



Australian Society of Archivists

**Annual Report
2024**



TABLE OF CONTENTS

<i>PRESIDENT'S REPORT 2024</i>	3
Summary of Council activities 2023-2024:	5
<i>COUNCIL ANNUAL REPORT 2024</i>	9
Principal activities of the Society	10
<i>TREASURER'S REPORT 2024</i>	12
<i>PORTFOLIOS, TEAM MEMBERS AND COMMITTEES</i>	13
<i>BRANCH AND SPECIAL INTEREST GROUP CONVENOR REPORTS</i>	17
Australian Capital Territory Branch	17
New South Wales Branch	19
Queensland Branch	22
South Australia Branch	24
Tasmania Branch	26
Victoria Branch	28
Western Australia Branch	31
Aboriginal and Torres Strait Islander Special Interest Group	35
Government Archives Special Interest Group	37
Reference, Access and Public Programs Special Interest Group	39
Research and Education Special Interest Group	40
National School Archives Special Interest Group	42
New South Wales School Archives Special Interest Group	45
Queensland School Archives Special Interest Group	47
South Australia School Archives Special Interest Group	49
Victoria School Archives Special Interest Group	51
University Archives Special Interest Group	53
<i>FINANCES</i>	54

Australian Society of Archivists Inc.

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ABN: 36 102 573 974 ARBN: 159 638 696

Liability of members is limited

Origin: Australian Capital Territory



PRESIDENT'S REPORT 2024

I acknowledge the Traditional Owners of the Lands from across Australia and the surrounding seas and recognise their continuing connection to land, water, culture and community that the ASA undertakes most of its operations. It always was and always will be Aboriginal land. In particular, I pay my respects to the Boon Wurrung people of the Kulin Nations on whose land I live on and wrote this on.

I am so pleased to be able to write my final President's Report for the 2023-2024 year and highlight some of the fantastic activities we have undertaken thanks to the hard work, dedication, and commitment of many volunteers, and the significant support of our staff.

The most notable event was the annual hybrid conference, Rising to our challenges: archives at the 'G, with the in-person component held in Naarm, Melbourne in September 2023. Thanks to the leadership of Marian Jenkinson, Catherine Hall and Dr Joanne Evans, the conference was a huge success. My thanks to all members of the conference and programme committees who put a significant amount of time and effort into the conference, ensuring we continued to learn from running hybrid conferences. As the second hybrid conference, the attendee numbers continued to indicate a desire for this option to be available and it was wonderful to see the engagement from attendees as the archival community came together to learn, network and be inspired by each other.

Planning continued for the 2024 Conference, Opening the Archives, a joint conference with the Archives and Records Association New Zealand (ARANZ) and the Pacific Branch of the International Council on Archives (PARBICA). We look forward to holding this important regional conference in Christchurch, in Aotearoa, New Zealand in October. The programme and conference committees include members from ASA, ARANZ and PARBICA under the leadership of myself and with support from ARANZ Presidents, Evan Greensides and Richard Foy, and assistance from our staff. The call for contributions was particularly successful with over 120 submissions, highlighting the interest and benefit of collaborating across the region.

Our Branches and Special Interest Groups have continued to offer a range of events, including networking and professional development opportunities, and the creation and sharing of resources throughout the year. As always, my thanks to anyone who has held a position within the last year, the commitment of members on these committees is endlessly appreciated for their support of the ASA and the wider archival community.



We have maintained our relationships with our fellow professional associations through our Memorandums of Understanding (MoUs), most notably via the 2024 conference. Through our Education Officer we are supporting the development of an online course on copyright created by the Australian Libraries and Archives Copyright Coalition and a French translation of our “A trauma-informed approach to managing archives” online course with Libraries and Archives Canada for our Canadian colleagues. With RIMPA Global we undertook significant advocacy against the proposed abolition of the Public Records Advisory Council Victoria. The 2024 conference week will also host an event to acknowledge five years since the signing of the Tandanya-Adelaide Declaration at The Tandanya-Adelaide Declaration Symposium. Thanks to the Aboriginal and Torres Strait Islander Special Interest Group working with the Indigenous Archives Collective for this initiative. These are just a few examples of the benefits of our ongoing relationships and memberships, to enable us to represent the voice of archivists and archival organisations. My thanks to the many members who have shared their expertise for our advocacy efforts.

In support of best-practice governance of the ASA, we have continued with our Governance and Recordkeeping reviews. At the 2023 AGM, members supported updating and modernising our Rules. We also provided Governance Training for Councillors and all the extended leadership team across Branches and SIGs, and work continues on the By-laws to bring them into line with the new Rules. The Recordkeeping Review also continued with elevenM who were re-engaged to provide assistance with implementing the recommendations from their report, including the creation of a policy and procedures and a disposal plan.

Council made the decision to remove the ASA from Twitter/X in line with our ethics. In exciting news, we have commenced work on a new member and website platform which will improve member’s experience of our online presence. The Directory of Archives continues to be updated, thanks to Hilary Rowell for her continued work on this useful resource. Thanks also to Richard Lehane who assisted with an upgrade of the Directory.

Significant changes to our staffing portfolio occurred in the last year with General Manager, James Polley concluding his time with us in September 2023 and Administration Officer, Anke Brandt ending in November 2023. Sue Shorter joined us in a temporary capacity from July 2023, before being appointed permanently as Executive Officer from March 2024. This was then followed with the appointment of Cassandra Pomroy as the Administrative Support Officer from April 2024. Christine Moysey-Barker, Engagement and Communications Officer, and Education Officer, Chelsea Harper continued with us to complete the Office staff supporting the Society. We also maintained our contracts with The Associations Specialists for bookkeeping and financial assistance



and Employsure, a human resources company, to support us in continuing with our aims of becoming a best-practice association.

Sincere thank you to all volunteers who have assisted the Society over the last twelve months. Many of the volunteers are listed within the body of this report and within the various Branch and Special Interest Group Convenor Reports. There are many more than we can do justice to. We are a passionate group and keen to ensure the archival profession is one that is welcoming, accessible and representative of our community. There is always more to be done, but as a volunteer-run Society, it is only with the support of members and those who volunteer their time and resources that we are able to achieve all that we do. Thank you, so very much for all that you do.

Finally, I would like to thank all Councillors for their time and commitment while in their roles. I note particular thanks to Councillors who concluded at last year's AGM and continued to provide support during the year with transition and handovers in Debra Leigo and Susannah Tindall. I also extend my thanks to Luisa Moscato for her support of the RRDS and school archives sector; Althea Rodricks for her time as Treasurer and James Bosanquet for his time as Secretary. As the only concluding Councillor at this AGM, I offer my best wishes and congratulations to Hannah Hibbert as the incoming President and wish the next Council all the best. It has been an honour to be the President for the last four years and I look forward to continuing to support the ASA in a new capacity.

Summary of Council activities 2023-2024:

Represent the interests of the archival and recordkeeping profession, and promote the value of archives and records in society:

- Catherine Robinson continued to represent the ASA on the Blue Shield Committee on behalf of both ASA and Council of Australasian Archives and Records Authorities (CAARA). Kathryn Dan concluded as the Chair and Kim Burrell replaced Kathryn as an ASA representative.

Katherine Jarvie represented the ASA on the UNESCO Memory of the World - Documenting Australian Society committee.

Nicola Laurent continued to represent the ASA at GLAM Peak meetings.

Submitted a joint letter with RIMPA on the proposed abolishment of the Public Records Advisory Council, Victoria, to relevant MPs, met with MPs and supported by social media posts.

Cassie Findlay continued to represent the ASA on the International Council on Archives (ICA) Forum of Professional Associations.

Gionni di Gravio represented the ASA on the Charles Sturt University Course Advisory Committee.



- Melissa Hughes represented the ASA with the Digital Preservation Coalition (DPC). Nicola Laurent continued ASA involvement with the DPC.

Nicola Laurent represented the ASA on the Australian Libraries and Archives Copyright Coalition (ALACC).

Continued preparations for the 2024 conference organised jointly with Archives and Records Association of New Zealand (ARANZ) and Pacific Regional Branch of the International Council on Archives (PARBICA).

Nicola Laurent attended a Parliamentary Friends of GLAM event as part of GLAM Peak.

Provide and facilitate education and training for archivists and recordkeepers:

2023 recipients of the Margaret Jennings Award for academic achievement: Amanda Wallen and Jack Ennis Butler from Charles Sturt University; Megan Simpson, University of South Australia; and Anna O'Connor, Curtin University.

Webinars held in July, August, September, October and November 2023, covered topics on copyright, convict history, music, empire and colonialism, and virtual archives. Thanks to Matt Niccoli for creating and supporting these opportunities.

Continued offering the Professional Development Fund for recipients to undertake a relevant activity of their choosing. Changes were made to the timeframe of the award to increase opportunities for members to apply.

Delivered a successful national conference, Rising to our challenges: archives at the 'G from 4 - 7 September 2023 with 433 participants (286 in-person and 147 virtual).

2022 Sigrid McCausland Emerging Writers Award recipients: Leann Wilson and Dr Rose Barrowcliffe.

Continued to support the Mander Jones Awards for publishing in archives.

2023 Sharman Award recipients: Rosalind Malone, Leanne Wilkes and Annette Carter.

Over the financial year, revenue of \$3,442.77 was generated from Keeping Archives III sales. Work is being done to progress the development of Keeping Archives IV. With this in mind, there was a marketing push for Keeping Archives III.

A project has started to review the workshop element of the Records Retention and Disposal Schedule for Non-Government Schools 2nd edition with the aim to create a more accessible online version of the training.

Online learning courses, including Out-of-Home Care, Indigenous Recordkeeping and Archives, and Trauma-Informed Archives were sold, totalling \$75,962.87 in revenue.

Trauma-Informed Archives workshops continued to prove successful, with \$11,182.53 in revenue.

Inform and communicate within and beyond the profession:

Christine Moysey-Barker continued in the role of Engagement and Communications Officer.



- Monthly issue of e-bulletin Archive Matters for members edited by Christine Moysey-Barker and Nicola Laurent and latterly Sue Shorter and Cass Pomroy.

Ongoing support for social media via Facebook, LinkedIn and AusArchivists-TV feeds. After a review of ArchivesLive noting the decline in use, reduction of support and technical issues, the decision was made to discontinue the platform. Alternative methods for member engagement are being evaluated. Similarly, Council decided to close the X (Twitter) account as the platform is no longer in line with our values.

