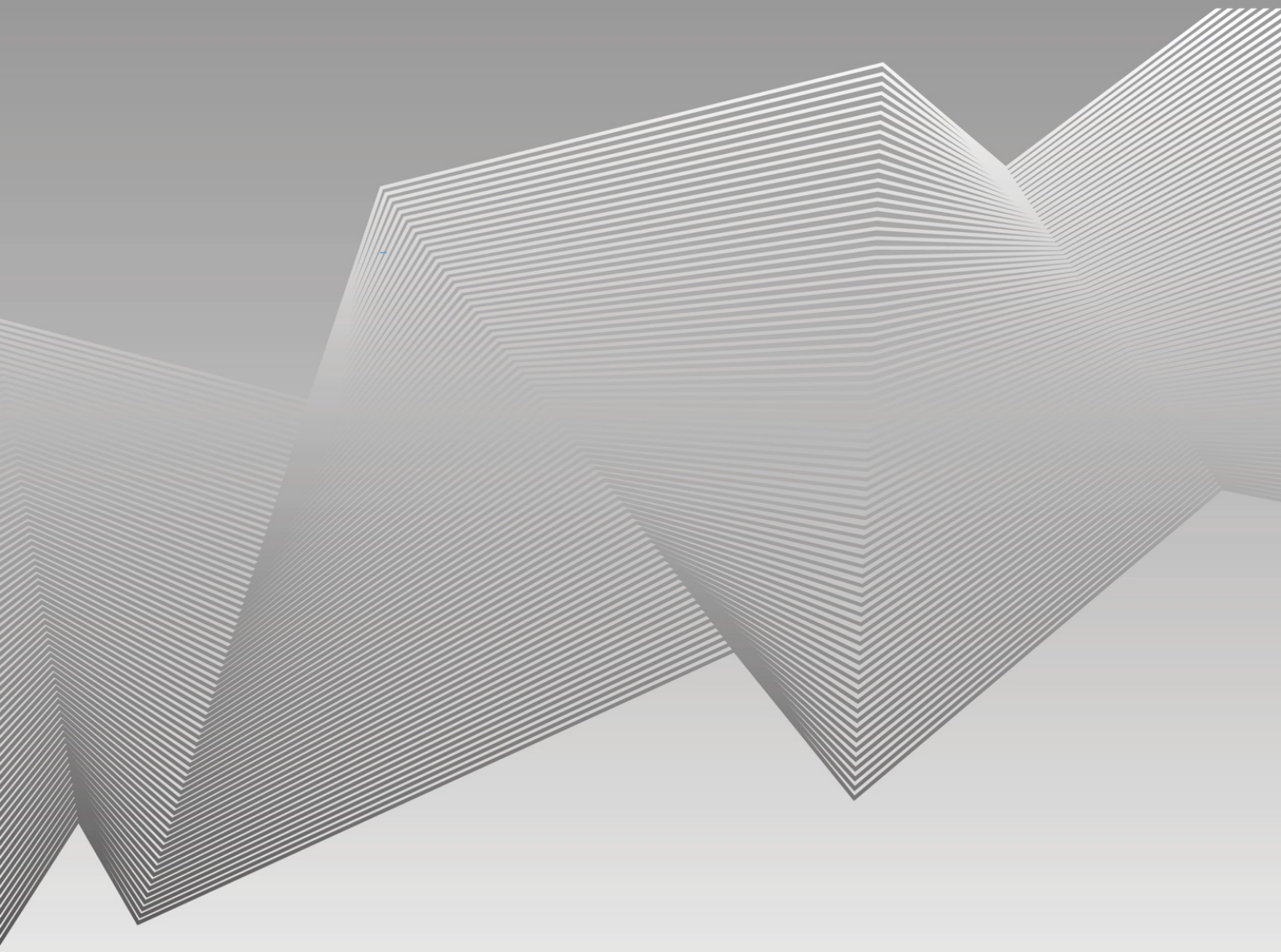
Queensland State Archives

ANNUAL REPORT 2020–2021



Queensland Government

Communication Objective

This Annual Report provides information about Queensland State Archives' non-financial performance for 2020-2021. It has been prepared in accordance with the *Public Records Act 2002*.

