the following statutory bodies:

- Parliamentary Counsel's Office
- Greater Sydney Commission
- State Archives and Records Authority



Adam Lindsay
Executive Director

Date: 31 August 2021

Agency Contact:
Kathryn Natoli, Head of Governance
SARA-Coord@records.nsw.gov.au

4.4 Public Interest Disclosures Act 1994 (PID Act)

As staff are employees of the DPC, SARA adheres to the DPC's *Public Interest Disclosures Policy*, which outlines the support and protections available to staff under the PID Act for a person wishing to make a public interest disclosure (PID). The policy is available to staff on the DPC Community Engagement Hub (CEHub) via the SARA intranet site.

The PID function is administered centrally by the DPC and there were no PIDs received relating to SARA.

Statistical information on PIDs

	PIDs made by public officials in performing day-to-day functions (1)	PIDs not covered by (1) that are made under a statutory or other legal obligation	All other PIDs
Number of public officials who made PIDs to SARA	–	–	–
Number of PIDs received in total	–	–	–
Of PIDs received, number primarily about:			
Corrupt conduct	–	–	–
Maladministration	–	–	–
Serious and substantial waste of public or local government money	–	–	–
Government information contraventions	–	–	–
Local government pecuniary interest conventions	–	–	–
Number of PIDs finalised	–	–	–

4.5 Government Information (Public Access) Act 2009 (GIPA Act)

The GIPA Act requires NSW Government agencies to make mandatory disclosures of information, encourages proactive releases of information and provides mechanisms for individuals to apply to access government information.

SARA routinely releases information free of charge on its website when it is considered to be in the public interest, such as codes, guides, policies, procedures, reports and statistical information. This is available at www.records.nsw.gov.au/about-state-records/accessing-state-records-information.

Under section 7(3) of the GIPA Act, agencies must review their proactive release of government information program at least once every 12 months. SARA proactively releases information including policy documents, strategic plans, media releases and statistical information about business operations. The DPC Proactive Release Register is available at <https://www.dpc.nsw.gov.au/about-us/accessing-dpc-information/dpc-disclosure-log/>.

SARA received one GIPA application in 2020–21, which was completed prior to 30 June 2021.

Table A: Number of applications received by type of applicant and outcome

	Access granted in full	Access granted 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	–	–	–	–	–	–	–	–
Members of Parliament	–	–	–	–	–	–	–	–
Private sector business	–	–	–	–	–	–	–	–
Not-for-profit organisations or community groups	–	–	–	–	–	–	–	–
Members of the public (application by legal rep)	–	–	–	–	–	–	–	–
Members of the public (other)	1	–	–	–	–	–	–	–
TOTAL	1	–	–	–	–	–	–	–

* 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. This also applies to Table B.

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

	Access granted in full	Access granted 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*	–	–	–	–	–	–	–	–
Access applications (other than personal information applications)	1	–	–	–	–	–	–	–
Access applications that are partly personal information applications and partly other	–	–	–	–	–	–	–	–
TOTAL	1	–	–	–	–	–	–	–

* 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

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	–
Application is for excluded information of the agency (section 43 of the Act)	–
Application contravenes restraint order (section 110 of the Act)	–
Total number of invalid applications received	–
Invalid applications that subsequently became valid applications	–

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to the Act

	Number of times consideration used*
Overriding secrecy laws	–
Cabinet information	–
Executive Council information	–
Contempt	–
Legal professional privilege	1
Excluded information	–
Documents affecting law enforcement and public safety	–
Transport safety	–
Adoption	–
Care and protection of children	–
Ministerial code of conduct	–
Aboriginal and environmental heritage	–
Information about complaints to Judicial Commission	–
Information about authorised transactions under Electricity Network Assets (Authorised Transactions) Act 2015	–
Information about authorised transaction under Land and Property Information NSW (Authorised Transaction) Act 2016	–

* 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). This also applies in relation to Table E.

Table E: Other public interest consideration against disclosure: matters listed in table to section 14 of the Act

	Number of occasions application not successful
Responsible and effective government	–
Law enforcement and security	–
Individual rights, judicial processes and natural justice	–
Business interests of agencies and other persons	–
Environment, culture, economy and general matters	–
Secrecy provisions	–
Exempt documents under interstate freedom of information legislation	–

Table F: Timeliness

	Number of applications
Decided within the statutory time frame (20 days plus any extensions)	–
Decided after 35 days (by agreement with applicant)	1
Not decided within time (deemed refusal)	–
Total	1

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	–	–	–
Review by Information Commissioner*	–	–	–
Internal review following recommendation under section 93 of Act	–	–	–
Review by NSW Civil and Administrative Tribunal (NCAT)	–	–	–
Total	–	–	–

* The Information Commissioner does not have the authority to vary decisions but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	–
Applications by persons to whom information the subject of access applications relates (see section 54 of the Act)	–

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

	Number of applications transferred
Agency-initiated transfers	–
Applicant-initiated transfers	–

4.6 Privacy and Personal Information Protection Act 1998 (PIIP Act)

The PIIP Act contains 12 Information Protection Principles regulating the collection, use and disclosure of personal information by NSW public sector agencies. These principles ensure that agencies collect personal information for lawful purposes, and that such information is protected from misuse and unauthorised release.

NSW Government agencies are required to prepare and implement a privacy management plan in accordance with section 33(1) of the PIIP Act. SARA's Privacy Management Plan outlines how SARA complies with the Information Protection Principles with its own records. The plan also outlines how SARA supports the principles through its role as the coordinating agency for standards of official recordkeeping by NSW public offices under the *State Records Act 1998*.

SARA pursues this role with an understanding of the importance of privacy and the way personal information in official records should be managed.

SARA's Privacy Management Plan was updated in June 2019 and is available on the SARA website.

Applications made under the PIIP Act

Access request applications under section 14 of the PIIP Act

In 2020–21, SARA did not receive any formal access applications by individuals requesting their personal information under the PIIP Act.

Applications for internal review of the conduct of SARA under section 53(1) of the PIIP Act

In 2020–21, SARA did not receive any applications for an internal review under the PIIP Act.

4.7 Complaints

SARA adopted its own Complaint Handling Policy in June 2019. The intent of the policy is to ensure that SARA handles complaints about its services and staff consistently, fairly and efficiently. The policy outlines the key principles and processes that apply when a member of the public makes a complaint about the activities of the Department, and adopts the NSW Ombudsman's Complaint Management Framework and Model Policy.

SARA's policy applies to complaints about all officers, consultants, contractors and outsourced service providers performing work for us. It will also apply to all SARA activities that involve receiving or managing complaints from the public, made to or about SARA, regarding SARA's services, staff and complaint handling.

Complaints made about poor recordkeeping in the NSW public sector, staff grievances and public interest disclosures are dealt with through a separate policy, which is available on the SARA website.

SARA accepts feedback on its services as part of its guarantee for public-oriented services. Feedback can be provided directly to staff, by post or email.

During 2020–21, most of the feedback received came through the Contact Us and Ask an Archivist pages on the website, and concerned our website, particularly technical issues and content. These issues have been addressed through upgrading and maintenance of the website and providing additional information where requested. Other feedback received included several compliments on new content types recently introduced to our website.

5. Other reporting requirements

5.1 Annual report preparation

This report was designed, written and edited in house. There were no external costs for publication of this report. The report is available in PDF format at www.records.nsw.gov.au.

This report complies with the *Government Sector Finance Act 2018* and Government Sector Finance Regulation 2018, *Annual Reports (Statutory Bodies) Act 1984* and Annual Reports (Statutory Bodies) Regulation 2015, *Government Information (Public Access) Act 2009*, Treasury Circulars and Treasurer's Directions, and Premier's memoranda.

5.2 Events after the reporting period

Nil to report.