A project has started to work on a new member and website platform which will improve member's experience of our online presence.

- *Archives and Manuscripts* continued as an open access publishing model, with issue 51.1 published and articles from other issues available online early.
- Dr Jessie Lymn and Angela Schilling continued as Co-Editors of *Archives and Manuscripts*
- Facilitated online meetings for Branches and SIGs using the Zoom platform.
- The Directory of Archives Content Officer, Hilary Rowell, has continued to update the Directory, including the addition of new entries, to ensure that it remains an active source of information throughout the year on archival holdings across Australia. With thanks to Richard Lehane for supporting a back-end update.

Establish and maintain archival and recordkeeping standards:

- Adrian Cunningham represented the ASA on Standards Australia IT21 Records Management Committee.
- Professional Membership Committee assessed successful ASAAM, ASAAP and ASARP applications.
- After the successful accreditation of the higher education courses, the Education Officer and Accreditation and Professional Training Committee continued to support the accreditation process and course returns.
- Chelsea Harper continued as the Education Officer.

Govern and manage the organisation well:

- James Polley, General Manager, ended his employment in September 2023. Anke Brandt, Administration Officer, also ended her time with us in November 2023.
- To support office functions, Sue Shorter was brought on as a temporary support. She was hired as the Executive Officer in March 2024. In April 2024, Cassandra Pomroy joined the staff as a part time Administrative Support Officer.
- Christine Moysey-Barker continues as the Engagement and Communications Officer.
- Renewed the contract with The Association Specialists to provide financial services.



- Engaged Non Profit Training (NPT) for governance training. This will continue to be offered to Council, Branch and SIG leaders.

The amended Rules were approved at the 2023 AGM.

Maintained membership with Associations Forum, keeping us connected with developments and advice in the not-for-profit sector.

Continued to work with Associations Forum on the Governance Review, to support the rule change that went through at the AGM.

Engaged elevenM for the recordkeeping review of digital records and information management practices as part of our Governance Review. The report recommendations were endorsed by Council. elevenM were re-engaged to assist with the implementation of the recommendations.

Continued engagement of the investment firm, Evans & Partners, with investment of capital reserves.

Continued engagement with Employsure for human resources support for our staff.

Maintained a Strategic Plan Actions document to plan and track our projects, roles and responsibilities, and business as usual activities.

Nicola Laurent

President



COUNCIL ANNUAL REPORT 2024

Includes information as required for reporting to the Australian Charities and Not-for-Profits Commission (ACNC).

Council Members from 1 July 2023 to 30 June 2024

Eloise Armstrong	Appointed to Council from 15 December 2023
Kim Burrell	Appointed to Council from 2 October 2020 to 3 September 2023
Hannah Hibbert	Elected to Council from 18 September 2020 Vice-President from 14 September 2021
Nicola Laurent	Elected to Council from 18 October 2016 Vice-President from 25 September 2018 to 18 September 2020 President from 18 September 2020
Debra Leigo	Elected to Council as Treasurer from 14 September 2022 to 7 August 2023
Luisa Moscato	Elected to Council from 17 October 2022 to 21 February 2024
Kate Pulford	Appointed to Council from 26 May 2023
Steve Stefanopoulos OAM	Elected to Council from 17 October 2022
Susannah Tindall	Elected to Council as Secretary from 14 September 2021 to 3 September 2023
Samara McIlroy	Elected to Council as Secretary from 3 September 2023 to 21 February 2024 Councillor from 21 February 2024
James Bosanquet	Appointed to Council from 21 October 2023 Secretary from 21 February 2024
Althea Rodricks	Appointed to Council as Treasurer from 4 December 2023 to 11 April 2024
Debbie Squire	Appointed to Council as Treasurer from 26 June 2024

Attendance of Councillors at business meetings

The number of ASA Council business meetings and the number of meetings attended by each of the Councillors of the entity, during the financial year 1 July 2023 to 30 June 2024 are as follows:

Table 1

Name	Possible	Attended
Debra Leigo	2	0
Kim Burrell	2	2
Susannah Tindall	2	2
Nicola Laurent	9	9
Hannah Hibbert	9	9
Steve Stefanopoulos	9	8
Eloise Armstrong	9	8
Luisa Moscato	7	5
Kate Pulford	9	6
Samara McIlroy	7	7
James Bosanquet	7	6
Althea Rodricks	5	5
Debbie Squire	1	1

Principal activities of the Society

The principal activities of the Society during 2023/2024 were to lead and support the development and promotion of the archival profession in Australia and provide an authoritative voice on matters of archival concern. There were no significant changes in the nature of the principal activities of the entity during the year.

Net financial situation

For the financial year 2023/2024, the Society made a loss of \$113,696.

Dividends

The entity is a non-profit organisation and is prevented by its constitution and legislation from paying dividends.



Events subsequent to reporting date

The Council is not aware of any other item, transaction or event of a material and unusual nature likely, in the opinion of the directors of the entity, to significantly affect the operations of the entity, the results of those operations or the state of affairs of the entity, in future financial years.

Likely developments

The Council members do not anticipate any other particular development in the operations of the entity, which will affect the result in subsequent years.

Indemnification and insurance officers

The entity has provided for or paid premiums during the year for Council members' and officers' liability and legal expenses insurance contracts.

Handwritten signature of Nicola Laurent in black ink.

Nicola Laurent
President

Handwritten signature of Hannah Hibbert in black ink.

Hannah Hibbert
Vice President

TREASURER'S REPORT 2024

The role of the Treasurer is crucial for monitoring the financial health of the organisation, enabling it to fulfill its mission of promoting the role of archives and the profession. As Treasurer, it is my responsibility to oversee all financial aspects, including budgeting, financial reporting, and financial strategies, ensuring transparency and compliance with Australian legislative and relevant regulations requirements.

There was some movement in the holders of the Treasurer role in the last year. So, I am working hard to understand the financial position of the ASA. Our Investment Portfolio managed by Ryan Cormican, Evans & Partners, continues to grow. As the portfolio is more risk averse, we have been impacted less by changes in the global market. The annualised total portfolio return is at 8.03%. The portfolio and term deposits are now being managed through Hub24 which is a new platform making it easier to see the status of accounts and place term deposits.

In the 2023/2024 financial year, we recorded an audited loss of \$113,696. Income for membership subscriptions increased this year by \$15,659 and other income from online learning, publications and workshops continues to increase. However, conference expenses for both 2023 and 2024 has resulted in an overall loss.

I would like to thank all Councillors, former Treasurer Debra Leigo and staff for their support as I transition into the role. I am looking forward to developing initiatives to support the finances of the ASA.



Debra Squire
Treasurer

PORTFOLIOS, TEAM MEMBERS AND COMMITTEES

Council Portfolios

President: Nicola Laurent

Portfolios: Advocacy and Representation, Member Engagement and Communications, Archive Matters (Newsletter), Conference.

Vice President: Hannah Hibbert

Portfolios: Accreditation and Professional Training, Recordkeeping Review

Treasurer: Debra Leigo (14 September 2021)

Portfolios: Financial Management

Treasurer: Althea Rodricks (4 December 2023 to 11 April 2024)

Portfolios: Financial Management

Treasurer: Debbie Squire (from 26 June 2024)

Portfolios: Financial Management

Secretary: Susannah Tindall (to 4 September 2023)

Portfolios: Secretary, Governance

Secretary: Samara McIlroy (4 September 2023 to 21 February 2024)

Portfolios: Secretary, Governance

Secretary: James Bosanquet (from 21 February 2024)

Portfolios: Secretary, Governance

Councillor: Eloise Armstrong

Portfolios: Awards and Scholarships

Councillor: Kim Burrell (to 4 September 2023)

Portfolios: Awards and Scholarships

Councillor: Kate Pulford
Portfolios: Governance, Records Retention and Disposal Schedule for Non-Government Schools (RRDSNGS)

Councillor: Luisa Moscato (to 21 February 2024)
Portfolios: Records Retention and Disposal Schedule for Non-Government Schools (RRDSNGS)

Councillor: Steve Stefanopoulos OAM
Portfolios: Governance, Publications

Councillor: Samara McIlroy (from 21 February 2024)
Portfolios: 50th Anniversary

Office

General Manager: James Polley (to 6 September 2023)

Executive Officer: Sue Shorter (from 18 March 2024)

Education Officer: Chelsea Harper

Administration Officer: Anke Brandt (to 15 November 2023)

Admin Support Officer: Cassandra Pomroy (from 2 April 2024)

Engagement & Communications Officer: Christine Moysey-Barker

Financial Secretariat: The Association Specialists

Team

Public Officer: Dr Jessie Lymn (to 21 December 2023); Kathryn Dan

Professional Recognition Officer: Angela McGing (to May 2024) and Annabel Lloyd (from May 2024)

Online Learning Support Officer: Graham Barber (to September 2023)

Directory of Archives in Australia Officer: Hilary Rowell

Governance Officer: David Roberts

Mander Jones Awards Secretary: Dr Louise Trott

AGM Returning Officer: Guy Tranter

AGM Deputy Returning Officer: Roslyn Kennedy

Finance and Audit Committee

Debra Leigo, Kylie Percival, Ian Sutherland and Kerry Gordon

Archives & Manuscripts Team

Co-Editors: Dr Jessie Lymn and Angela Schilling

Editorial Board: Peta Jane Blessing, Katrina Dean, Donald Force, Viviane Fringblessami, Sebastian Gurciullo, Hannah Hibbert, Shadrack Katuu, Richard Lehane, James Lowry, Jessie Lymn, Angela Schilling

Professional Recognition Committee

Colleen McEwen, Annabel Lloyd, Angela McGing, Kylie Percival

Accreditation and Professional Training Committee

Julia Mant, Fiona Blackburn, Dr Mark Brogan, Karen Anderson, Annabel Lloyd, Hannah Hibbert and Chelsea Harper.

Advocacy Committee

Nicola Laurent, Dr Mark Brogan, Adrian Cunningham, Cassie Findlay, Barbara Reed, Kate Cumming, Kirsten Wright.

Governance Committee

Guy Tranter, David Roberts, Steve Stefanopoulos OAM, Morwenna Dixon, Susannah Tindall and RosMalone.

Mander Jones Award Committee

Sarah Lethbridge, Christine Yeats and Sarah Brown.