The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding this report, you can access the Translating and Interpreting Services via www.qld.gov.au/languages or by phoning 13 14 50.

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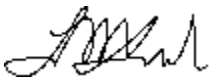
The Honourable Leeanne Enoch MP
Minister for Communities and Housing
Minister for Digital Economy and
Minister for the Arts
1 William Street
Brisbane, QLD 4000

30 September 2021

Dear Minister

I am pleased to submit for presentation to Parliament the Annual Report 2020–2021 for Queensland State Archives. This document is the 19th Annual Report submitted to Parliament in accordance with the *Public Records Act 2002*.

Yours sincerely



Louise Howard
Queensland State Archivist
Queensland State Archives
Department of Communities, Housing and Digital Economy

An Annual Report from the Queensland State Archivist is required under section 56 of the *Public Records Act 2002.*

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Who we are

What we do

Queensland State Archives (QSA) holds a window of almost the last 200 years of the state's history, acknowledging that our First Nations people have a connection with Queensland for over 60,000 years. By providing access to millions of archival records, and by engaging with Queenslanders through our online channels, events and regional exhibitions, we help people connect with the state's rich and varied past.

For government we are the custodian of the public record, managing and preserving the information we hold, while also providing expert recordkeeping advice to government agencies.

Our mission

Ensure the public records of Queensland are made, managed, kept and preserved for the use and benefit of present and future generations.

Our vision

To inspire all Queenslanders to discover the stories contained within the record of the Queensland Government – anytime, anywhere.

Our performance

Improve services for Queensland		
	2020-2021 Target/Est	2020-2021 Actual
Access & Engagement measures		
Number of records accessed	20% increase in records accessed	17,687,215 up 24%
Cost per record accessed	$1.20	$0.84
Collections & Discovery measures		
Total collection size (linear metres)		66,664
Total number of items in the collection		3,493,686
Total number of items created this year		49,922
Total items available to the public (in ArchivesSearch and open)		2,150,013
Percentage of collection open to the public		61.54%
Increase in items available to the public		21,940
Items digitised (excl. File Issue and Reading Room requests)		12,281
Postproduction activities (excl. File Issue and Reading Room requests)		1,971,815
Preservation work (treatment/activities)		6,152

Improve services for government	2020-2021 Actual
Government Recordkeeping & Innovation	
Queries	
Queries – all query topics	412
Disposal authorisation	
Disposal authorisation numbers (DANs): • All disposal authorisations issued including DANs in whole schedules and GRDS	207
Retention and disposal schedules (RDS) issued: • Forensic and scientific services RDS • Disability Services RDS • Health Sector (corporate records) RDS • Queensland Corrective Services RDS	4
Lost records notifications: • Department of Children, Youth Justice and Multicultural Affairs (Youth justice files) • Office of Industrial Relations (Workers' Compensation files) • Central Qld Hospital and Health Service (Eventide Home Rockhampton)	3
Early disposal applications • Griffith University (Contract records) – application rejected	1
Regulations under the *Public Records Act 2002*	
Completed: • Paradise Dam Commission of Inquiry	1
In progress: • Queensland Coal Mining Board of Inquiry	1

Our achievements

COVID-19 response

As it has worldwide, the COVID-19 pandemic and associated health restrictions continued to impact QSA's operations and services. Our first priority was to ensure the safety of the public and our staff, so our Reading Room, public programs and Volunteer Program were adjusted throughout the year depending on the health directions of the Queensland Government. Increased cleaning, social distancing and strict hygiene rules continued on-site.

Recordkeeping in this environment remained a key theme across government with departments and agencies requiring advice on potentially contaminated records, how to keep records when working from home and how to deal with information relating to contact tracing and the management of contaminated documents.

Our culture of flexibility and adaptability allowed us to:

- protect all staff, especially those who were vulnerable
- ensure a COVID safe environment for customers, contractors and staff onsite
- adapt work programs and equip staff to work from home when lockdown restrictions were enacted
- promote a whole-of-government training video about recordkeeping from home
- promote simplified one-page advice about managing contaminated records
- deliver events online
- increase digital records online.