5.3 Nil to report

- Overseas travel
- Significant legislative changes
- Significant judicial decisions
- Disclosure of controlled entities
- Disclosure of subsidiaries
- Research and development
- Land disposal
- Funds granted to non-government community organisations
- Exemptions
- Implementation of price determination
- Inclusion of unaudited financial statements
- Investment performance
- Requirements arising from employment arrangements
- Liability management performance

5.4 Accessing SARA's services

Contact us

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Email: info@records.nsw.gov.au

Phone: (02) 9673 1788

Postal address: PO Box 516, KINGSWOOD NSW 2747

Visit us

Western Sydney Records Centre (including public Reading Room)

161 O'Connell Street, Kingswood, NSW 2747

Opening hours*

Tuesday to Friday: 9am to 5pm

Saturday: 10am to 4pm

Sunday, Monday and public holidays: CLOSED

*Please visit our website for the most up-to-date opening hours

The Reading Room and public facilities are wheelchair accessible

6. Financial report

6.1 Financial highlights

SARA's financial statements were prepared on an accrual accounting basis for 2020–21.

SARA's net surplus for the year was \$19.3 million, exceeding the budgeted net result of \$7 million by \$12.3 million.

The net surplus and positive variance to budget is due to State Archives Collection accessions of \$16.5 million, compared to the budgeted \$6.1 million. This favourable variance of \$10.4 million is largely due to \$12 million of contributions from the Supreme Court of NSW.

	Budget 2020–21 (\$'000)	Revised budget 2020–21 (\$'000)	Budget 2021–22 (\$'000)
Expenditure			
Personnel services expenses	17,073	13,770	17,233
Operating expenses	9,306	10,265	8,132
Depreciation and amortisation	7,295	6,751	8,042
Finance costs	259	153	491
Total expenditure	33,933	30,939	33,898
Revenue			
Recurrent grant	5,163	5,082	4,581
Capital grant	6,479	6,479	6,557
Sale of goods and services	23,143	21,263	23,151
Grants and contributions	–	–	–
Other revenue	6,139	16,405	6,209
Total revenue	40,924	49,229	40,498
Gains/(losses) in disposal of non-current assets	–	(1)	–
Other gains/(losses)	–	(9)	–
Net result	6,991	18,280	6,600

SARA revenue by category

Category	%
Treasury funded	24.7
Revenue from sale of goods and services	42.1
Other revenue – acceptance by Crown entity of personnel services benefits and other liabilities	0.4
Other revenue – state archives	32.8

SARA's operating expenses were \$31.1 million against a budget of \$33.9 million, \$2.8 million favourable.

SARA expenses by category

Category	%
Personnel services	44.5
Depreciation and amortisation	22
Contingent labour	11.7
Corporate charges	2.4
Other expenses	19
Finance costs	0.4

6.2 Consultants

Engagements < \$50,000

Number of engagements	Amount
3	\$93,850

Engagements ≥ \$50,000

Name of consultant	Project title	Amount
Spedding Torres & Associates	Invest to grow business case	\$224,500

6.3 Gross revenue raised from the sale of goods and services

	2018–19 (\$'000)	2019–20 (\$'000)	2020–21 (\$'000)
Total consolidated funds programs*	261	470	251
Commercial services revenue	23,775	21,196	20,930
Total revenue	24,036	21,666	21,181

* Total consolidated funds program gross revenue excludes recurrent grants and Crown assumed liabilities.

6.4 Annual reporting of payment of accounts

Quarter	Current (i.e. within due date) (\$'000)	Less than 30 days overdue (\$'000)	Between 30 and 60 days overdue (\$'000)	Between 61 and 90 days overdue (\$'000)	More than 90 days overdue (\$'000)	Total (\$'000)
All suppliers						
September	17	311	–	–	–	328
December	21	3	4	–	–	28
March	677	–	–	–	–	677
June	1076	7	–	19	–	1,102

6.5 Accounts due and paid within each quarter

All suppliers	Jul–Sept 2020	Oct–Dec 2020	Jan–Mar 2021	Apr–Jun 2021
Number of accounts due for payment	302	247	270	379
Number of accounts paid on time	291	230	264	355
Actual percentage of accounts paid on time, (based on number of accounts)	96%	93%	98%	94%
Dollar amount of accounts due for payment (\$'000)	8,677	8,353	8,006	13,116
Dollar amount of accounts paid on time (\$'000)	8,366	8,346	8,006	13,090
Actual percentage of accounts paid on time (based on \$)	96%	100%	100%	100%
Number of payments for interest on overdue accounts	–	–	–	–
Interest paid on overdue accounts	–	–	–	–

Small business suppliers	Jul–Sept 2020	Oct–Dec 2020	Jan–Mar 2021	Apr–Jun 2021
Number of accounts due for payment to small businesses	2	2	2	–
Number of accounts due to small businesses paid on time	2	2	2	–
Actual percentage of small business accounts paid on time (based on number of accounts)	100%	100%	100%	–
Dollar amount of accounts due for payment to small businesses (\$'000)	1	2	1	–
Dollar amount of accounts due to small businesses paid on time (\$'000)	1	2	1	–
Actual percentage of small business accounts paid on time (based on \$)	100%	100%	100%	–
Number of payments to small businesses for interest on overdue accounts	–	–	–	–
Interest paid to small businesses on overdue accounts	–	–	–	–



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 the State Archives and Records Authority of New South Wales (the Authority), which comprise the Statement by the Accountable Authority, the Statement of Comprehensive Income for the year ended 30 June 2021, the Statement of Financial Position as at 30 June 2021, the Statement of Changes in Equity and the Statement of Cash Flows for the year then ended, notes comprising a Statement of Significant Accounting Policies, and other explanatory information.

In my opinion, the financial statements:

- have been prepared in accordance with Australian Accounting Standards and the applicable financial reporting requirements of the *Government Sector Finance Act 2018* (GSF Act), the *Government Sector Finance Regulation 2018* (GSF Regulation) and the Treasurer's Directions
- presents fairly the Authority's financial position, financial performance and cash flows.

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 (including Independence Standards)' (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.

Other Information

The Authority's annual report for the year ended 30 June 2021 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Executive Director of the Authority is responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprises the draft annual report.

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

Executive Director's Responsibilities for the Financial Statements

The Executive Director is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, the GSF Act, GSF Regulations and Treasurer's Directions. The Executive Director's responsibility also includes such internal control as the Executive 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 Executive Director is responsible for assessing the Authority's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities 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.

The scope of my audit does not include, nor 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.

A handwritten signature in dark ink, appearing to read 'D Daniels', with a stylized, cursive script.

David Daniels
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

22 October 2021
SYDNEY

State Archives and Records Authority
of New South Wales

financial statements for the year ended
30 June 2021

Financial statements

Statement in accordance with Section 7.6 of the *Government Sector Finance Act 2018*

Pursuant to section 7.6 of the *Government Sector Finance Act 2018*, we state that, in our opinion:

- a) The accompanying financial statements and notes thereto exhibit a true and fair view of the financial position of the State Archives and Records Authority of New South Wales as at 30 June 2021 and its financial performance and cash flows 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 provisions of the *Government Sector Finance Act 2018*, the Government Sector Finance Regulation 2018 and Treasurer's Directions.
- c) We are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



Adam Lindsay

Executive Director

Dated 15 October 2021

BEGINNING OF AUDITED FINANCIAL STATEMENTS

Statement of comprehensive income

FOR THE YEAR ENDED 30 JUNE 2021

	Notes	Actual 2021 \$'000	Budget 2021 \$'000	Actual 2020 \$'000
Continuing operations				
Expenses excluding losses				
Personnel services expenses	2(a)	14,336	17,073	14,273
Operating expenses	2(b)	10,278	9,306	11,882
Depreciation and amortisation	2(c)	6,836	7,295	6,254
Finance costs	2(d)	126	259	156
Total expenses excluding losses		31,576	33,933	32,565
Revenue				
Sale of goods and services	3(a)	21,181	23,143	21,666
Grants and contributions	3(b) & 5	12,461	11,642	13,628
Acceptance by the Crown of personnel service benefits and other liabilities	3(c)	194	–	1,001
State archives revenue	9	16,538	6,139	17,094
Total revenue		50,374	40,924	53,389
Operating result		18,798	6,991	20,824
Gain/(loss) on disposal	4	(1)	–	(247)
NET RESULT		18,797	6,991	20,577
Other comprehensive income				
Net increase/(decrease) in property, plant and equipment revaluation reserve	9	2,032	–	15,900
Total other comprehensive income		2,032	–	15,900
TOTAL COMPREHENSIVE INCOME		20,829	6,991	36,477

The accompanying notes form part of these financial statements.