Awards Committee

Eloise Armstrong, (Convenor), Kate Pulford, Cara Downes, Duncan Loxton, Kirsty Buchan, Nik McGrath & Joanna Sassoon.

2023 Conference Committees

Marian Jenkinson (Convenor), Joanne Evans (Chair of Program Committee), Catherine Hall, Sophie Shilling, Anna Nottle, Bethany Sinclair-Giardini, Brigid Cooper, Elliot Freeman, Julie McCormack, Violet Hamence-Davies, Chris Holmes, Susannah Tindall, Melissa East, Theresa Cronk.

2024 Conference Committees

Nicola Laurent (Co-convenor and Program Chair), Evan Greensides (ARANZ, Co-convenor), Richard Foy (ARANZ), Katherine Pawley (ARANZ), Eric Boamah (ARANZ), Diane Velasquez, Jennifer Jerome, Mya Ballin, Rata Holstag (ARANZ), Chelsea Harper, Hannah Hibbert, Michael Upton (ARANZ), David Swift (PARBICA).

Representatives on External Committees

Australian Libraries and Archives Copyright Coalition: Nicola Laurent

Standards Australia IT21 Committee: Adrian Cunningham and Rosemary Seppel

Blue Shield Australia Committee: Kathryn Dan, Kim Burrell and Catherine Robinson

GLAM Peak: Nicola Laurent

Digital Preservation Coalition: Michaela Hart / Nicola Laurent

International Council on Archives (ICA) Forum on Professional Associations: Cassie Findlay

Documenting Australian Society (DAS): Katherine Jarvie

BRANCH AND SPECIAL INTEREST GROUP CONVENOR REPORTS



Australian
Society of
Archivists

AUSTRALIAN
CAPITAL
TERRITORY
BRANCH

Australian Capital Territory Branch

Convenors Report

Committee 2023-2024, elected at the AGM held on 23 November 2023

Convenor:	Simon Unterschult
Secretary:	Rachel U'Ren
Treasurer:	Tenille Hands
Committee Members:	Anita Cairnduff, John Machin, Tim Roberts (Newsletter Editor)

The Branch AGM was an in-person event, which had an excellent turn out. Held in-person at 220 London Circuit in Canberra central, the meeting room was full (8 people).

Rachel passed on apologies from current Convenor Katharine Stuart who was unable to attend. As Secretary, Rachel chaired the meeting. Everyone introduced themselves then we proceeded into the formal part of the meeting. After the official reports, Dani Wickman was nominated as Returning Officer. Prior to the meeting, nominations to the committee had been received from Simon Unterschultz, Rachel U'Ren, Tenille Hands, Anita Cairnduff, Tim Roberts, John Machin. There was one nomination from the floor for each of the 'executive' positions. Dani duly declared the above members elected. At the AGM, Stephen Yorke proposed a seminar relating to AI in archives – this has been under discussion after being proposed by Stephen Yorke late in 2023. Work is continuing on this seminar. The AGM was closed by Simon Unterschultz.

Christmas drinks were held at the Jetty, 7 December. It was well attended, and everyone had a good time meeting and chatting by Lake Burley Griffin.

In March, Branch committee members met with Kate Armstrong, from the ACT branch of Australian Museums and Galleries Association (AMaGA), and we discussed starting more collaboration and cross-promotion between these two allied organisations, on a local level.

The Capital Archives Scene newsletter was emailed on 29 May 2024. Newsletter Editor, Tim Roberts, provided an update of international, interstate, and local archive related news. This included a short update of what the Committee had been working on.

Tim Roberts also maintained the Branch Facebook page, which included on-going FYI/interest topics about archival collections and exhibitions in Australia and overseas; links to news items posted on the ASA's own website; and updates on the Annual National Conference.

The Branch Committee met bi-monthly from November 2023 onward: 23 January, 5 March, and 8 May. Archive community related events held by other organisations were regularly advertised to branch members via email.

Thank you to all Committee members and hosts for volunteering their time and keeping the Branch thriving for the ACT archive community!

Simon Underschultz

Convenor

26 September 2024



Australian
Society of
Archivists

NEW
SOUTH
WALES
BRANCH

New South Wales Branch

Convenors Report

Committee 2023-2024, elected at the AGM held on 1 November 2023

Convenor:	Duncan Loxton
Secretary:	Nicole Rawson
Treasurer:	Jessica McDonald-Norman
Committee Members:	Terry Joliffe, Bill Shaw and Louise Trott

This year was marked by our first hybrid meeting in many years, held at the University of Technology Sydney. Zoom continued to be used to conduct some of our meetings virtually, allowing Members from across the State to tune in and participate.

A committee meeting was held virtually via Zoom on 5 March 2024. There were no Branch meetings held July 2023 – June 2024 as quorum was not met.

July 2023: Steven Gagau, Amanda Harris, and Nick Thieberger: Digitisation for Pacific cultural materials – the Pacific and Regional Archive for Digital Sources in Endangered Cultures (PARADISEC). PARADISEC has been operating for 20 years, mainly focused on records in languages that are otherwise under-represented on the web. The urgent task PARADISEC are focused on is finding and digitising analog tapes that are at risk of loss. As they have built the necessary structure to hold and describe these files, they have broadened the holdings to include manuscripts, photographs, film, dictionaries, text collections, and other representations of language or cultural performance in small languages. They also hold a significant number of born-digital files arising from fieldwork over the past 20 years. In 2023 they redesigned their systems, taking advantage of developments in storage and in ways to create more sustainable forms of data in the collection. The presentation demonstrated how new systems can increase access, permitting sub-collections to be delivered to local cultural agencies containing just the material relevant to that country or region. The presentation outlined how PARADISEC works, some highlights of its Pacific collection, and how to find material in the collections.

August 2023: Dr Hart Cohen: The Strehlow Collection: Reflections on the evolution of a film archive. The Strehlow Collection is an archive composed mainly of works collected and created by the Australian anthropologist and linguist, TGH Strehlow in relation to Aboriginal people of Central Australia. While the archive includes multiple media and artefacts, Hart Cohen's research has focused on 16MM ceremonial footage Strehlow filmed in the period from 1935 - 1970. The Strehlow's ceremonial film archive is held at the Strehlow Research Centre, Alice Springs, Northern Territory and is closed to public viewing. Over time, its digital re-inscription and re-curation has made it available to those Aboriginal people who have legitimate cultural connections to its cosmological significance. Dr Cohen spoke to his recent paper, concerned with the issues that have recently emerged around archive/counter archive projects and participatory archives (Huvila) which have re-capitulated the role of archives in recovering the space of cultural memory. The paper will test the proposition that "...the archive as a site for creative intervention, is one that enables new possibilities for preserving and representing individual memory within a larger historical consciousness." (Kashmere). Dr Hart Cohen is Professor in Media Arts in the School of Humanities and Communication Arts and a member of the Institute for Culture and Society at Western Sydney University, Australia.

September 2023: The Branch AGM was scheduled this month but was not held as quorum was not met. Dr Gabrielle Kemmis spoke about how she ended up in the archives having started her career as a historian working in the higher education sector. Gabrielle is a historian and budding archivist with a particular interest in the history of psychology and psychological warfare specialising in the Cold War era in the United States. She worked in the higher education sector for over 10 years, most recently as Centre Manager at the Australian Centre for Public History, University of Technology, Sydney. Gabrielle is currently working as an archivist at Museums of History NSW.

October 2023: Site visit to the National Trust. The National Trust Centre at Millers Point is the site of the first garrison hospital in Sydney in 1815, later the National School and Fort Street School. It became the headquarters of the National Trust of Australia (NSW) in 1974. James Bosanquet, Archives and Library Manager, National Trust of Australia (NSW) took attendees on a tour of the Centre and exhibitions.

November 2023: The 2023 Branch Annual General Meeting was held virtually this month. There was no preceding presentation.

December 2023: Branch End of Year celebration: Brett Whitely Studio. Nicole Rawson is the archivist for the Brett Whitely Studio, a gallery space part of the Art Gallery of NSW that is

dedicated to showing the work and telling the story of the famous Australian 20th century artist Brett Whiteley. The site visit covered the history of the Studio as the last workplace and residence of Whiteley, the current exhibition 'Chapters 1959-69', some archival material, and discussed some recent archival projects.

April 2024: Fiannuala Morgan: Mapping Histories and Writers: The Role of NLP in Enhancing Archival Work. A business meeting was scheduled this month but was not held as quorum was not met.

Fiannuala Morgan discussed the affordances of Natural Language Processing (NLP) techniques for the enrichment of existent metadata standards and as a mechanism for evaluating archival practices in digital and material cultural collections. The presentation highlighted two distinct projects that leveraged Named Entity Recognition (NER) for innovative purposes. The first project involved the (re)construction of historical accounts of bushfires between 1850-1900 drawing on Trove's extensive collection of digitised newspapers. The second project focused on mapping the archival connections of Australian writers, utilising data sourced from Finding Aids and catalogue records across cultural institutions. These brief examples illustrated the diverse applications of relatively simple NLP algorithms for research and industry directions in cultural and archival materials. Fiannuala Morgan is a Lecturer in Publishing and Editing at The University of Melbourne and comes from a background in the Information Services Industry where she has been employed as a librarian and archivist for over a decade.

Attendance numbers have averaged 10-15 people for virtual events, and 15 for site visits.

Louise Trott has represented the Branch on the Mitchell Library Consultative Committee.

My sincere thanks to the Committee and ASA Council and the ASA Office for their continued support and enthusiasm.

Duncan Loxton
Convenor

30 September 2024



Australian
Society of
Archivists

QUEENSLAND
BRANCH

Queensland Branch

Convenors Report

Committee 2023-2024, elected at the AGM held on 31 August 2023

Convenor: Cara Downes

Secretary: Laura Hartsuiker

Communications Officer: Natalie Anderson

Committee Members: Kimberley Bax, Nicole Lockwood, Angela Peachey and Debra Squire

The Branch committee has worked together to plan some interesting events over the last 12 months and it has been fantastic to see archivists from a wide range of organisations coming together.