First Nations First Program

To improve outcomes for Aboriginal and Torres Strait Islander Queenslanders, QSA has embarked on its First Nations First Program to use the state's archival collection to foster truth telling and healing, build cultural capability and cultural safety, and work with partners for greater impact.

The top three outcomes and impacts for Queenslanders delivered by the First Nations First Program are:

- the potential to contribute to the Path to Treaty, particularly using truth telling and healing to increase Queenslanders' awareness and understanding of our painful shared colonial history and its ongoing effect on First Nations peoples
- re-imagining QSA by making changes to our culture and service delivery to improve the experience of First Nations peoples in their interactions with the Archives
- identification and implementation of changes to adopt more inclusive practices to welcome and include First Nations worldviews and become a more comprehensive and inclusive record of the people of Queensland.

QSA is identifying significant records in its collection about First Nations peoples and connecting with the Treaty Advancement Committee to highlight the role the Archives can play in truth telling and healing. QSA's First Nations First program includes the identification, digitisation and assessment of records relating to colonial First Wars, with a view to forming an aggregated subcollection. Many of these records are harrowing, and yet they provide evidence of our past, help Queenslanders understand our history, and move us towards healing and reconciliation. QSA intends to engage with individuals and communities to develop a strategy for managing and sharing these records in a culturally sensitive manner. This program will extend beyond First Wars to other topics including identifying the examples and use of Indigenous languages in the collection.

These resources have significant potential to be used for multiple purposes. This includes:

- supporting the recommendations for truth telling and healing by the Treaty Advancement Committee
- working with communities who are interested in receiving digital records pertaining to their history

- partnerships with the State Library of Queensland (SLQ), the Queensland Museum and the Queensland Art Gallery and Gallery for Modern Art, for exhibitions and community programs
- joint online community portals providing easy access to archival records, and
- a Resource Description Strategy to establish common terms across the agencies to make finding records easier.

QSA released its Statement of Intent on 1 June 2021 to acknowledge First Nations methods of knowledge gathering and sharing, and to adopt more inclusive practices to welcome and include First Nations voices and worldviews. QSA has committed to respectful engagement and building relationships with Aboriginal and Torres Strait Islander peoples, recognising that the needs, priorities and holders of knowledge vary from community to community. The First Nations First Program will also help QSA meet its commitments outlined in the Tandanya-Adelaide Declaration released by the International Congress on Archives in October 2019, which called on archives internationally to open themselves to First Nations worldviews and become more inclusive.

Digital Archiving Program

Following the implementation of the new archival management system in June 2020, QSA has continued to work with suppliers to improve the system to better manage the archival collection. Throughout 2020-2021, 40 enhancements deployed in six version releases. The enhancements covered a range of functions that have improved the speed and effectiveness of our collection management processes. A major enhancement allows QSA to upload digitised images and associated metadata in bulk, greatly increasing the efficiency of making records accessible to our customers.

During the year, a Digital Preservation System Proof of Concept was developed to prove the interoperability and integration between the Digital Preservation System (Archivematica) and the Archival Management System (ArchivesSpace). The Proof of Concept was successful.

The Proof of Concept informs the basis of planning activities for Tranche 2 allowing QSA to manage and preserve the state's permanent value digital-born records, which is essential for managing government records in an increasingly digital world.

Funding for Tranche 2 of the Digital Archiving Program was announced in the Queensland Government's budget for 2021-22.

Access and Engagement

As Queensland responded to COVID-19, Queensland State Archives delivered a suite of initiatives aimed at connecting Queenslanders with their past, to improve community health and wellbeing during a difficult period.

Online engagement

A number of cross-team initiatives brought together archivists, digitisation specialists, conservators and communicators to digitise and share thousands of archival images on online platforms and social media. Our targeted communication strategies delivered content directly to Queenslanders based on their interests. The team shared projects through networks, community groups, and by responding to the surge in media interest in our wonderful collection.

Over the 2020-2021 period the QSA collection of archival images was accessed over 17.5 million times, surpassing our Service Delivery Statement access measure by over 450,000. The online Queensland Schools album which included the classrooms, playgrounds and buildings of historical Queensland was the most popular. Queenslanders reminisced, shared fond memories and connected with one another over their old school days. Queenslanders particularly loved the 1970s and 1980s online albums, sourced from the Department of Main Roads archival audio-visual collection. From the busy urban streets to the winding coastal roads and dusty outback towns, Queenslanders truly connected with and celebrated Queensland's past.