Statement of financial position

AS AT 30 JUNE 2021

	Notes	Actual 2021 \$'000	Budget 2021 \$'000	Actual 2020 \$'000
ASSETS				
Current assets				
Cash and cash equivalents	6	3,540	5,500	5,689
Receivables	7	3,775	3,755	3,326
Inventories	8	34	12	12
Total current assets		7,349	9,267	9,027
Non-current assets				
Property, plant and equipment	9			
– Land		11,172	16,779	10,640
– Buildings and improvements		54,092	53,443	52,082
– Plant and equipment*		2,295	7,734	1,310
– Shelving		4,962	–	4,915
– Computer equipment		1,294	–	1,853
– Collection assets		1,044,415	1,026,373	1,026,373
Total property, plant and equipment		1,118,230	1,104,329	1,097,173
Right-of-use assets	10	5,664	15,730	7,634
Intangible assets	11			
– Collection		1,279	1,337	1,337
– Software		2,116	1,991	1,878
Total intangible assets		3,395	3,328	3,215
Total non-current assets		1,127,289	1,123,387	1,108,022
Total assets		1,134,638	1,132,654	1,117,049
LIABILITIES				
Current liabilities				
Payables	13	4,324	6,671	6,153
Contract liabilities	14	541	334	334
Lease liabilities	15	1,982	1,244	1,936
Total current liabilities		6,847	8,249	8,423
Non-current liabilities				
Contract liabilities	14	169	–	–
Lease liabilities	15	4,050	14,995	5,895
Provisions	16	168	157	157
Total non-current liabilities		4,387	15,152	6,052
Total liabilities		11,234	23,401	14,475
NET ASSETS		1,123,404	1,109,253	1,102,574
EQUITY				
Asset revaluation surplus		788,585	786,553	786,552
Accumulated funds		334,819	322,700	316,022
Total equity		1,123,404	1,109,253	1,102,574

*The budget against this is the total budget for plant and equipment, shelving and computer equipment.
The accompanying notes form part of these financial statements.

Statement of changes in equity

FOR THE YEAR ENDED 30 JUNE 2021

	Note	Accumulated funds \$'000	Asset revaluation surplus \$'000	Total \$'000
Balance as at 1 July 2020		316,022	786,552	1,102,574
Net result for the year		18,797	–	18,797
Other comprehensive income				
Net change in revaluation surplus of property, plant and equipment	9	–	2,032	2,032
Total other comprehensive income		–	2,032	2,032
Total comprehensive income for the year		18,797	2,032	20,829
Balance as at 30 June 2021		334,819	788,585	1,123,404

	Note	Accumulated funds \$'000	Asset revaluation surplus \$'000	Total \$'000
Balance as at 1 July 2019		295,445	770,652	1,066,097
Net result for the year		20,577	–	20,577
Other comprehensive income				
Net change in revaluation surplus of property, plant and equipment	9	–	15,900	15,900
Total other comprehensive income		–	15,900	15,900
Total comprehensive income for the year		20,577	15,900	36,477
Balance as at 30 June 2020		316,022	786,552	1,102,574

The accompanying notes form part of these financial statements.

Statement of cash flows

FOR THE YEAR ENDED 30 JUNE 2021

	Notes	Actual 2021 \$'000	Budget 2021 \$'000	Actual 2020 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Personnel services expenses		(13,668)	(17,073)	(13,608)
Finance costs		(22)	(259)	–
Other		(14,853)	(9,217)	(15,109)
Total payments		(28,543)	(26,549)	(28,717)
Receipts				
Sale of goods and services		23,380	23,143	23,252
Grants and contributions	3(b)	12,461	11,642	13,628
Total receipts		35,841	34,785	36,880
NET CASH FLOWS FROM OPERATING ACTIVITIES	21	7,298	8,236	8,163
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of land and buildings, plant and equipment, and collections assets		–	–	4
Purchases of land and buildings, plant and equipment, and collections assets	9	(6,373)	(6,264)	(5,620)
Purchases of intangible assets	11	(1,286)	(545)	(1,024)
NET CASH FLOWS FROM INVESTING ACTIVITIES		(7,659)	(6,809)	(6,640)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of principal portion of lease liabilities		(1,788)	(1,616)	(1,909)
NET CASH FLOWS FROM FINANCING ACTIVITIES		(1,788)	(1,616)	(1,909)
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS		(2,149)	(189)	(386)
Opening cash and cash equivalents		5,689	5,689	6,075
CLOSING CASH AND CASH EQUIVALENTS	6	3,540	5,500	5,689

The accompanying notes form part of these financial statements.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021

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 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 year ended 30 June 2021 have been authorised for issue by the Executive Director of the Authority on 24 September 2021.

b) BASIS OF PREPARATION

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

- applicable Australian Accounting Standards (AAS) (which include Australian Accounting Interpretations);
- the requirements of the *Government Sector Finance Act 2018* (GSF Act);
- Treasurer's Directions issued under the GSF Act.

The Authority's financial statements have been prepared on a going concern basis, considering the realisation of net assets and the settlement of liabilities in the normal course of operations. The Authority held cash on hand and at bank as at 30 June 2021 of \$3.54 million.

Property, plant and equipment, including the State Archives Collection 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 otherwise specified. The State Archives Collection is measured at fair value using the valuation methodology outlined in Note 12.

Judgments, key assumptions and estimations made by management 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, which is the Authority's presentation and functional currency.

c) STATEMENT OF COMPLIANCE

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

d) ACCOUNTING FOR 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 (ATO) 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 components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

e) COMPARATIVE INFORMATION

Except when an AAS permits or requires otherwise, comparative information is presented in respect of the previous period for all amounts reported in the financial statements.

f) CHANGES IN ACCOUNTING POLICY, INCLUDING NEW OR REVISED AUSTRALIAN ACCOUNTING STANDARDS

(i) Effective for the first time in 2020–21

AASB 1059: *Service Concession Arrangements: Grantors* came into effect on 1 July 2020 and the adoption of the standard did not impact 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 (AAS), unless Treasury determines otherwise.

The following new AAS have not been applied and are not yet effective:

AASB 17: *Insurance Contracts*

AASB 1060: *General Purpose Financial Statements – Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities*

AASB 2020-1: *Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current*

AASB 2020-3: *Amendments to Australian Accounting Standards – Annual Improvements 2018–2020 and Other Amendments*

AASB 2020-5: *Amendments to Australian Accounting Standards – Insurance Contracts*

AASB 2020-6: *Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current – Deferral of Effective Date*

AASB 2020-7: *Amendments to Australian Accounting Standards – Covid-19-Related Rent concessions: Tier 2 Disclosures*

AASB 2020-8: *Amendments to Australian Accounting Standards – Interest Rate Benchmark Reform – Phase 2*

There are no expected significant impacts of the standards in the period of application.

g) TAXATION STATUS

The activities of the Authority are exempt from income tax.

h) IMPACT OF COVID-19 ON FINANCIAL REPORTING FOR 2020–21

The COVID-19 pandemic reduced the Authority's retrieval and consultancy income during the financial year. There was no other material impact on the financial statements including the valuation of property, plant and equipment, which includes collection valuations.

The Authority received an additional \$450,000 in grants due to the pandemic. These grants were utilised for extra cleaning services to comply with government regulations and ICT investment to facilitate working from home and remote working.

2 EXPENSES EXCLUDING LOSSES

	2021 \$'000	2020 \$'000
2(a) Personnel services expenses		
Salaries and wages (including annual leave)	12,087	11,479
Superannuation – defined contribution plans	989	965
Long service leave	194	1,001
Workers compensation insurance	126	148
Payroll tax and fringe benefits tax	876	680
Redundancy termination payments	64	–
	14,336	14,273

Personnel services expenses of \$244,891 have been capitalised in buildings and improvements (2019–20: \$606,000), \$484,328 in intangibles (2019–20: \$131,000) and nil in shelving (2019–20: \$51,000) asset accounts, and therefore excluded from the above.