13 July 2023 - Students and Emerging Professionals event at Birrungga Gallery Cafe

11 October 2023 and 18 January 2024 – Branch Committee planning meeting

Following the AGM, the new committee got straight into planning the year ahead. The first event was held at Queensland State Archives on 3 October, *Finding our mob: an Indigenous perspective on Archives' – yarn by Rose Barrowcliffe & Aunty Susan Lewis*. Queensland prepared for the Truth-telling and Healing inquiry and as part of the Path to Treaty, the Branch recognised the important role archives' will play in this process, providing members and friends with the opportunity to hear from two Indigenous women and their experience with finding their mob, personal history and archives. This was a very successful event and many walked away with a deeper understanding of their role in an archive and changes they can make to ensure collections are accessible to First Nations people. I would like to thank Laura Hartsuiker, Secretary, for organising this event, and the speakers Rose Barrowcliffe and Aunty Susan Lewis for sharing their knowledge and personal stories.

On 7 December we held our annual end of year event – this time a tour of the Commissariat Store, convict built in 1828-29. Thank you to volunteers at the Royal Historical Society of Queensland for showcasing Queensland history and providing us with an informative tour. Members then had dinner at Mr Edward's Alehouse & Kitchen, with Cathy Clem winning the prize for the jolliest Christmas earrings.

On 7 March 2024 the Branch was given a behind the scenes tour of Brisbane City Archives, led by City Archivist Annabel Lloyd. Annabel spoke about the vast collection, showcasing some of the interesting items and how these are used by the public and Brisbane City Council.

An online lunch time webinar was presented on 10 May 2024, with guest speaker Colin Randall, Archivist of the Cloncurry & District Historical & Museum Society, and Kirrily Cant, Archivist at Woolworths Heritage Centre. Colin and Kirrily spoke about their fascinating research into the origins of tennis in Australia, based on archival evidence put together by the Naval Historical Society of Australia. It offered a unique perspective on the evolution of tennis in Australia, showcasing the importance of archival evidence in uncovering hidden historical connections.

On 20 June the Branch held its annual Emerging Professionals networking event at Brew Café & Wine Bar. Lots of interesting discussions were held over a relaxed atmosphere for both newcomers and seasoned experts in the field of archiving. This successful evening of networking and knowledge-sharing was a testament to the supportive community within the archival field, highlighting the importance of connecting, learning, and unwinding together. Thank you to Kimberley Doyle for organising such a great event.

Laura Hartsuiker, Branch Secretary, responded to various enquiries throughout the year. Thank you to Laura for keeping Branch members informed and for sharing information and advice with the wider community.

I would particularly like to thank Laura Hartsuiker, Secretary, and Natalie Anderson, Communications Officer, for all their support in organising the fantastic events and promoting the branch throughout the year. Natalie will be stepping down from her role as Communications Officer and we will miss her – her organisational skills made our work on the committee so much easier. I would also like to thank the entire Branch Committee for 2023/24, it has been lovely working with you all.

Cara Downes
Convenor

29 August 2024



Australian
Society of
Archivists

SOUTH
AUSTRALIAN
BRANCH

South Australia Branch

Convenors Report

Committee 2023-2024, elected at the AGM held on 23 August 2023

Convenor:	Kirsty Buchan
Secretary:	Adam Kauschke
Treasurer:	Adam Kauschke
Branch Archivist:	Adam Kauschke
Newsletter Editor:	Vacant
Committee Members:	Lee Amoroso, Kate Pulford, Jane Ratcliff, Danna SlesseCobb and Jenny Scott

At the Branch AGM Andrea McKinnon-Matthews, Rachel Kuchel, Tony Leviston and Newsletter Editor Debra Leigo all stood down as Committee members after several years service. Jenny Scott, ASA representative on the State Records Council, nominated to join the Committee. The evening attracted a bumper crowd, with attendees enjoying wine and nibbles followed by a presentation from Nicholas Sparks and Jeremy Sibbald from the State Library of South Australia *A challenge to a great opportunity: the United Aborigines' Mission Archive. A case study.*

Subsequent to the AGM Jeremy Sibbald joined as a Committee member, and Naomi Giles agreed to take on the role of Newsletter Editor.

South Australia was well represented in the program of the National Conference held in Melbourne in September. Local members of the Branch Martine Hawkes, Adam Kauschke, Kate Sergeant, and Jeremy Sibbald were amongst those presenting. A small group attended a post-conference catch-up at The Archer Hotel on 20 September, where we were able to quiz Adam Kauschke about his experience of presenting a paper in Melbourne.

The Branch Christmas lunch was held on 3 December at Fare and Square café, North Adelaide where an al fresco lunch was enjoyed by members both long-standing and brand-new.

Unfortunately, the Branch's annual Dedication Service for archives and archivists, usually held at the start of the year, was not held in 2024 as we were not able to secure a host. On 2 May, the Bob Hawke Prime Ministerial Library hosted a tour for Branch members. In May, many members were involved in planning, hosting, and attending events throughout the South Australia's History Festival month.

In 2023/24 Branch members were also invited to two events hosted by the SA School Archives SIG: a November 2023 visit to Pembroke School to see their new archive space and a March 2024 tour of Carrick Hill and lunch.

Due to the Newsletter Editor role being unfilled for most of the year only one issue of the Branch newsletter was produced this year, in August 2023.

The Branch Committee met on 25 October and 31 January 2023, and 27 March and 5 June 2024.

Thank you to those in the Branch for taking on extra roles in 2023/24: Ian Sutherland as ASA representative on the National Archives of Australia Consultative Forum and Rachel Kuchel, Danna Slessor-Cobb and Ian Sutherland as representatives on the History Council of SA.

Thank you to all Committee members and event hosts for giving up their time to keep the Branch active, and to Adam Kauschke continuing to keep us organised!

Kirsty Buchan

Convenor

19 July 2024



Australian
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TASMANIAN
BRANCH

Tasmania Branch

Convenors Report

Committee 2023-2024, elected at the AGM held on 15 August 2023

Convenor: Eloise Armstrong

Secretary: Kym Matthews

Treasurer: Naomi Skelly

Committee Members: David Bloomfield, Freya Harrington, Samara McIlroy, Susan Bracken

This year has seen a slight reduction in activity for the Branch. We unfortunately had two committee members resign and this left the work to a very small group. At the AGM, Pru Francis did not seek re-election as Convenor. Pru's leadership and an excellent organisation was so appreciated by the committee. We had a Christmas social event which was a lovely way to end the year.

In March, we invited all Branch members to a social gathering to meet Council members, who were in Hobart for an in-person meeting. We had a few members arrive and it was a great opportunity for local members to meet with the council members. Thank you to Samara McIlroy for arranging this. Eloise is a member of the Tasmania Joint Archives Consultative Forum, representing our Branch. This group meets biannually, and Eloise hosted the March meeting of this group.

In April we held an event *Learning to Trove think: new approaches to finding old things* presented by Dr Nick Brodie, historian and Dean of Academic Studies at Jane Franklin Hall. Nick's presentation was a whirlwind of fantastic information and tips for using Trove. A recording was made available to those who could not attend. The committee met on 14 November 2023. We are planning two more events for this calendar year.



Funds held by the Branch remained steady for the entire period, with \$1,861.61 still in the bank. I would like to thank all our committee members for their hard work and enthusiasm, especially our secretary Kym Matthews and treasurer, Naomi Skelly.

Eloise Armstrong
Convenor

5 September 2024



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VICTORIAN
BRANCH

Victoria Branch

Convenors Report

Committee 2023-2024, elected at the AGM held on 2 August 2023

Convenor:	Nicole McGrath
Secretary:	Susannah Tindall
Treasurer:	Susannah Tindall
Communications Officer:	Vacant
Committee Members:	Jack Eastaugh, Sophie Shilling, Violet Hamence-Davies

We've come to the end of the 2023 -2024 Committee year! This has been a unique year, adapting to our still-changing post-COVID environment. We've maintained the hybrid focus where possible, allowing members to attend events regardless of location. We've definitely seen an increase in attendees at events, both in-person and online, and look forward to this continuing in the coming year.

In the first part of the year, many members of our branch and wider community were involved with the annual conference, held at the Melbourne Cricket Ground from 4 to 6 September 2023, with additional events also held on 7 and 8 September. This was a resounding success, with many positive responses to the program and quality of the presentations. We again congratulate all those involved, and look forward to Melbourne hosting again in the future.

In conjunction with the end of the conference, we held a tour to the whisky archive at Whisky and Alement in September 2023. This was a unique experience with quite an unusual collection, but they face many of the same issues experienced by other archives. This is definitely an archive we hope to revisit in the future, and see the new pieces in their collection.

In November 2023, we held a Branch business meeting followed by a panel discussion on the topic "Devastation & Resilience: loss of archives and disaster planning". The panel discussed what do we do when a disaster hits our community – be that fire, flood, or the death of a knowledge holder –

and how do we rebuild following this loss? This was a hybrid event and was also recorded. The recording can be found on the Branch page on the website, and on the YouTube channel. We again thank our speakers, Elizabeth McCartney (Manager of Conservation at Museums Victoria), John Patten, Yorta Yorta and Bundjalung man (Manager, Diversity and Belonging at Museums Victoria), Kim Burrell (Blue Shield Australia and Archivist at Victoria University) and Michaela Hart (Digital Archivist at the Department of Health and Human Services).

In March 2024 we held a zine writing and brainstorming session in collaboration with Research and Education Special Interest Group (REDSIG). This zine has been a branch project for some time now, and we reached out to REDSIG for any further contributions, alongside other members. This was a positive day, and led to additional articles drafted ahead of the zine release. We thank Mike Jones from REDSIG for his support and enthusiasm.

April 2024 the Branch visited the Australian Queer Archives (AQuA) at the Victorian Pride Centre in St Kilda, hosted by dedicated AQuA Committee members Nick Henderson and Clare O'Hanlon. This archive collects, preserves and celebrates material from the lives and experiences of lesbian, gay, bisexual, trans and gender diverse, intersex, queer, Brotherboy and Sistergirl (LGBTIQ+) Australians. We had a full house, 30 engaged colleagues from across the GLAMR sector supporting this in-person event. AQuA's collection policy was discussed, including their appraisal processes, and how collections such as material about sex workers is acquired, and access is only provided to sex workers, where appropriate. We thank Nick and Clare for giving up their time and showing us this important collection, and discussing some of the nuisances around collection, appraisal, and community trust building.

In May 2024 we held a short business meeting, mostly to allow for a motion to pass to update the administrators of our bank account. This update was long overdue, and we were happy for the motion to pass. Minutes of the business meetings and newsletters from the last year are available on the Branch page of the website.