Regional

Rather than putting our Regional Program on hold during COVID-19 restrictions, we recognised that Queenslanders needed to connect and engage with their history and culture. We continued with developing and delivering travelling exhibitions throughout regional Queensland to support regional communities and venues. The Regional Program team included a curator, designers, archivists, technicians, project managers, regional venue partners and more. During the development of the Toad vs Beetle exhibition, which explored the history and legacy of the release of cane toads in Queensland, QSA worked closely with the North Queensland community to source local community knowledge and contributions for the exhibition.

Our regional exhibitions were one of the few free exhibition programs to continue touring to regional venues in Queensland. Working with 10 regional venues, and partnering with the World Science Festival, QSA's exhibitions have connected with 57,000 regional community members, boosting social and economic activity at a regional level during a challenging year. By targeting non-traditional venues and designing digital interactive exhibitions aimed at younger community members, QSA has enabled more Queenslanders to connect with their history.

Regional and off-site exhibitions, 2020-2021

Venue partner	Date	Project	Attendance
Cairns Museum	22 June – 18 September 2020	Toad vs Beetle and Place Invaders	1,627
Australian Sugar Heritage Centre, Mourilyan	10 October – 7 November 2020	X in a Box: Toad vs Beetle and Place Invaders	402
Hinkler Hall of Aviation	7 December 2020 – 24 January 2021	Copper, HILDA	6,094
Mossman Library, Douglas Shire	14 December 2020 – 31 January 2021	Pac Ma'am	200
World Theatre, Charters Towers	4 December 2020 – 30 January 2021	X in a Box: Living Colour	1,250
Fairymead House, Bundaberg	1 March 2021 – 30 June 2022	X in a Box: Toad vs Beetle	673
World Science Festival, Brisbane	24-28 March 2021	Place Invaders	34,655
Bundaberg Regional Art Gallery	9 April – 20 June 2021	Place Invaders	3,094
The Court House, Cairns	5 May – 12 June 2021	Pac Ma'am, Copper	4,255
World Science Festival, Townsville	7-8 May 2021	Place Invaders	1,182
Museum of Tropical Queensland, Townsville	9 May – 4 August	Place Invaders	10,284
Waltzing Matilda Centre, Winton	14 May – 11 June 2021	X in a Box: Living Colour	3,336
Waltzing Matilda Centre, Winton	21 June – 9 September 2021	Copper	425

Seniors

Memory Lounge is a QSA program designed to connect older people and people living with dementia with the archival collection. While our on-site Memory Lounge program was placed on hold due to COVID-19 risks, in early 2021 we partnered with Griffith University and Kilkivan & District Community Care Association Inc. to deliver a pilot memory-sharing session to older people in the region.

Fourteen local seniors came together to connect with the archival collection and share their life stories. It also provided intergenerational connection between the Kilkivan residents and the eight Griffith University students delivering the program as part of their Griffith University coursework. The impact was evident in the enthusiasm and energy of those attending, and the plans they made for future meets-ups.

Memory Lounge has been formally incorporated into the Griffith University Medical Humanities course.

QSA and Griffith University are now looking for care industry partners to roll out the program at their facilities across Queensland, with the aim of running nine programs per year, involving 35 students, and 125 isolated and older Queenslanders. QSA is exploring other potential partners across Queensland Government's Neighbourhood & Community Centres and Dementia Friendly organisations.

Partnerships

Throughout 2020-2021 Queensland State Archives formed a unique partnership with Brisbane Airport Corporation (BAC), providing engaging experiences for domestic airport visitors: the Airport+Archives Project. Like many industries in 2020-2021, the aviation industry suffered severe disruptions and economic loss. Mindful of this, and to help strengthen the partnership, QSA worked flexibly with the BAC to give the project additional support to ensure high-quality visitor experiences for Queenslanders. QSA and BAC worked together to select installation sites across the Domestic Terminal that would best achieve the goals of the project.