2(b) Operating expenses		
Auditors' remuneration – external	101	133
Auditors' remuneration – internal	29	43
Cost of sales – boxes and publications	69	142
Expenses relating to short-term leases and management fees	262	401
Maintenance	1,254	1,247
Insurance	487	302
Electricity, gas, rates	789	821
Minor stores, stationery	87	108
Motor vehicle running costs	158	97
Postage, telephone, printing	208	301
Promotional advertising, exhibition expenses	157	177
Rental expense – records storage (offsite)	67	112
Training	44	30
Cleaning	256	302
Fee for service – contractors	3,647	4,975
Corporate services cost allocation	732	1,127
Computer expenses	1,646	1,504
Travel	3	35
Other expenses	273	25
Bad debt write-off	9	–
	10,278	11,882

Maintenance

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

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 and is based on past claims experience.

Lease expense

The Authority recognises the lease payments associated with the following types of leases as expenses on a straight-line basis:

- Leases that meet the definition of short-term i.e., where the lease term at the commencement of the lease is 12 months or less. This excludes leases with a purchase option.
- Leases of assets that are valued at \$10,000 or under when new.

Variable lease payments are not included in the measurement of the lease liability (i.e., variable lease payments that do not depend on an index or a rate, initially measured using the index or rate as at the commencement date). These payments are recognised in the period in which the event or condition that triggers those payments occurs.

		2021	2020
		\$'000	\$'000
2(c)	Depreciation and amortisation expense		
	Depreciation		
	Buildings and improvements	2,337	2,279
	Plant and equipment	297	182
	Shelving	681	322
	Computer equipment	568	419
	Right-of-use assets	1,847	1,965
	Amortisation		
	State Archives Collection	58	500
	Computer software	1,048	587
		6,836	6,254

Refer to Note 9 and Note 11 for recognition and measurement policies on depreciation and amortisation.

		2021	2020
		\$'000	\$'000
2(d)	Finance costs		
	Interest expense from lease liabilities	126	156
		126	156

Borrowing costs are recognised as expenses in the period in which they are incurred, in accordance with Treasury's Mandate to not-for-profit NSW General Government Sector entities.

3 REVENUE

	2021 \$'000	2020 \$'000
3(a) Sale of goods and services		
Sale of goods		
Publications	9	1
Boxes	129	157
	138	158
Rendering of services		
Photocopies	126	117
Storage	15,225	14,932
Retrieval	2,173	3,365
Consultancy	2,730	2,738
Destruction	364	203
Other	425	153
	21,043	21,508
	21,181	21,666

(i) Sale of goods

Revenue from the sale of goods is recognised as revenue when the Authority satisfies a performance obligation by transferring ownership of assets. The Authority typically satisfies its performance obligations when an order is confirmed and invoiced. The payments are typically due when an invoice is generated and credit terms calculated.

Revenue from these sales is recognised based on the price specified in the contract, and revenue is only recognised to the extent that it is highly probable that a significant reversal will not occur. No element of financing is deemed present, as the sales are made with a short credit term.

(ii) Rendering of services

Revenue from rendering of services is recognised when the Authority satisfies the performance obligation by transferring the promised services. The Authority typically satisfies its performance obligation when a service is provided or by reference to the stage of completion. The payments are typically due when an invoice is generated and credit terms calculated. Services activities include storage of third-party records and retrieval of those records, destruction of records and project work offered as consultancy.

Revenue is measured at the transaction price agreed under the contract. No element of financing is deemed present, as payments are due when the service is provided.

3(b) Grants and contributions	2021 \$'000	2020 \$'000
Recurrent grant income from NSW Department of Premier and Cabinet	5,082	6,894
Recurrent grant income from government agencies – Create NSW	300	–
Capital grant income from NSW Department of Premier and Cabinet	6,479	6,734
Capital grant income from government agencies – Create NSW	600	–
	12,461	13,628

The Authority receives its grant funding from the NSW Department of Premier and Cabinet (DPC), which receives appropriations from the Consolidated Fund. Appropriations for each financial year are set out in the Appropriation Bill that is prepared and tabled for that year.

Income from grants to acquire/construct a recognisable non-financial asset to be controlled by the Authority is recognised when the Authority satisfies its obligations under the transfer. The Authority satisfies the performance obligations under the transfer to construct assets over time as the non-financial assets are being constructed.

Income from grants without sufficiently specific performance obligations is recognised when the Authority obtains control over the granted assets.

Receipt of volunteer services is recognised only when the fair value of those services can be reliably determined and the services would have been purchased if not donated. Volunteer services are measured at fair value.

The Authority receives volunteer services for making the State Archives Collection more accessible. The services include listing, indexing, transcribing and digitising. Receipt of these services is not recognised because the services would not have been purchased if not donated. The value of these services in 2020–21 is \$210,818 (2019–20: \$154,000).

	2021 \$'000	2020 \$'000
3(c) Acceptance by the Crown of personnel services benefits and other liabilities		
Long service leave	194	1,001
	194	1,001

3(d) Deemed appropriations

The deemed appropriation provisions in the *Government Sector Finance Act 2018* (GSF Act) came into effect on 1 July 2019.

Movement of section 4.7 GSF Act – deemed appropriations:	2021 \$'000	2020 \$'000
Opening balance	5,689	–
Adjustment for appropriations deemed on commencement of section 4.7	–	6,075
Add: additions of deemed appropriations	35,841	36,884
Less: expenditure charged against deemed appropriations	(37,990)	(37,270)
Closing balance	3,540	5,689

Expenditure refers to cash payments. The term 'expenditure' has been used for payments for consistency with AASB 1058 *Income of Not-for-Profit Entities*.

	2021 \$'000	2020 \$'000
4 GAIN/(LOSS) ON DISPOSAL		
Property, plant and equipment	(1)	(247)
	(1)	(247)

5 CONDITIONS ON CONTRIBUTIONS

There are no conditions placed on contributions other than to carry out the programs and activities of the Authority.

6	CURRENT ASSETS – CASH AND CASH EQUIVALENTS	2021 \$'000	2020 \$'000
	Cash at bank and on hand	3,540	5,689
		3,540	5,689
	Cash and cash equivalents (per statement of financial position)	3,540	5,689
	Closing cash and cash equivalents (per statement of cash flows)	3,540	5,689

For the purposes of the statement of cash flows, cash and cash equivalents include cash at bank and cash on hand.

Refer to Note 22 for details regarding credit risk and market risk arising from financial instruments.

7	CURRENT ASSETS – RECEIVABLES	2021 \$'000	2020 \$'000
	Trade receivables from contracts with customers		
	Sale of goods and services	2,985	2,521
	Prepayments	472	495
	Net GST receivable	318	310
		3,775	3,326

Details regarding credit risk of trade debtors that are neither past due nor impaired are disclosed in Note 22.

All 'regular way' purchases or sales of financial assets are recognised and derecognised on a trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace. Receivables are initially recognised at fair value plus any directly attributable transaction costs. Trade receivables that do not contain a significant financing component are measured at the transaction price.

Subsequent measurement

The Authority holds receivables with the objective to collect the contractual cash flows and therefore measures them at amortised cost using the effective interest method, less any impairment. Changes are recognised in the net result for the year when impaired, derecognised or through the amortisation process.

Impairment

The Authority recognises an allowance for expected credit losses (ECLs) for all debt financial assets not held at fair value through profit or loss. ECLs are based on the difference between the contractual cash flows and the cash flows that the Authority expects to receive, discounted at the original effective interest rate.

For trade receivables, the Authority applies a simplified approach to calculating ECLs. The Authority recognises a loss allowance based on lifetime ECLs at each reporting date. The Authority has established a provision matrix based on its historical credit loss experience for trade receivables, adjusted for forward-looking factors specific to the receivable. There was no provision for credit loss raised as at 30 June 2021; however, there was a bad debt write-off for \$9000 (2020: nil) on assessment of the Sundry debtor account.