Events

- *3 August 2023* Annual General Meeting and Presentation from Greg Rowland
- 6 September 2023: Whisky Archive Tour
- 15 November 2023: Quarterly business meeting and Panel discussion, "Devastation & Resilience: loss of archives and disaster planning"
- 13 January 2024: A joint end of year celebration was held in collaboration with newCardigan and ALIA. This was delayed due to inclement weather on the scheduled date in December.

3 March 2024: Zine Session in collaboration with REDSIG

20 April 2024: Tour of AQUA

8 May 2024: Quarterly business meeting

Thank you to everyone who has helped organise the events, presented, volunteered their time, and of course everyone who attended. We look forward to the coming year, and hopefully continuing to be involved with the Branch. We would also like to thank Branch Committee members for their dedication and time: Sophie Shilling, Jack Eastaugh, and Violet Hamence-Davies. I personally would like to thank Susannah Tindall, Secretary and Treasurer of the Branch for her remarkable work this year in ensuring communications and Branch documentation was regularly sent to Branch members, that our Branch account name changes occurred (this required much follow up with the bank manager), as well as her enthusiasm and engagement with all meetings and events of the Branch.

Nicole McGrath
Convenor

28 August 2024



Australian
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Archivists

WESTERN
AUSTRALIAN
BRANCH

Western Australia Branch

Convenors Report

Committee 2023-2024, elected at the AGM held on 24 August 2023

Convenor: Dr Mark Brogan

Secretary: Rebecca Balling

Treasurer: Roslyn Smith

Contributor to Publications/

Newsletter Editor: Annie Cameron

Program Coordinator: Jill Jones

Advocacy Team: Dr Mark Brogan

Committee Members: Gerard Foley, Tom Reynolds, Ros Malone, Michelle Lillico

Branch Committee met on: 17 August and 5 October 2023, and 22 February and 13 June 2024.

The following Branch member events were held:

- Branch Annual General Meeting with presenter: – Damian Shepherd (Director, State Records Office of WA) – The New State Records Commission Standard.

Curtin University on 30 November 2023 – Higher Education Focus Presenters: A/Prof Gaby Hadow (LARIS Coordinator, Curtin University), Dr Louise Curham (Lecturer, Archives and Records, Curtin University)

Building Better Archives: Strategic Directions on 7 March 2024 with presenters: Nicola Laurent (President), Simon Froude (Director General National Archives of Australia)

A goal of the Branch was to deliver task oriented professional education matched to the membership in WA. On 28 July, the Branch held a professional development day targeting knowledge and skill acquisition for archival digitisation and digital preservation. The event entitled Digitisation and Digital Preservation was hosted by the National Archives of Australia in

Northbridge with the following presenters: James Doig (NAA), Piers Higgs (Gaia Resources), Debra Paisley (Digitisation Centre of W A), Janet Luk (Digitisation Centre of W A), Meg Travers (Gaia Resources), Dr Joanna Sassoon. The PD was fully subscribed, attracting an audience of fifty-six archivists, information and collection managers drawn from schools, collections of faith, universities, local government, natural resources, indigenous cultural collections and the W A Government.

Thanks to Vesna Liso and the National Archives (W A) team for hosting and supporting this event. Thanks also to our speakers and members Ros Malone, Michelle Lillico, Jill Jones, Roslyn Smith and Peta Madalena for assisting with organisation and helping out on the day.

The Treasurer received a handover from retiring Treasurer Ros Malone via Convenor Mark Brogan. The Treasurer received the cash on hand in March 2024, from the Convenor. The Branch has worked to keep the costs associated with events low for the benefit of members. The main expenses were food and beverages at events and gifts for presenters. The Branch has been fortunate to have secured venue space for events at no charge. This financial year, however, we were unable to match the expenses with cash contributions from members. A possible sign of current economic conditions.

Funds received

Cash in hand as at 01/07/2023	\$1010.75
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Expenses

Catering	\$295.05
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Venue Hire	\$0.00
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Presenter's Gift	\$74.00
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Parking	\$0.00
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TOTAL	\$369.95
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Income

Member hospitality	TOTAL	\$235.10
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Balance as of 30/06/2024	\$ 875.90
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Dr Mark Brogan represents the Branch on the NAA Perth Consultative Forum. The Consultative Committee met on 16 November 2023 and 16 May 2024. The topics discussed and issues raised included:

The work of the Transformation Office at NAA.

Progress on NAA's Defend the Past/Protect the Future Program (NAA received \$67 million in emergency funding because of the Tune Review).

World War II and other digitisation projects.

Western Australian Office Updates (Events, Exhibitions, Engagement, Digitisation, Access Clearance, Records Search Items added).

Collections consolidation.

With the support of President, Nicola Laurent, the Branch continued its advocacy on recordkeeping in the WA justice system. Additionally, the Branch provided feedback in June 2024 to the State Records Office of WA on draft policies concerning stewardship of State Archives and the recordkeeping implications of Artificial Intelligence. On 9 May 2024, the Branch hosted a conversation with the State Records Commissioner and FOI Commissioner, Catherine Fletcher, on Recordkeeping and the WA Government. Issues arising from the conversation are the subject of on-going work and dialog with the President of ASA, Nicola Laurent. It was agreed that the current Convenor would prepare a report for Council on issues arising from the conversation on implementation of the State Records Act 2000.

Lesley Jolliffe is the ASA member on the State Records Advisory Committee (SRAC) and Tom Reynolds is the ASA deputy member. Both were appointed to SRAC for a three-year term in 2020. In May 2023 the Commission confirmed their tenure for a further three years. Meetings were held on 19 October 2023 and 20 June 2024. Lesley attended the October meeting via MS Teams, while Tom attended both meetings in person.

In general, most SRAC meeting papers (comprising agenda, agency disposal authorities submitted for endorsement, the State Records Office (SRO) updates on record keeping matters), are sent to Members and Deputy members about 10 -12 days prior to a scheduled meeting. Only one Member/Deputy from each interest group is required to attend a Committee meeting.

At its October meeting the Committee endorsed amendments to one agency disposal authority, and three sector disposal authorities. The sector disposal authorities pertain to records created by; 'Reviews Investigations and Special Inquiries', 'University Student Guilds', and Racing Gaming & Wagering and Liquor Regulators'.

The newly appointed Chair of the Commission, Catherine Fletcher attended the October meeting, where she spoke to, and took questions from, committee members about her dual role as Chair of the Commission and WA Information Commissioner.

In 2024 the ASA Committee considered two SRO policy documents that were circulated to SRAC members prior to the June SRAC meeting. One was a draft Commission paper comprising terms of reference for a 'State Archives Stewardship Working Group'. It is apparent that the proposed Working Group, once established, will probably report directly to the Commission as a statutory committee, similar to SRAC. The second document was a draft SRO advice paper for the State government sector, titled 'Artificial intelligence (AI) and Record keeping'. The ASA Committee provided feedback on both papers to the SRO at the June meeting.

Last year, it was reported that the SRO's plan to replace seven Commission Standards and twelve recordkeeping Principles, (currently extant under the State Records Act), with a single Standard for Records Management, and three Principles. The development of this single Commission Standard (first mooted in 2020) with its supporting framework, remains a work in progress.

I want to thank the Branch Committee members for their help and support during the year, and in particular, Rebecca Balling, for her support as Branch Secretary and wizardry with Zoom; Annie Cameron, our Contributor to Publications; Jill Jones, our Program Coordinator; Lesley Jolliffe and Tom Reynolds for their work on the State Records Advisory Committee.; Roslyn Smith for her work as Treasurer; Michelle Lillico, Ros Malone and Gerard Foley for their work on Committee and contribution to our PD program; and Vesna Liso, Kellie Abbott and Tarryn Lawrie (National Archives of Australia) for event hosting and active participation in our professional development day.

Dr Mark Brogan
Convenor

29 August 2024



Australian
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Archivists

ABORIGINAL AND
TORRES STRAIT
ISLANDER
SPECIAL INTEREST GROUP

Aboriginal and Torres Strait Islander Special Interest Group

Convenors Report

Committee 2023-2024, elected at the AGM held on 1 August 2023

Convenor: Lauren Booker and Angela Schilling

Secretary: Kirsten Wright

Committee Members: Annie Cameron, Lisa Srith, Monica Galassi, Robyn Garcia (brought on as Committee Member during the course of 2023-2024)

A full executive committee has met on a regular basis throughout the year to discuss matters which have come to hand.

After some discussion, Hinerangi Himiona (Ngāpuhi nui tonu) was invited by the SIG to give the 2024 Loris Williams Lecture at the Annual National Conference in Christchurch, October 2024. Hinerangi accepted the call, and with the assistance of the conference programme committee, we look forward to hearing them speak on 23 October 2024.

The SIG also began working with the Indigenous Archives Collective (IAC) to program and organise a one-day Tandanya-Adelaide Declaration Symposium to be held at the 2024 Conference, to mark 5 years of the Tandanya-Adelaide Declaration. A programming committee consisting of members from the SIG and IAC was formed in early 2024 to curate a program for the day with panels and lightning talks, and work with the ASA to coordinate the logistics for the day. We look forward to taking part in this event on 25 October 2024.

The SIG is continuing the work to research and document past Loris Williams Memorial Lecture speakers, with the aim to present the full list and access to lecture recordings on the ASA website.

The SIG acknowledge the input and support from all its members during the past year, as we look to continue the advocacy and sense of community the SIG brings, into 2024-2025.

Lauren Booker and Angela Schilling

Co-convenors

29 September 2024



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Archivists

GOVERNMENT
ARCHIVES
SPECIAL INTEREST GROUP

Government Archives Special Interest Group

Convenors Report

Committee 2023-2024, elected at the AGM held on 4 September 2023

Convenor: Julie McCormack

Secretary: Kirsty Buchan

The SIG generally meets once a year at our AGM in conjunction with the Conference. This year the AGM was a hybrid meeting comprising in person attendance at the Victorian Archives Centre and online via Teams. Twenty-four people attended in person, 7 attended online. Convenor's report was presented. It was noted that By-law 3 – Special Interest Groups indicates that a SIG should have a Convenor, but a committee and other office bearers aren't mandatory. It was decided that as the SIG holds only 1 event a year, it was not necessary to have a committee for 2023/24.