Over 150 historical images have been installed throughout the concourses of the Brisbane Airport. The images showcase Queensland's rich, diverse and colourful history. Working with local developers InVision Media, QSA developed and installed two retro-style arcade games – Pac Ma'am and Copper – inspired by Queensland's archival architecture records and classic 80s video games. Although 2020 saw the number of airport visitors drop due to COVID restrictions, with the prospect of restrictions being lifted in the future, up to 17 million visitors per year will be engaging with Queensland's past, and inspiring them to further explore the state.

During the year QSA also continued to work with the Museum of Brisbane. The Storytellers exhibition uncovers the hidden histories, myths and tales of Brisbane as told by contemporary Brisbane writers. The exhibition creates an immersive and interactive experience, and features Boggo Road prisoner records from QSA's collection, as well as a number of videos created and produced by QSA. Following the opening of The Storytellers on 17 July 2020, until 30 June 2021, the Museum of Brisbane received 93,504 visitors.

Volunteer Program

QSA has a dedicated group of volunteers who work with the Archivists to add descriptions to the archival database. They also assist with minor conservation tasks. Due to COVID-19, QSA temporarily suspended the on-site Volunteer Program throughout 2020-2021 to help ensure the safety of our volunteers. However, this allowed us to explore options to keep people engaged during periods of social isolation. We developed a number of online projects that invited volunteers to transcribe archival records to make them more accessible. These included:

- Queensland Police files on unidentified flying objects
- correspondence from the "astrologers, dreamers and theorists" of Queensland wanting to help solve the 1898 Gatton murder case
- the letterbooks of the Governor of Queensland from 1859
- the register and description book of female prisoners admitted to HM Prison, Fortitude Valley.

The projects also allowed QSA to successfully trial different online transcription platforms. We are now well placed to build on the community's enthusiasm and pursue online community transcription more comprehensively throughout 2021.

QSA worked to ensure the safety of on-site volunteers when they returned later in 2020. Despite the disruption, when the volunteers did return they were still able to complete descriptions for a number of valuable indexes, including:

- Registers of Selections 1885-1981 (Pt 1 release)
- Redeemed Land Orders 1860-1906
- Register of Immigrants, Bowen 1885-1892
- Register of Immigrants, Maryborough 1874-1903.

Throughout the year QSA volunteers created 37,210 index entries.

QSA volunteers play a crucial role in making the collection more accessible. Over the duration of QSA's Volunteer Program volunteers have created 1.68 million online indexed entries over 112 online indexes and Open Data datasets.

Volunteers also dedicate time in the Preservation Unit and in the Collections and Discovery Team. This year they worked on various collaborative projects, such as:

- improving accessibility of the photographic collection
- rehousing fragile records
- listing popular land files
- preserving and making accessible popular immigration records
- adding tags to the online catalogue to improve discoverability.

Brisbane Open House

Brisbane Open House events were cancelled in 2020 due to COVID-19 restrictions. However Brisbane Open House selected Queensland State Archives – one of only three venue partners in Brisbane – to create a feature video on the Runcorn facility. The video was streamed live to an international audience as part of 2020 Open House Worldwide Festival, held online. The high-quality production explores the 'poetry and contradiction' of the unique architecture of the State Archives building, and remains online for all to enjoy.

Preservation

Due to lockdown measures and a reduction in researcher requests, the number of preservation treatments this financial year was relatively lower this financial year. This allowed the Preservation Unit to turn their focus to digitising the audio-visual collection and the fragile glass plate negatives from Queensland Rail's Workshops Rail Museum.

This year the Preservation Unit:

- performed 10,415 treatments on 4,620 items
- digitised 122 obsolete format audio-visual records (motion picture film and one-inch video reels)
- treated and digitised 999 glass plate negatives from the Queensland Rail Heritage Collection.

This year Queensland State Archives supported the Queensland Supreme Court Library in the exhibition 'The many hats of Sir Samuel Griffith', which celebrates the life and legacy of Griffith's professional and personal life. The Preservation Unit prepared and loaned items to Queensland Supreme Court Library, including:

- one of Griffith's Judge's Notebooks
- his Chambers Oath of Allegiance
- letters regarding his admission to the Bar
- letter from Henry Parkes, New South Wales Colonial Secretary's Office regarding a meeting of the Federation Convention.