8 CURRENT ASSETS – INVENTORIES

	2021 \$'000	2020 \$'000
Stock on hand – at cost	34	12
	34	12

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.

9 NON-CURRENT ASSETS – PROPERTY, PLANT AND EQUIPMENT

	Land \$'000	Buildings & improvements \$'000	Plant & equipment \$'000	Shelving \$'000	Computer equipment \$'000	State archives \$'000	Total \$'000
At 1 July 2020 – fair value							
Gross carrying amount	11,172	94,674	3,193	10,164	2,993	1,044,415	1,166,611
Accumulated depreciation and impairment	–	(40,582)	(898)	(5,202)	(1,699)	–	(48,381)
Net carrying amount at 30 June 2021	11,172	54,092	2,295	4,962	1,294	1,044,415	1,118,230
At 1 July 2019 – fair value							
Gross carrying amount	10,640	90,327	1,911	9,437	3,471	1,026,373	1,142,159
Accumulated depreciation and impairment	–	(38,245)	(601)	(4,522)	(1,618)	–	(44,986)
Net carrying amount at 30 June 2020	10,640	52,082	1,310	4,915	1,853	1,026,373	1,097,173

RECONCILIATION

A reconciliation of the carrying amount of each class of property and equipment at the beginning and the end of the reporting period is shown below:

	Land \$'000	Buildings & improvements \$'000	Plant & equipment \$'000	Shelving \$'000	Computer equipment \$'000	State archives \$'000	Total \$'000
Year ended 30 June 2021							
Net carrying amount at start of year	10,640	52,082	1,310	4,915	1,853	1,026,373	1,097,173
Additions	—	4,347	1,282	728	11	5	6,373
Increase in State archives	—	—	—	—	—	16,537	16,537
Disposals	—	—	—	—	(490)	—	(490)
Net revaluation increments less revaluation decrements	532	—	—	—	—	1,500	2,032
Depreciation expense	—	(2,337)	(297)	(681)	(568)	—	(3,883)
Depreciation written back on disposals	—	—	—	—	488	—	488
Net carrying amount at end of year	11,172	54,092	2,295	4,962	1,294	1,044,415	1,118,230
Year ended 30 June 2020							
Net carrying amount at start of year	10,080	49,508	1,181	4,742	761	995,741	1,062,013
Additions	—	3,051	311	747	1,511	—	5,620
Increase in State archives	—	—	—	—	—	17,094	17,094
Disposals	—	—	—	(421)	—	—	(421)
Net revaluation increments less revaluation decrements	560	1,802	—	—	—	13,538	15,900
Depreciation expense	—	(2,279)	(182)	(322)	(419)	—	(3,202)
Depreciation written back on disposals	—	—	—	169	—	—	169
Net carrying amount at end of year	10,640	52,082	1,310	4,915	1,853	1,026,373	1,097,173

Further details regarding the fair value measurement of property, plant and equipment are disclosed in Note 12.

Acquisition of assets

Property, plant and equipment are initially measured at cost and subsequently revalued at fair value less accumulated depreciation and impairment. 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.

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. the deferred payment amount is effectively discounted over the period of credit.

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

Capitalisation thresholds

Property, plant and equipment and intangible assets costing \$5000 and above individually (or forming part of a network costing more than \$5000) are capitalised.

Major inspection costs

When a major inspection is performed, its cost is recognised in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied.

Restoration costs

The present value of the expected cost for the restoration or cost of dismantling of an asset after its use is included in the cost of the respective asset if the recognition criteria for a provision are met.

Assets not able to be reliably measured

The Authority holds certain assets that have not been recognised in the statement of financial position because the Authority is unable to reliably measure the value of the assets, and these assets are considered immaterial. These assets are maps and plans, boxes, volumes, images, aperture cards, and packets of archives where the quantity of incoming items makes it difficult to count the identified archives immediately on receipt of the assets. This timing delay is managed by applying a priority order for treatment to record the assets on first-time recognition.

Depreciation of property, plant and equipment

Land and the State Archives Collection are not depreciated. In all other instances, 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, the State Archives Collection 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.

The depreciation rates have been reviewed and have remained unchanged from the previous year.

Major category

Depreciation rate

Buildings and improvements	1.7%–13.1%
Plant and equipment	10%–25%
Shelving	2.5%–17.6%
Computer equipment	25%–33.3%

Revaluation of property, plant and equipment excluding State archives

Physical non-current assets are valued in accordance with the policy and guidelines paper TPP 14-01: *Valuation of Physical Non-current Assets at Fair Value*. This policy adopts fair value in accordance with AASB 13 *Fair Value Measurement* and AASB 116 *Property, Plant and Equipment*.

Property, plant and equipment is 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 sociopolitical restrictions 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 participant's perspective, using valuation techniques (market approach, cost approach, income approach) that maximises relevant observable inputs and minimises unobservable inputs. Also refer to Note 12 for further information regarding fair value.

Revaluations are 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 conducts a comprehensive revaluation at least every three years for its land and buildings where the market or income approach is the most appropriate valuation technique, and at least every five years for other classes of property, plant and equipment. A desktop revaluation of land and buildings was completed on 31 March 2021 and was based on an independent assessment.

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

Revaluation of property, plant and equipment – State archives

The Authority recognises the State Archives Collection 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, relates to a particular subject or function, has a similar format, or has another relationship arising out of its creation, receipt and use. When records are transferred from NSW government organisations to the control of the Authority, they become State archives. Each new transfer within a series becomes a separate consignment and is recorded in the State Archives Management Systems (SAMS).

The SAMS, a complete listing of archives by consignment, is used as the basis of the valuation. The valuation process classifies the SAMS into seven categories and those categories contain indicative rates based on record type, format or other criteria. The categories are:

- Iconic – archives that have or are expected to have significant monetary value. Valued individually;
- Large Series – series containing a large number of related material or like records. Valued according to accepted statistical methods;
- Sampled Series Type – archives categorised by standardised record type. Valued according to accepted statistical methods;
- Sampled Series Format – archives categorised by generic format. Valued according to accepted statistical methods;
- Objects – objects not containing written or recorded information. Valued individually;
- AV Material – audio visual archives formats. Valued according to accepted statistical methods;
- Maps and Plans – all maps and plans that are not part of a designated Large Series. Valued according to accepted statistical methods.

The Authority revalues all State archives at least every five years as part of its five-year rolling valuation 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 the State Archives Collection included 'Objects', 'AV Material' and 'Sampled Series Type' and was completed on 31 March 2021.

Category	Last valued
Objects	March 2021
AV Material	March 2021
Sampled Series Type	March 2021
Iconic	March 2020
Large Series	March 2020
Sample Series Format	March 2018
Maps and Plans	March 2018

Revaluation of 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 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 recognised in other comprehensive income and credited to revaluation surplus. However, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as a loss in the net result, the increment is recognised immediately as a gain in the net result.

Revaluation decrements are recognised immediately as a loss in the net result, except to the extent that they offset an existing revaluation surplus on the same class of assets, in which case the decrement is debited directly to the revaluation surplus.

As the Authority is 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.

The residual values, useful lives and methods of depreciation of property, plant and equipment are reviewed at each financial year end.

Impairment of property, plant and equipment

As the Authority is 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-profit 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.

10 LEASES

SARA as a lessee

The Authority leases storage facilities, material handling equipment and motor vehicles. Lease contracts are typically for fixed periods of three to six years but may have extension options. Lease terms are negotiated on an individual basis and have different terms and conditions. The lease agreements do not impose any covenants, but leased assets may not be used as security for borrowing purposes. The Authority does not provide residual value guarantees in relation to leases.

AASB 16 *Leases* requires a lessee to recognise a right-of-use asset and a corresponding lease liability for most leases.

The Authority elected to recognise payments for short-term leases and low value leases as expenses on a straight-line basis, instead of recognising a right-of-use asset and lease liability. Short-term leases are leases with a lease term of 12 months or less. Low value assets are assets with a fair value of \$10,000 or less when new and mainly comprise equipment.