Kirsty Buchan agreed to continue as Secretary.

After the AGM we had the following presentations and updates:

- PROV update: Appraisal, Documentation and Transfer Program: Emma Fowler. Email Appraisal: Tayla Di Giacomo. Standards and Policy: Alison McNulty and Peter Francis. Stefania di Maria from Queensland State Archives provided an update on their Digital Archiving program, Review of their Act, First Nations metadata project and Digitisation program.

South Australia update: Helen Chadwick provided an update on their: development of a new online public catalogue, the launch of a self-assessment tool for agencies to measure information governance maturity and the development of a Privacy Fundamentals document as SA has no Privacy legislation.

Catherine Robinson from State Records NSW and Kristy Tiberi from Museums of History NSW provided an overview on the reform of the *SR Act 1998* with 2 institutions now responsible for administering the Act. The amended Act establishes new monitoring powers and requires agencies to submit transfer plans.

Esther Carey from National Archives of Australia provided an update on the NAA check-up survey and resources, Redress and mega appraisal.

Thank you to SIG members for their involvement during 2023-2024.

Julie McCormack

Convenor

30 June 2024



Australian
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REFERENCE, ACCESS
& PUBLIC PROGRAMS

SPECIAL INTEREST GROUP

Reference, Access and Public Programs Special Interest Group

No Report Presented



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Archivists

RESEARCH AND
EDUCATION
SPECIAL INTEREST GROUP

Research and Education Special Interest Group

Convenors Report

Committee 2023-2024, elected at the AGM held on 11 August 2023

Convenor: Dr Mike Jones

Acting Secretary (from May 2023): Melissa Hughes (until January 2024, then vacant)

The SIG started the year with the circulation of a Call for Papers for a special issue of *Archives & Manuscripts* "Two sides of the same coin? Exploring the relationship between archival research and practice," co-edited by Mike Jones (REDSIG Convenor) and Rachel Tropea (RMIT).

At the AGM, Dr Mike Jones was re-elected Convenor, and Melissa Hughes was reelected Secretary. (Melissa had started acting in the role prior to the AGM.) The Convenor and Secretary held four meetings over the remainder of 2023 to develop plans for the SIG; however, the Secretary then had to step down in January 2024 for personal reasons.

Work on the *Archives & Manuscripts* issue became the primary focus for the remainder of the reporting year. Though initially planned for publication in early 2024, the timeline was pushed out with the issue now due for publication in the 2024 -2025 reporting year. The issue will include an editorial from Jones and Tropea, a conversation on research and practice, three peer reviewed articles, and four reflections.

Other events for the year included on 4 September: an informal in person catch-up of three SIG members linked to the Conference, and on 3 March 2024, the SIG cohosted an event with the Victorian Branch to develop a zine for students and emerging professionals.

Some initial planning was undertaken for a proposed presentation session for students, to be hosted by the SIG. However, though there was some interest, a lack of secretarial support for the Convenor and the extended timeline for the special issue of *Archives & Manuscripts* meant this was not realised. The hope is to deliver an event along these lines in 2024/2025. Once again, there is a need to develop approaches that can help retain momentum throughout the year, including support from an elected secretary, more regular meetings and events, and the delegation of tasks or areas

of responsibility to specific members. This will help support a more active and influential SIG, which remains an ongoing priority.

Dr Mike Jones

Convenor

25 September 2024



Australian
Society of
Archivists

SCHOOL
ARCHIVES

SPECIAL INTEREST GROUP

National School Archives Special Interest Group

Convenors Report

Committee 2023-2024, elected at the AGM held on 26 July 2023

Convenor:	Catherine Hall – Xavier College (Vic)
Secretary:	Brigid Cooper – Penleigh and Essendon Grammar School (Vic)
Committee Members:	Cathy Clem - All Hallows School (Qld) (part year)
	Michaela Valler - St Columban's College (Qld) (part year)
	Jessica Moore– Knox Grammar School (NSW) (part year)
	Dominique Novak d'Hennin – Cranbrook School (NSW) (part year)
	Kate Pulford - Prince Alfred College (SA)
	Rosalind Malone- Bunbury Cathedral Grammar School (WA)

The SIG met online via Zoom for our Annual General Meeting with 31 members attending, and 18 apologies. State Convenors were again automatically elected to the committee, in line with our rules. Rosaline Malone was elected as the WA representative and Brigid Cooper as Secretary. We passed the amendments to our rules, to bring the timing of our AGM into line with the updated ASA Rules. Our revised rules have been sent to the Council for ratification and we are still waiting for that to happen.

As part of the Annual National Conference, 'Rising to our challenges: archives at the 'G', the National School Archives SIG met on 4 September 2023 at the London Tavern Hotel, Richmond, where we hosted a hybrid event, to discuss Archival Hot Topics and get to know our fellow archivists before the conference. We had 15 online attendees and 32 members in the room. After a delayed start, we had enthusiastic discussions in the room and online, before breaking for lunch, then strolling across the park to the 'G' for the opening of the conference.

As at 19 June 2024, the number of ASA members listed as being interested in School Archives is 321, which is a reduction of 121 members since the same time in 2023. We have active members in New South Wales, Victoria, South Australia, Queensland, Tasmania and Western Australia and we are still the biggest SIG in the ASA.

Since March 2023, the National School Archives SIG Committee has met once a term via Zoom, to discuss issues facing the SIGs, to provide support and ideas to each State Convenor and to look at ways in which we can advocate for school archivists across the country. We are working at strengthening the ties of being a school archivist at a National level and are advocating for greater support from the ASA in providing learning opportunities.

In early Term 3 2024, the revised 2022 Open Letter to School Principals and Governors, which advocates for the work of professional archivists in schools, will be issued in hard copy to every secondary school in the country. We are currently waiting on final confirmation of the additional flyers or brochures also planned to be included in this hard copy mail out. We have requested that we receive an electronic copy, so we can email all members as a 'heads up' that the hard copy will be arriving shortly.

We have also formally written to the Council with regard to the lack of training, both in person and virtually, around the Records Retention and Disposal Schedule (RRDS), that the ASA once did provide, but are not doing so now. We have also written to express our frustration that the NING, a place of discourse, engagement and understanding with fellow school archivists has been terminated. Although it has not been working well since an update in early 2020, we were the largest user group, with over 220 NING members. The Council have indicated that they are not currently planning for or looking at, alternative software. The Committee are exploring alternative avenues for SIG members and these will be formally discussed as part of the AGM.

We currently have two School Archivists on the Council, Steve Stefanopoulos OAM - Loreto Mandeville Hall Toorak and Kate Pulford - Prince Alfred College. Luisa Moscato - Melbourne Grammar School stood down earlier this year.

I would like to thank Brigid Cooper for being the Secretary to the SIG and Rosalind Malone, who has been the WA representative since October 2022 and is stepping down from the Committee at this time.

My thanks to all the State Convenors for all your work at the grass-root level, in support and providing ongoing learning opportunities for our members. Thank you to Cathy Clem and Michaela Valler - from Queensland, Jessica Moore and Dominique Novak d'Hennin - from New South Wales and Kate Pulford - from South Australia.

Thanks also to all the volunteer members of the State SIG Committees, because without you, we would not be able to operate.

Catherine Hall

Convenor

25 July 2024



Australian
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Archivists

SCHOOL
ARCHIVES

SPECIAL INTEREST GROUP

New South Wales School Archives Special Interest Group

Convenors Report

Committee 2023-2024, elected at the AGM held on 14 September 2023

Convenor: Dominique Novak d’Hennin

Secretary: Gareth Dyer

Committee Members: Prue Heath, Julie Mason, Tracey McDonald, Jess Moore, Jenny Pearce, and Jackie Rossington

As we approach the conclusion of another impactful year, it is with great pleasure that I present our report.

In December 2023, we were fortunate to hold a combined site visit with the NSW Branch at the Brett Whiteley Studio and afterwards an end of year gathering at The Clock Hotel, Surry Hills. Nicole Rawson, who is the archivist for the Brett Whiteley Studio, gave us a tour and spoke about the history of the Studio as well as some recent archival projects, and he recently appointed curator led us through the current exhibition ‘Chapters 1959 -69’ which features works made by Whiteley during an intensive period of travel and artistic experimentation. The exhibition includes works that have not been on public display since the 1970s. There were 11 members present.

In April 2024, St Catherine’s School hosted our Term 1 Professional Development Day with the theme of “My History, Your History, Our History”. The day provided an opportunity for school archivists and school historians to discuss various and different models for sharing a school’s history and dealt with difficult issues in their past. It generated a lively discussion. We heard from our hosts about how they have used archival displays to navigate the future and celebrate the past. Following this, there was a chance for SIG members to hear more about the results of the salary survey and provide feedback. Credit goes to Jackie Rossington from Brigidine College St Ives, Ella Bates from PLC Sydney and Barker College, and Tracey McDonald from Trinity Grammar School for their work and efforts into this survey. We had 22 members, and 2 non-members attend.

In June 2024, we were hosted by Tara Anglican School for Girls for our Term 2 Professional Development Day. The theme was “Promoting the Archives: Sharing your Collection”. This day provided an opportunity for school archivists to learn more about ways our colleagues are promoting their archives and sharing the collection within their school and the wider community. We discussed current projects and ideas about ways in which we were achieving this in our own schools, using our colleague Julie Daly’s (Newington College Sydney) recent *Archives and Manuscripts* article “School Archives and the Visibility of Heritage via #throwbackthursday” as inspiration. On this day, we had 17 members, and 1 nonmember in attendance.

Our 2024 General Meetings have been held at the other events listed above. Thanks to the Committee for 2023 -2024, and our speakers and hosts.

Thanks to all in the ASA Office who have supported us for events, registrations, and providing advice.

Thanks also to each of you for your unwavering support and commitment to our professional development. Your dedication and counsel have been instrumental in shaping our careers and fostering a supportive environment for learning and growth.

Dominique Novak d’Hennin

Convenor

24 July 2024



Australian
Society of
Archivists

SCHOOL
ARCHIVES

SPECIAL INTEREST GROUP

Queensland School Archives Special Interest Group

Convenors Report

Committee 2023-2024, elected at the AGM held on 30 August 2023

Convenor: Michaela Valler
Secretary: Mary Surtees
Committee Members: Cathy Clem and Helen Jackson

The SIG is an active group with meetings, professional development, archive and gallery site visits and more. These events have been in person supported and organised by a core group of members.