Digitisation

Digitisation plays a vital role at QSA. Most of our records are in paper format which means only visitors to the Reading Room can access them. The role of the Digitisation and Collection Services Team is to digitise paper-based records as requested by the public or agencies, for use in online engagement, or as part of the National Redress Scheme. Records digitised for significant projects include:

- Colonial Secretary records: In June 2021, QSA finished digitising the Colonial Secretary's Inwards Correspondence from 1859 to 1896 and is uploading these records to our Archival Management System to enable public access through ArchivesSpace. This is a significant achievement which has taken more than 10 years and involved digitising 807 bundles or more than 403,000 individual pages. These records are an important part of Queensland's colonial history.
- Records about our colonial First Wars as part of the First Nations First program.

Our Preservation Team has been managing the gradual digitisation of audio-visual records. QSA has a significant volume of audio-visual records which remain in their original format (e.g. film, betacam, videos, micro and mini cassettes) which is not accessible by the public. The digitisation of audio-visual records requires highly specialist expertise and technology and is undertaken by third parties with this experience and equipment. This year the team has managed the digitisation of 18 motion picture films and 104 one-inch video reels.

Open Data

QSA continued to support the Queensland Government Open Data initiative to make important and non-sensitive data open for anyone to access, use and share. In 2020-2021 QSA added 12 new datasets to the Open Data website, with each dataset linked directly to QSA's online indexes. This initiative makes a further 176,685 records available through the index.

Collections and Discovery

Transfers

QSA's archival collection continued to grow throughout the year with the Collections and Discovery team processing 32 transfers, which were arranged into 16,139 items. In total these transfers added 227.84 linear metres to the collection.

This year's largest transfer came from the Department of Energy and Public Works, comprising 9000 items, including 5000 plans from AUSTA Electrics, a predecessor of the Queensland Power Trading Corporation, trading as Enertrade.

We also received a wide range of transfers from local councils including Toowoomba, Ipswich, Fraser Coast and Hervey Bay, with some records dating back to the mid-19th century.

Section 10 survey

In 2019-20 QSA conducted a survey issued under Section 10 of the *Public Records Act 2002*. The survey was designed to find out what records public authorities hold in their possession over 25 years old. As a result of the responses received, during 2020-21 QSA implemented a prioritised transfers program focusing on records created before 1900, and as part of that process returned 2,082 temporary District Court records to Queensland Courts to free up valuable archival storage space.

National Redress Scheme

The National Redress Scheme was established in response to the Royal Commission into Institutional Responses to Child Sexual Abuse. QSA supports the Scheme by digitising records in support of redress claims. Requested records include school admission and patient registers as well as records from children's homes, mental health facilities and youth justice centres. In 2020-2021 QSA digitised a total of 90,418 pages in support of redress claims.

Government Records Innovation

Vulnerable Persons Guideline

To support the release of the guideline for creating and keeping records for the proactive protection of vulnerable persons, QSA has developed and delivered workshops to assist agencies to better understand how to implement the guideline. The workshops provided a refresher about the background and purpose of the guideline and the need for agencies to adopt a risk-based approach to identifying business transactions and services which have implications for records management. QSA has delivered two in-person workshops and one via online channels. The feedback from our agency customers has been very positive and further workshops are planned with key agencies impacted by the guideline.

Investigations

During 2020-2021 the State Archivist received six complaints about potential breaches of the *Public Records Act 2002* by Queensland public authorities. The State Archivist reviewed each complaint and corresponded with the complainant and the public authority throughout. Three matters have been closed with three still under review.

Corporate information

The Corporate Information area supports QSA by providing high level advice and guidance in recordkeeping best practice, ensuring our own records and information are managed appropriately and in compliance with government policy and guidelines.

This year the focus has been on supporting QSA staff working from home, improving recordkeeping system functionality to streamline processes, consultation and collaboration with business areas on recordkeeping changes after organisational change, development and implementation of internal guidelines and policies, consultation and collaboration to ensure the identification and appropriate management of significant records, monitoring and auditing to maintain information security, privacy, and data quality.

Recordkeeping across government

Successful open government relies on sound recordkeeping practices to support public accountability and transparency. Under the *Public Records Act 2002*, Queensland public authorities are required to manage public records responsibly to ensure that information is complete, reliable, accessible, and usable for as long as they are needed.