Right-of-use assets under leases

The following table presents right-of-use assets that do not meet the definition of investment property.

	Buildings & improvements \$'000	Plant & equipment \$'000	Total \$'000
Balance as at 1 July 2020	7,367	267	7,634
Additions	(187)	64	(123)
Depreciation expenses	(1,716)	(131)	(1,847)
Balance as at 30 June 2021	5,464	200	5,664
Balance as at 1 July 2019	9,170	429	9,599
Additions	–	–	–
Depreciation expenses	(1,803)	(162)	(1,965)
Balance as at 30 June 2020	7,367	267	7,634

Lease liabilities

The following table presents liabilities under leases.

	Note	2021 \$'000	2020 \$'000
Balance at the start of the year		7,831	9,599
Additions		(123)	–
Interest expenses		115	141
Payments		(1,791)	(1,909)
Balance at the end of the year	15	6,032	7,831

The following amounts were recognised in the statement of comprehensive income for the year ending 30 June 2021 in respect of leases where the Authority is the lessee:

	Note	2021 \$'000	2020 \$'000
Depreciation expense of right-of-use assets		1,847	1,965
Interest expense on lease liabilities		115	141
Expenses relating to short-term leases		71	97
Variable lease payments, not included in the measurement of lease liabilities		399	469
Total amount recognised in the statement of comprehensive income		2,432	2,672

The Authority had total cash outflows for leases of \$2.3 million (2019–20: \$2.5 million)

The Authority assesses at contract inception whether a contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

The Authority recognises lease liabilities to make lease payments and right-of-use assets representing the right to use the underlying assets, except for short-term leases and leases of low-value assets.

(i) Right-of-use assets

The Authority recognises right-of-use assets at the commencement date of the lease (i.e. the date the underlying asset is available for use). Right-of-use assets are initially measured at the amount of initial measurement of the lease liability (refer to (ii) below), adjusted by any lease payments made at or before the commencement date and lease incentives, any initial direct costs incurred, and estimated costs of dismantling and removing the asset or restoring the lease site.

The right-of-use assets are subsequently measured at cost. They are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the assets, as follows:

- Buildings: one–six years
- Motor vehicles and material handling equipment: three–four years

If ownership of the leased asset transfers to the Authority at the end of the lease term or the cost reflects the exercise of a purchase option, depreciation is calculated using the estimated useful life of the asset.

The right-of-use assets are also subject to impairment. The Authority assesses at each reporting date whether there is an indication that an asset may be impaired. If any indication exists, or when annual impairment testing for an asset is required, the Authority estimates the asset's recoverable amount. When the carrying amount of an asset exceeds its recoverable amount, the asset is considered impaired and is written down to its recoverable amount. After an impairment loss has been recognised, it is reversed only if there has been a change in the assumptions used to determine the asset's recoverable amount. The reversal is limited so that the carrying amount of the asset does not exceed its recoverable amount, or exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised for the asset in prior years. Such reversal is recognised in the net result.

(ii) Lease liabilities

At the commencement date of the lease, the Authority recognises lease liabilities measured at the present value of lease payments to be made over the lease term. Lease payments include:

- fixed payments (including in substance fixed payments) less any lease incentives receivable;
- variable lease payments that depend on an index or a rate;
- amounts expected to be paid under residual value guarantees;
- exercise price of a purchase option reasonably certain to be exercised by the Authority; and
- payments of penalties for terminating the lease, if the lease term reflects the Authority exercising the option to terminate.

The lease payments are discounted using the interest rate implicit in the lease. If that rate cannot be readily determined, which is generally the case for the Authority's leases, the lessee's incremental borrowing rate is used, being the rate that the Authority would have to pay to borrow the funds necessary to obtain an asset of similar value to the right-of-use asset in a similar economic environment with similar terms, security and conditions.

After the commencement date, the amount of lease liabilities is increased to reflect the accretion of interest and reduced for the lease payments made. In addition, the carrying amount of lease liabilities is remeasured if there is a modification, a change in the lease term, a change in the lease payments (e.g. changes to future payments resulting from a change in an index or a rate used to determine such lease payments) or a change in the assessment of an option to purchase the underlying asset.

11 INTANGIBLE ASSETS

	State Archives Collection (digitised) \$'000	Software \$'000	TOTAL \$'000
At 1 July 2020			
Cost (gross carrying amount)	1,937	4,450	6,387
Accumulated amortisation and impairment	(658)	(2,334)	(2,992)
Net carrying amount at 30 June 2021	1,279	2,116	3,395
At 1 July 2019			
Cost (gross carrying amount)	1,937	3,164	5,101
Accumulated amortisation and impairment	(600)	(1,286)	(1,886)
Net carrying amount at 30 June 2020	1,337	1,878	3,215
Reconciliation			
Year ended 30 June 2021			
Net carrying amount at start of year	1,337	1,878	3,215
Additions	–	1,286	1,286
Amortisation	(58)	(1,048)	(1,106)
Net carrying amount at end of year	1,279	2,116	3,395
Year ended 30 June 2020			
Net carrying amount at start of year	1,695	1,583	3,278
Additions	142	882	1,024
Amortisation	(500)	(587)	(1,087)
Net carrying amount at end of year	1,337	1,878	3,215

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 reliably measured. 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.

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 State Archives Collection (digitised) intangible assets are activities which preserve the State archives and improve public access to the State Archives Collection (digitised), particularly online. These activities include:

- (a) Cataloguing of the State archives which allows detail of the items in the State Archives Collection (digitised) and digital images of them to be accessed online; and
- (b) Digitisation – the process which converts physical items into digital objects for online access and for preservation.

Amortisation of the State Archives Collection's (digitised) intangible assets is at a rate of 33.33% (no change from prior year).

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

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

12 FAIR VALUE MEASUREMENT OF NON-FINANCIAL ASSETS

Fair value measurement and hierarchy

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either in the principal market for the asset or liability or, in the absence of a principal market, in the most advantageous market for the asset or liability.

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: *Fair Value Measurement*, the Authority categorises, for disclosure purposes, the valuation techniques based on the inputs used in the valuation techniques as follows:

- Level 1 – quoted (unadjusted) prices in active markets for identical assets/liabilities that the Authority 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.

(a) Fair value hierarchy

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total fair value \$'000
2021				
Property, plant and equipment (Note 9)				
Land	–	11,172	–	11,172
Buildings and improvements	–	–	54,092	54,092
State archives	–	–	1,044,415	1,044,415
	–	11,172	1,098,507	1,109,678
2020				
Property, plant and equipment (Note 9)				
Land	–	10,640	–	10,640
Buildings and improvements	–	–	52,082	52,082
State archives	–	–	1,026,373	1,026,373
	–	10,640	1,078,455	1,089,095

There were no transfers between Levels 1 and 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 comprehensive valuation update in 2020. Land asset has been valued using the market approach with adjustment for condition, location and comparability. In March 2021, the Authority engaged an independent professional valuer to provide the indexation of the land from 30 June 2020 to 31 March 2021. The valuer assessed that there has been an increase of 5% in the market value of the land. There was no further movement as of 30 June 2021.

(ii) State archives are based on unobservable inputs (Level 3)

The Authority has adopted a five-year rolling valuation schedule, similar to the approach taken by other collecting institutions, ensuring all archives material is revalued at least every five years. During the 2020–2021 financial year, the Authority engaged an independent professional valuer to provide an update on the valuation of ‘Objects’, ‘AV Material’ and ‘Sampled Series Type’. This was completed in March 2021.

Input data for the valuation was derived from researching 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.

Adjustments were made to the market value references to take into account the unique characteristics of the items being valued. Adjustments were made for age, nature, historical significance or other factors which impact on the item being valued. As those adjustments could not be observed and are significant to the fair value measurement, they have been categorised into Level 3 of the fair value hierarchy.

The collection was valued through physical inspection of items, either in full or through random sampling, combined with previous knowledge of collection material and examination of item descriptions on State Archives Collection Search.