The Term 4, 2023 meeting at St Margaret's School was hosted by Mary Surtees who shared a brief history of the School and her role as archivist following the retirement of her predecessor. Greg Sikich, head of Faculty– Humanities & Social Science, St Patrick's College, Shorncliffe shared his recent projects in Perth. He worked out of the Old Court House and highlighted the need for policy, process and procedure. Greg also spoke of student activities which could be adapted for use in the school archives. He incorporated building relationships with local indigenous elders for an exhibition. I presented the progress at St Columban's centenary celebrations in 2028. I have been asked to prepare a series of posters featuring notable College alumni to be displayed along the main pathways. I need to consider interchangeability, graffiti proofing and weatherproofing. Helen Jackson of Brisbane Boys College shared a combined project she has completed with the art department at BBC. The Year 10 art students were asked to choose an artwork from the school's Bisset collection to use as stimulus for their own artwork. The completed artworks and handbook were displayed at the opening of the College Art Show.

New people have joined our group following an email out to the State School, Catholic School and Independent School Principals. On December 6 we joined with the Queensland Branch and toured the Commissariat Store followed by dinner at a nearby venue celebrating our year's achievements.

The Term 1, 2024 meeting at Brisbane Boys College, hosted by Helen Jackson, showcased the biographies of Alumnae which are displayed around the College along with the collaboration of the

Archives and the Art. It was wonderful to see the results of this collaboration. I spoke about alumni celebrations with two different campuses: the old single sex in Albion and the new one which is co-ed in Caboolture. Location of events and digital vs static displays along with using alumni to help name photographs. Helen took us on an archive virtual journey on how her archives and the school's art collection are entered in the database and how easily items are located. She provided guidance for archivists whose school art collections fall under their responsibility. We toured the archive and discussion ensued regarding the databases used by schools.

The Term 2 meeting at Somerville House hosted by Connie Baird showcased the Somerville House history. They are celebrating 125 years. We had a tour of the historic buildings and a summary of the origin of the buildings and a tour of the archives. Connie talked about the "Then and Now" commemorative book which is to be launched in October. Our second speaker Debbie Turner from the Southport School spoke on the importance of advocacy, promoting and making the archives integral to the school. Her 'bank' of around 1200 history posts was inspiring. Deb shared that she now has multiple museums that were set up from a variety of sources.

We look forward to an interesting future and contributions from members old and new.

Michaela Valler

Convenor

13 June 2024



Australian
Society of
Archivists

SCHOOL
ARCHIVES

SPECIAL INTEREST GROUP

South Australia School Archives Special Interest Group

Convenors Report

Committee 2023-2024, elected at the AGM held on 19 September 2023

Convenor: Kate Pulford

Secretary: Wendy Stimson

Committee Members: Peta Harries, Elizabeth Campbell Carnaby, Elisabeth Bramford and Jodie Scott

2023 September AGM and Meet the Consultants at Prince Alfred College. 9 members attended the AGM with apologies. Consultants' Presentation. Andrea McKinnon Matthews from Andrea Matthews Consulting and Kate Pulford gave insightful presentations in relation to their private consultancies. With both having worked/presently working in the school settings both gave interesting approaches to maintaining School Archives.

16 November 2023 Pembroke's new archives and excel spreadsheets. Peta Harries presented her use of Excel spreadsheets which assist her itemising the collection prior to using an Archival Database. Peta also hosted a tour of her new archives at Pembroke.

7 December 2023 Committee Planning Meeting at Pembroke School, hosted by Peta Harries in person and online. Discussed 2024 PD & Meeting Schedule.

14 March 2024 at Carrick Hill, Springfield. Visit organised by Elizabeth Campbell Carnaby. Tour of Carrick Hill followed by refreshments and meeting. Welcomed other SIG members (and public) who joined our tour, 11 persons in total. Committee discussed PD opportunities for the remainder of 2024.

12 June 2024 at St Peter's College, organised by Elisabeth Bramford. Tour of Heritage History Tour of Significant Buildings followed by refreshments and meeting. Meeting highlighted information from Convenor, Kate Pulford from ASA Council Meeting.

Services and Supply List compiled by Jodie Scott to distribute to SIG School Archivists to provide a reference source for suppliers and services. Spreadsheet of SA School Archives SIG Schools PD and visits since 2015 compiled by Wendy Stimson. Spreadsheet of preferred days for Committee Members and SIG members for PDs, visits and committee meetings compiled by Peta Harries.

Kate Pulford

Convenor

19 September 2024



Australian
Society of
Archivists

SCHOOL
ARCHIVES

SPECIAL INTEREST GROUP

Victoria School Archives Special Interest Group

Convenors Report

Committee 2023-2024, elected at the AGM held on 19 June 2023

Convenor: Catherine Hall

Secretary: Stacey Coenders

Network Meeting Coordinator: Matthew Roberts

Membership Secretary: Frankie Pinch

Committee Members: Catriona Banks, Lisl Bladin, Natalie Elliott, Marian Jenkinson, Maureen McAuley, Olivia Parkinson, Dr Colette Russell, Anne Stephens and Margot Vaughan

Dr Colette Russell, Mentone Grammar, resigned from the committee during Term 4, 2023, due to a new position at St. Bede's College, Mentone. Colette was our Secretary from 2020 to 2023.

Margot Vaughan, Curator of Collections, Wesley College is resigning from the committee at this AGM. Margot has served as our Membership Secretary from 2020 to 2023 and as a General Member for 2023 -2024.

I thank both Colette and Margot for their time and work on the Committee. I extend my thanks and appreciation to all the 2023-2024 committee, who are supportive and enthusiastic in approaching the tasks required to keep the SIG functioning. We continue to meet online to plan and execute our term network meetings. This SIG would not be able to continue without these volunteers.

2023 Term 2 Network Meeting on 19 June at Siena College & online. Topic: Uniform Replication. Attendees: 22 in person and 9 online.

2023 Term 3 National Conference & Network Meeting (combined event) on 4 September at London Tavern Hotel & online. Topic: A Selection of Hot Topics relevant to School Archives. Attendees: 32 in person and 15 online.

2023 Term 4 Network Meeting on 26 October at Penleigh and Essendon Grammar School & online. Topic: Managing Transitions: Communicating the needs of your Archive and adapting to a physical

move. Attendees: 20 in person and 8 online.

2024 Term 1 Network Meeting on 26 March at Ballarat Clarendon College & online. Topic: Navigating the Post-Move Blues: Reflections on an Archive Relocation. Attendees: 14 in person and 22 online.

We continue to show strong numbers of attendees, both for the In Person and Online components of our Network Meetings. The committee feels strongly that we should continue our efforts to provide an online element to the meetings, to facilitate wider networking opportunities across the state. I thank Matthew Roberts for his support and skills on the technical side of the meetings.

Our membership numbers are stable. A recent noticeable trend has been for schools, when an archivist leaves, to offer the replacement position with significantly less days and to non-archival qualified personnel. This seems to indicate a wider issue in the sector with a shortage of suitably qualified personnel available, as well as cost-cutting measures in schools across the board.

We note that Nola and Ross Squire, School Archivists at Ballarat Grammar, retired at the end of 2023 and we thank them for their contributions over many years to the SIG.

Vale (Obituaries of both were published on the website and in the newsletter)

Dr Jane Mayo Carolan OAM died 6 December 2023. Historian, Loreto Mandeville Hall Toorak 2009-2013, Archivist, Trinity Grammar School 1998-2020.

Sr Angela Burke RSC (Sister of Charity), died 15 May 2024. Archivist, St. Columba's College 2003-2013, established the Archives at St. Vincent's Hospital, Sydney In 1991.

Catherine Hall

Convenor

22 June 2024



Australian
Society of
Archivists

UNIVERSITY
ARCHIVES

SPECIAL INTEREST GROUP

University Archives Special Interest Group

Convenors Report

Committee 2023-2024, elected at the AGM held on 17 August 2023

Convenor: Gionni Di Gravio OAM

Secretary: Vacant

Committee Members: Kim Burrell

At the AGM, a new convenor was elected, Gionni Di Gravio OAM, with one committee member Kim Burrell from Victoria University Archives. A number of members were going on long service leave at their respective institutions

On 18 March 2024 a SIG meeting was convened over Zoom, where general reports were made from University Archivists from across the country. On 26 June 2024 a SIG meeting was convened to discuss universities and the reach of the Big 4 Consultancies as well as regular news, and updates on activities across the university archives.

Gionni Di Gravio OAM

Convenor

2 September 2024

FINANCES

Australian Society of Archivists Incorporated

Financial Report for the year ended 30 June 2024

Contents	Page
Income Statement	2
Balance Sheet	3
Statement of Cash Flows	4
Notes to the Financial Statements	5
Council Members' Declaration	9
Independent Audit Report	10

Australian Society of Archivists Incorporated

Income Statement For the year ended 30 June 2024

	2024	2023
	\$	\$
Income		
Membership	243,029	227,370
Branches & SIG Events Income	8,937	7,571
Job Advertisement on ASA Website	3,129	1,432
KA3 Publication	5,347	2,672
A&M Sales	-	-
Online Learning	87,851	63,858
Royalties	234	1,001
Workshops	11,183	30,275
Publications Sales	14,847	16,833
Book Sales	235	-
Emerging Writer Income	-	-
	<hr/>	<hr/>
	374,792	351,012
Other Income		
Interest Income	352	4,634
Investment Income	29,171	39,973
Conference Income	240,039	191,774
Conference Costs	(263,757)	(168,602)
	<hr/>	<hr/>
	5,806	67,779
	<hr/>	<hr/>
	380,597	418,790
Expenses		
Cost of Publications	28,506	13,753
Accounting Fees	31,722	28,157
Employee & Contractor Expenses	278,353	226,681
Advocacy	6,098	6,039
Awards	5,611	5,010
Information Technology	73,033	21,110
Membership Support	4,364	5,336
Compliance & Administration	24,606	11,674
Special Projects	38,950	38,163
Subscription Memberships	-	3,631
Workshop Delivery	1,551	5,599
Honorariums	1,500	11,000
Interest Expense	-	-
	<hr/>	<hr/>
	494,293	376,153
	<hr/>	<hr/>
Surplus/(Deficit) for the Year	(113,696)	42,638

The accompanying notes form part of these financial statements

Australian Society of Archivists Incorporated

Balance Sheet As at 30 June 2024

	Note	2024 \$	2023 \$
Assets			
Cash and Cash Equivalents	5	640,849	799,753
Trade Debtors		1,254	-
Inventories		-	-
Prepayments and Deposits	8	40,189	53,765
Total Current Assets		<u>682,292</u>	<u>853,518</u>
Property, Plant and Equipment	4	-	-
Investments	12	1,000,000	1,000,000
Total Non-Current Assets		<u>1,000,000</u>	<u>1,000,000</u>
Total Assets		<u>1,682,292</u>	<u>1,853,518</u>
Liabilities			
Trade and Other Payables	9	190,362	226,567
Annual Leave Provision		8,135	29,459
Total Current Liabilities		<u>198,497</u>	<u>256,026</u>
Total Liabilities		<u>198,497</u>	<u>256,026</u>
Net Assets		<u>1,483,796</u>	<u>1,597,492</u>
Equity			
Retained Earnings	7	1,483,796	1,597,492
Total Equity		<u>1,483,796</u>	<u>1,597,492</u>

The accompanying notes form part of these financial statements

Australian Society of Archivists Incorporated

Statement of Cash Flows For the year ended 30 June 2024

	Note	2024 \$	2023 \$
Cash Flows From Operating Activities			
Cash Receipts From Customers		644,002	599,073
Cash Paid to Suppliers and Employees		(803,258)	(489,165)
Net Cash From Operating Activities	6	<u>(159,256)</u>	<u>109,909</u>
Cash Flows From Investing Activities			
Interest Received		352	4,634
Investments made		-	-
Net Cash From Investing Activities		<u>352</u>	<u>4,634</u>
Net Increase (Decrease) in Cash and Cash Equivalents		(158,904)	114,543
Cash and Cash Equivalents at 1 July		<u>799,753</u>	<u>685,210</u>
Cash and Cash Equivalents at 30 June		<u>640,849</u>	<u>799,753</u>

The accompanying notes form part of these financial statements

Australian Society of Archivists Incorporated

Notes to the Financial Statements

1. Reporting entity

Australian Society of Archivists Incorporated (the "entity") is an association incorporated in Australia. The entity primarily is involved in the development and promotion of the archival profession in Australia and provides an authoritative voice on matters of archival concern.

2. Basis of preparation

(a) Statement of compliance

The financial report is a special purpose financial report which has been prepared in accordance with the *Associations Incorporation Act* and the *Australian Charities and Not-for-profits Commission Act 2012*.

(b) Basis of measurement

The financial statements have been prepared on the historical cost basis.

3. Significant accounting policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

(a) Property, plant and equipment

(i) Recognition and measurement

Items of property, plant and equipment are measured at cost less accumulated depreciation and impairment losses.

Cost includes expenditures that are directly attributable to the acquisition of the asset.

When parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

(ii) Subsequent costs

The cost of replacing part of an item of property, plant and equipment is recognised in the carrying amount of the item if it is probable that the future economic benefits embodied within the part will flow to the entity and its cost can be measured reliably. The costs of the day-to-day servicing of property, plant and equipment are recognised in profit or loss as incurred.

(iii) Depreciation

Depreciation is recognised in profit or loss on a straight-line basis over the estimated useful lives of each part of an item of property, plant and equipment. Leased assets are depreciated over the shorter of the lease term and their useful lives. Land is not depreciated.

Depreciation methods, useful lives and residual values are reassessed at the reporting date.

Australian Society of Archivists Incorporated

Notes to the Financial Statements

(b) Inventories

Inventories are measured at the lower of cost and net realisable value. The cost of inventories is based on the first-in first-out principle, and includes expenditure incurred in acquiring the inventories and bringing them to their existing location and condition. Net realisable value is the estimated selling price in the ordinary course of business, less the estimated costs of completion and selling expenses.

(c) Revenue

(i) Goods sold

Revenue from the sale of goods comprises revenue earned from the sale of publications and journals and is measured at the fair value of the consideration received or receivable, net of returns and allowances, trade discounts and volume rebates. Revenue is recognised when the significant risks and rewards of ownership have been transferred to the buyer, recovery of the consideration is probable, the associated costs and possible return of goods can be estimated reliably and there is no continuing management involvement with the goods.

(ii) Services

Revenue from services rendered is recognised in profit or loss in proportion to the stage of completion of the transaction at reporting date.

(d) Income tax

No provision for income tax has been raised as the entity is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

(e) Goods and services tax

Revenue, expenses, assets and liabilities are recognised net of the amount of goods and services tax (GST) except where the amount of GST incurred is not recoverable from the taxation authority. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the balance sheet.

Cash flows are included in the statement of cash flows on a gross basis. 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.

(f) Investments

Investments are shown at historical cost. The carrying amount of investments is reviewed annually for impairment to ensure that it is not in excess of the recoverable amount. The end of year investment report has not been received at the date of this financial report.

Australian Society of Archivists Incorporated

Notes to the Financial Statements

	2024 \$	2023 \$
4 Property, Plant and Equipment		
Website at Cost	38,943	38,943
Less Accumulated Depreciation	(38,943)	(38,943)
Carrying Balance at 30 June	-	-
5 Cash and Cash Equivalents		
Westpac Cheque Account	90,105	145,276
Public Fund Account ... 8460	11,910	11,910
Cash Reserve Bonus Account ... 8073	31,290	36,963
ASA Conference Bank Account	1	1
eWay Payments	495	-
AMP Term Deposit	150,000	150,000
AMP Term Deposit 2	50,000	50,000
AMP Term Deposit 3	50,000	
ANZ V2 Plus Saver	7,049	155,602
Judo Bank Term Deposit 1	100,000	100,000
Judo Bank Term Deposit 2	150,000	150,000
	640,849	799,753
6 Reconciliation of Cash Flows from Operating Activities		
Surplus/(Deficiency) for the year	(113,696)	42,638
Adjustments for:		
Depreciation	-	-
Interest Received	(352)	(4,634)
	(114,048)	38,004
Changes in Assets & Liabilities:		
(Increase)/ Decrease in trade and other receivables	(1,254)	11,681
(Increase)/ Decrease in inventories	-	1,419
(Increase)/ Decrease in prepayments	13,576	(7,573)
Increase/ (Decrease) in trade and other payables	(36,205)	43,166
Increase/ (Decrease) in provisions and employee benefits	(21,324)	22,075
Prior year adjustment	-	1,137
Net Cash from Operating Activities	(159,255)	109,909
7 Capital and Reserves		
Reconciliation of Movement in Capital Retained Earnings		
Balance at 1 July	1,597,492	1,553,717
Prior Year Adjustment	-	1,137
Surplus/(Deficit) this year	(113,696)	42,638
Balance at 30 June	1,483,796	1,597,492

Australian Society of Archivists Incorporated

Notes to the Financial Statements

	2024	2023
	\$	\$
8 Prepayments and Deposits		
Prepaid Publishing	3,989	-
Prepaid Conference Expenses	36,200	53,765
	<u>40,188</u>	<u>53,765</u>
9 Trade and Other Payables		
Trade Payables	66,899	3,001
Non Trade Payables and Accrued Expenses	19,984	29,208
Revenue Received in Advance:		
Membership Subscriptions	68,570	94,026
Conference Revenue Received in Advance:		
Conference Registrations	34,909	100,333
	<u>190,362</u>	<u>226,567</u>
10 Related parties		
Key management personnel		
Unless otherwise disclosed in this report, no council member has received any remuneration from the entity during the year.		
11 Subsequent events		
There has not arisen in the interval between the end of the financial year and the date of this report any item, transaction or event of a material and unusual nature likely, in the opinion of the Council members of the entity, to affect significantly the operations of the entity, the results of those operations, or the state of affairs of the entity, in future financial years.		
12 Investments		
Managed investment portfolio - Evans & Partners Pty Ltd (note 3(f))	1,000,000	1,000,000

Council Members' Declaration

In the opinion of the Council members of Australian Society of Archivists Incorporated ("the entity"):

- 1) the attached financial statements and notes thereto comply with the *Australian Charities and Not-for-profits Commission Act 2012*, the Associations Incorporation Act, and the accounting standards as described in note 1 to the financial statements,
- 2) the accompanying Income Statement, Balance Sheet, Statement of Cash Flows, and the notes to the financial statements give a true and fair view of the entity's financial position as at 30 June 2024 and of its performance for the financial year ended on that date; and
- 3) at the date of this statement, there are reasonable grounds to believe that the entity will be able to pay its debts as and when they fall due.

Signed in accordance with a resolution of the Council members:



Debbie Squire
Treasurer

Dated this 15th day of November, 2024

Independent Auditor's Report

To the Council of Australian Society of Archivists Incorporated

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Australian Society of Archivists Incorporated ("the entity"), which comprises the Balance Sheet as at 30 June 2024, the Income Statement, and the Statement of Cash Flows for the year then ended, the notes to the financial statements, and the Council Members' Declaration.

Responsibility for the Financial Report

The Council members of the entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 2 is appropriate to meet the requirements of the Associations Incorporation Act and the Australian Charities and Not-for-profits Commission Act 2012 and is appropriate to meet the needs of the members. The Council's responsibility also includes such internal control as the members determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the officers, as well as evaluating the overall presentation of the financial report.

In conducting our audit, we have complied with the independence requirements of the Australian professional ethical pronouncements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial report of Australian Society of Archivists Incorporated is prepared in accordance with the financial reporting requirements of the Associations Incorporation Act and the Australian Charities and Not-for-profits Commission Act 2012, including:

- a. giving a true and fair view of the Entity's financial position as at 30 June 2024 and of its financial performance and its cash flows for the year then ended; and,
- b. complying with Australian Accounting Standards to the extent described in Note 2.

Emphasis of Matters

– Market value of investments

The managed investment portfolio is shown at cost and no provision has been made for impairment in accordance with note 3(f) based on the most recent information available.

– Basis of Accounting and Restriction on Distribution

We draw attention to Note 2 to the financial report which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the entity's financial reporting responsibilities of the Associations Incorporation Act and the Australian Charities and Not-for-profits Commission Act 2012. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

UHY Sothertons

UHY SOTHERTONS
Adelaide Partnership

80 Flinders Street, Adelaide

Alex Reade

ALEX READE
Partner

Dated 17 January 2025