The independent professional valuation resulted in an increase of \$1.5 million in the fair value of ‘Objects’, ‘AV Material’ and ‘Sampled Series Type’ State archives as at 31 March 2021. There was no further movement as of 30 June 2021.

(iii) Buildings and improvements are based on unobservable inputs (Level 3)

The Authority engaged an independent professional valuer to perform a comprehensive valuation update in 2020–21. Where there are natural, legal or financial or other conditions imposed by government on the use and disposal of an asset such that there is no feasible alternative use in the relatively near future, the asset should be valued at fair (market) value for its existing use. Where the current market buying prices could not be observed, an asset’s 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 using the direct comparison method of valuation, which references 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. In March 2021, the Authority engaged an independent professional valuer to provide the indexation of buildings from 30 June 2020 to 31 March 2021. The valuer assessed that there had been an increase of 1.12% in the market value of buildings. The change in the value of buildings is deemed immaterial. The valuer has advised that there is no significant change in the carrying value of buildings as of 30 June 2021.

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 of buildings, 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.

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.

(c) Reconciliation of recurring Level 3 fair value measurements

	Buildings & improvements \$'000	State archives \$'000	Total recurring Level 3 fair value \$'000
Fair value as at 1 July 2020	52,082	1,026,373	1,078,455
Additions	4,347	16,542	20,889
Revaluation increments/(decrements) recognised in other comprehensive income	–	1,500	1,500
Impairment	–	–	–
Depreciation	(2,337)	–	(2,337)
Fair value as at 30 June 2021	54,092	1,044,415	1,098,507
Fair value as at 1 July 2019	49,508	995,741	1,045,249
Additions	3,051	17,094	20,145
Revaluation increments/(decrements) recognised in other comprehensive income	1,802	13,538	15,340
Impairment	–	–	–
Depreciation	(2,279)	–	(2,279)
Fair value as at 30 June 2020	52,082	1,026,373	1,078,455

CURRENT LIABILITIES – PAYABLES

	2021	2020
	\$'000	\$'000
Accrued personnel services expenses	2,150	1,676
Creditors	1,590	2,574
Accrued expenses	584	1,903
	4,324	6,153

Details regarding credit risk, liquidity risk and market risk are disclosed in Note 22.

(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 Premier and Cabinet (DPC). DPC 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 DPC 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.

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 for which the employees render the service are recognised and measured at undiscounted amounts of the benefits and as invoiced by DPC.

The outstanding amounts of workers compensation, insurance premiums and fringe benefits tax, which are consequential to the provision of personnel services by the DPC, are recognised as liabilities and expenses where the personnel services to which they relate have been recognised.

14 CONTRACT LIABILITIES

	2021 \$'000	2020 \$'000
Contract liabilities – current	541	334
Contract liabilities – non-current	169	–
	710	334

Contract liabilities relate to consideration received in advance from customers in respect to services to be provided. The contract liability balance has increased during the year due to the provision of services such as digitisation and consultancy paid in advance.

	2021 \$'000	2020 \$'000
Revenue recognised during the year that was included in the contract liability balance at the beginning of the year	112	1,156

The transaction price allocated to the remaining performance obligations relates to digitisation and consultancy services. Twenty-four per cent is expected to be recognised as revenue in the 2021–22 financial year and 76% in future years.

15 CURRENT/NON-CURRENT LIABILITIES – LEASE LIABILITIES

	Notes	2021 \$'000	2020 \$'000
Lease liability – current	10	1,982	1,936
Lease liability – non-current	10	4,050	5,895
		6,032	7,831

Lease liabilities are determined in accordance with AASB 16: *Leases*.

Changes in liabilities arising from financing activities

	Leases \$'000
As at 1 July 2020	7,831
Cash flows	(1,676)
New leases	(123)
As at 30 June 2021	6,032
As at 1 July 2019	9,599
Cash flows	(1,768)
New leases	–
As at 30 June 2020	7,831

16 NON-CURRENT LIABILITIES – PROVISIONS

	2021 \$'000	2020 \$'000
Other provisions		
Restoration costs	168	157
Total provisions	168	157

The restoration cost relates to make good cost for the property leases which is expected to be incurred from 2021. The amount is based on an estimated make good amount of \$180,000 in 2020 discounted using the Australian Government bond rate of 1.32% at 30 June 2021.

Movements in provisions

Movements in each class of provision during the financial year are set out below:

	Restoration \$'000
Carrying amount at 1 July 2020	157
Additional provisions recognised	11
Carrying amount at 30 June 2021	168

Other provisions

Provisions are recognised when: the Authority 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. When the Authority expects some or all of a provision to be reimbursed, e.g., under an insurance contract, the reimbursement is recognised as a separate asset, but only when the reimbursement is virtually certain. The expense relating to a provision is presented net of any reimbursement in the statement of comprehensive income.

Any provisions for restructuring are recognised only when the Authority has a detailed formal plan and the Authority 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.

17 EQUITY

(i) Revaluation surplus

The revaluation surplus is used to record increments and decrements on the revaluation of non-current assets. This accords with the Authority's policy on the revaluation of property, plant and equipment as discussed in Note 9.

(ii) Accumulated funds

The category 'accumulated funds' includes all current and prior period retained funds.

(iii) Reserves

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).

18 COMMITMENTS

	2021 \$'000	2020 \$'000
Capital commitments		
Aggregate capital expenditure for acquisitions contracted for at balance date and not provided for:		
– Not later than one year (under one year)	109	114
Total (including GST)	109	114

The potential total input tax credits recoverable from the Australian Taxation Office for the above commitments is \$9897 (2019–20: \$10,400).

19 CONTINGENT ASSETS AND LIABILITIES

The Authority is unaware of any contingent assets or contingent liabilities at the date of this report (2019–20: nil).

20 BUDGET REVIEW

The budgeted amounts are drawn from the original budgeted financial statements presented to NSW Parliament in respect of the reporting period. Subsequent adjustments to the original budget 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 below.

Net result

The actual net result for the year was \$19.3 million against a budget of \$6.9 million – \$12.4 million favourable. This is due to an increase in non-cash revenue due to greater amounts of accessions of collection items mainly from the Supreme Court of New South Wales. The sale of service income was lower by \$2 million to budget due to a reduction in consultancy and retrieval income due to the COVID-19 pandemic. The grant income was higher by \$819,000 to budget as the Authority received \$900,000 of capital stimulus funding. The expenses were favourable by \$2.9 million to the budget, which is mainly attributed to lower personnel services expenses.

Assets and liabilities

The total assets for the Authority were \$2 million above the budget, which is due to increases in the State archives. This is offset by lower right-of-use assets (\$10 million) and cash balances (\$2 million).

Total liabilities are below the budget by \$12.7 million. This is due to a \$10.8 million difference in lease liabilities due to no new storage leases in the financial year. Payables were \$2.9 million lower than the budget, as creditor payments were made prior to the financial year end.

Cash flows

The Authority's closing cash balance of \$3.5 million is below the budget by \$2 million. This is due to higher than budgeted payments made, and this is in line with the reduction in payables.

21 RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO NET RESULT

Reconciliation of cash flows from operating activities to the net result as reported in the statement of comprehensive income as follows:

	2021 \$'000	2020 \$'000
Net cash flows from operating activities	7,298	8,163
Depreciation and amortisation expenses	(6,836)	(6,254)
Finance costs	(126)	(156)
Decrease/(increase) in provisions	—	—
Other revenue (State archives)	16,537	17,094
Increase/(decrease) in trade and other receivables	449	(335)
Increase/(decrease) in inventories	22	(4)
(Increase)/decrease in trade and other payables	1,830	1,160
(Increase)/decrease in contract liabilities	(376)	1,156
Net gain/(loss) on sale of property, plant and equipment	(1)	(247)
Net result	18,797	20,577

22 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 the Authority has overall responsibility for the establishment and oversight of risk management, and reviews and agrees on 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

Class	Note	Categories	2021 \$'000	2020 \$'000
Financial assets				
Cash and cash equivalents	6	Amortised cost	3,540	5,689
Receivables (1)	7	Amortised cost	2,714	2,292
Financial liabilities				
Payables (2)	13	Financial liabilities measured at amortised cost	4,126	5,746
Lease liabilities	15	Financial liabilities measured at amortised cost	6,032	7,831

Notes:

1. Excludes statutory receivables and prepayments (i.e. not within scope of AASB 7: *Financial Instruments: Disclosures*).
2. Excludes statutory payables and unearned revenue (i.e. not within scope of AASB 7).

The Authority determines the classification of its financial assets and liabilities after initial recognition and, when allowed and appropriate, re-evaluates this at each financial year end.

(b) Financial risk**(i) 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 carrying 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.

The Authority considers a financial asset in default when contractual payments are 90 days past due. However, in certain cases, the Authority may also consider a financial asset to be in default when internal or external information indicates that the Authority is unlikely to receive the outstanding contractual amounts in full before taking into account any credit enhancements held by the Authority.

Cash and cash equivalents

Cash comprises cash on hand and bank balances within the NSW Treasury Banking System.

Receivables – trade debtors

The collectability of trade debtors is reviewed on an ongoing basis. Procedures as established in the Treasurer's Directions, including letters of demand, are followed to recover outstanding amounts.

Expected credit losses are recognised by considering the default risks from past experience, current and expected changes in economic conditions and debtor credit ratings. No interest is earned on trade debtors. Sales are made on 30-day terms. The Authority applies the AASB 9: *Financial Instruments* simplified approach to measuring expected credit losses, which uses a lifetime expected loss allowance for all trade debtors.

To measure the expected credit losses, trade receivables have been grouped based on shared credit risk characteristics and the days past due.

The expected loss rates are based on historical observed loss rates. The historical loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors affecting the ability of the customers to settle the receivables. The Authority has identified the debtor profile (predominantly NSW government agencies) to be the most relevant factor, and accordingly adjusts the historical loss rates based on expected changes in these factors.

Trade receivables are written off when there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, among others, a failure to make contractual payments for a period of greater than 90 days past due.

In the current financial year, there was a bad debt write-off of \$9000 (2020: nil) on assessment of the Sundry debtor account.

The loss allowance for trade debtors as at 30 June 2021 was determined as follows:

	30 June 2021					Total \$'000
	Current \$'000	<30 days \$'000	30–60 days \$'000	61–90 days \$'000	>91 days \$'000	
Expected credit loss rate	–	–	–	–	–	–
Estimated total gross carrying amount	2,026	618	143	63	129	2,979
Expected credit loss	–	–	–	–	–	–

	30 June 2020					Total \$'000
	Current \$'000	<30 days \$'000	30–60 days \$'000	61–90 days \$'000	>91 days \$'000	
Expected credit loss rate	–	–	–	–	–	–
Estimated total gross carrying amount	1,646	295	104	131	116	2,292
Expected credit loss	–	–	–	–	–	–

The analysis excludes statutory receivables and prepayments, as these are not within the scope of AASB 7: *Financial Instruments: Disclosures*. Therefore, the 'total' will not reconcile to the receivables total in Note 7.

The Authority is not materially exposed to concentrations of credit risk to a single trade debtor or group of debtors as at 30 June 2021.

(ii) 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 borrowings. 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.

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: *Payment of Accounts*. For small business suppliers, where terms are not specified, payment is made no 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 Executive Director (or a person appointed by the Executive Director) may automatically pay the supplier simple interest.

The table below summarises the maturity profile of the Authority's financial liabilities based on contractual undiscounted payments, together with the interest rate exposure.

Maturity analysis and interest rate exposure of financial liabilities

	\$'000 Interest rate exposure				Maturity dates		
	Nominal amount *	Fixed interest rate	Variable interest rate	Non-interest bearing	<1 year	1–5 years	>5 years
2021							
Payables							
Personnel services payable	2,150	–	–	2,150	2,150	–	–
Creditors	2,174	–	–	2,174	2,174	–	–
	4,324	–	–	4,324	4,324	–	–

	\$'000 Interest rate exposure				Maturity dates		
	Nominal amount	Fixed interest rate	Variable interest rate	Non-interest bearing	<1 year	1–5 years	>5 years
2020							
Payables							
Personnel services payable	1,676	–	–	1,676	1,676	–	–
Creditors	4,070	–	–	4,070	4,070	–	–
	5,746	–	–	5,746	5,746	–	–

* The amounts disclosed are 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 cash flows and therefore may not reconcile to the amounts in the statement of financial position.

(iii) 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 exposure to market risk is 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. 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 2020. The analysis assumes that all other variables remain constant.

(iv) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Authority's exposure to interest rate risk is set out in the table below. A reasonably possible change of +/- 1% is used, consistent with current trends in interest rates (based on official Reserve Bank of Australia interest rate volatility over the past five years). The basis will be reviewed annually and amended where there is a structural change in the level of interest rate volatility.

	\$'000				
		-1%		1%	
	Carrying amount	Profit	Equity	Profit	Equity
2021					
Financial assets					
Cash and cash equivalents	3,540	(35)	(35)	35	35
2020					
Financial assets					
Cash and cash equivalents	5,689	(57)	(57)	57	57

(c) 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.

23 RELATED PARTY DISCLOSURES

The Authority's key management personnel compensation is as follows:

	2021 \$'000	2020 \$'000
Short-term employee benefits:		
Salaries	529	554
Other monetary allowances^	1	1
Post-employment benefits	55	55
Total remuneration	585	610

^ This amount is the sitting fees for Board attendance paid to Dr Brian Lindsay and Rodney Wallis.

Key management personnel (KMP) are those persons having the authority and responsibility for planning, directing and controlling the activities of the Authority, directly or indirectly, including any director (whether executive or otherwise) of the Authority. For monetary benefits, the Authority's KMP are considered to be the Executive and the Board.

The KMP compensation excludes the Minister for the Arts. Ministerial compensation is paid by the NSW Legislature, not the Authority. It also excludes long service leave amounts which are assumed by the Crown.

During the year, the Authority did not enter into any transactions with KMP, 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 the NSW Government. These transactions, which are conducted as arms-length transactions, are a significant portion of the Authority's rendering of services/receiving of services and are in aggregate as follows.

Nature of transaction	2021		2020	
	Transaction value \$'000	Net receivable/ (payable) \$'000	Transaction value \$'000	Net receivable/ (payable) \$'000
Rendering of services	20,566	2,907	20,858	2,455
Receiving of services	14,405	(619)	14,488	(2,440)
Purchase of goods	—	—	—	—

None of the transactions with other government-related entities are individually significant to the Authority.

From 1 July 2019, the Authority and the Historic Houses Trust of New South Wales (HHT), trading as Sydney Living Museums, share an Executive Director. This precipitated intercompany transactions which include corporate services provided by the HHT to the Authority. The aggregate value of the transactions and outstanding balances are as follows:

Nature of transaction	2021		2020	
	Transaction value \$'000	Net receivable/ (payable) \$'000	Transaction value \$'000	Net receivable/ (payable) \$'000
Receiving of services				
Corporate services costs	864	—	559	(154)
Property rental and on-costs	78	—	105	(19)
Groundskeeping costs at Kingswood	33	—	8	(9)
	975	—	672	(182)

During the year, the Authority incurred \$13.9 million (2020: \$13.1 million) in respect of personnel services expenses provided by the Department of Premier and Cabinet.

24. EVENTS AFTER THE REPORTING PERIOD

On 24 June 2021, due to a resurgence of COVID-19 cases, Sydney was again forced into lockdown and to follow restrictions. This impacted the Authority's ability to generate retrieval and consultancy income. The Authority will be lodging a consequential loss claim through iCare. At the time of this report, the Authority is still assessing the impact and has not yet quantified the amount to be claimed.

Management continually assesses the safety of staff working onsite and ensures government regulations are being upheld. A return-to-work plan is being developed based on the NSW Government updates to ensure the safety and wellbeing of employees when restrictions ease and staff can return to work. All necessary support is being provided to staff in the interim.

END OF AUDITED FINANCIAL STATEMENTS