As the records management authority for Queensland, QSA has undertaken analysis of reports published by Queensland integrity agencies, noting references to recordkeeping practices within government departments and public authorities within their jurisdiction.

This analysis examined the 30 reports tabled during the 2020-2021 financial year by the following four Queensland integrity agencies:

- Queensland Audit Office
- Queensland Ombudsman
- Office of the Information Commissioner
- Crime and Corruption Commission.

Public authorities

In the reports analysed by QSA, recordkeeping practices were referenced for the following public authorities:

- departments and agencies: 21
- statutory bodies and government-owned corporations: 31
- local governments: 77
- universities: 3.

Recordkeeping issues

Recordkeeping issues were identified in 17 of the reports including:

- ineffective recordkeeping practices (e.g. procedures, policies, workplace culture)
- potential unlawful destruction of records
- decentralised records management systems
- systems and technology limitations (e.g. maintenance; security, capability, automation)
- inadequate recordkeeping training / awareness
- falsified / fabricated records.

The 2020-2021 review period identified the following areas where inadequate recordkeeping practices have had some impact on government performance, transparency and/or accountability:

- promoting/ensuring fair and transparent public sector recruitment processes
- safeguarding published de-identified datasets
- delivering family support and child protection services/protecting vulnerable children
- reducing corruption risks in research activities
- enhancing the effectiveness of departmental disclosure logs
- mitigating risks associated with timesheet and leave fraud
- assessing allegations of corrupt conduct
- managing declarations of interest and conflicts of interest
- supporting decisions made in awarding sports grants
- maintaining inventory to deliver frontline health services
- responding to complaints from people with impaired capacity
- regulating the acquisition, possession, use and disposal of registered firearms
- ensuring accuracy and reliability of the financial statements of public sector entities.

Looking forward

In 2020-2021, QSA will continue to provide access and research services, to engage Queenslanders, and to provide recordkeeping support and guidance to public authorities. Our strategic priorities for the coming year are:

- First Nations First
- Government Recordkeeping Improvement Program
- Digitisation
- Digital Archive Program.

First Nations First Program

In June 2021 QSA appointed its inaugural First Nations Archives Advisor, Rose Barrowcliffe, to help guide the Archives to become a more inclusive record of the people of Queensland.

We will continue to develop our program of work for the next twelve months which includes:

- ongoing support for the Treaty Advancement Committee, in particular recommendations for truth telling and healing
- the identification, digitisation and assessment of almost 5000 records relating to colonial First Wars to create an aggregated subcollection.
- developing a pilot project with an Indigenous community to start to understand their needs and to seek their views on changes we need to make to our Archive, our services and our organisational culture
- developing an exhibition about frontier conflict, as evidenced in government records
- developing a Resource Description Strategy in conjunction with State Library of Queensland to establish common terms across the agencies to make finding records easier.

Government Recordkeeping Improvement Program

Influenced by human-centred design methodology the Government Records Improvement Program (GRIP) will deliver a strategic reset of the way QSA engages with, and provides recordkeeping services for, government clients. GRIP takes a significantly different approach to previous service offerings, moving away from a sole focus on compliance. GRIP instead has been developed to raise awareness of, and confidence in, managing recordkeeping through a simplified language and practice model.

GRIP is comprised of three strategic priorities:

- building capability across government
- strengthening our partnerships
- savings and efficiencies.

To realise these strategic aims there will be a focus on:

- reviewing our website to simplify the language we use to communicate effectively about records management
- simplifying the retention and disposal of public records making it easier for government agencies to dispose of information no longer required to be kept
- business-focused workshops to deliver training focused on the needs of agencies and providing real recordkeeping solutions for the challenges they face.

Digitisation

Over the next few years QSA will be taking steps to prevent our most valuable audio-visual items being lost to future generations.

Currently many of our audio-visual records are at risk of degradation. The consensus among archives internationally, and supported by the United Nations Educational, Scientific and Cultural Organisation (UNESCO), is that due to degradation magnetic media not digitised by 2025 will be lost forever. Further, the machinery used to view these records is becoming technologically obsolete, making access to these records difficult.

QSA is taking action to prioritise the preservation of these records for the long-term with its Audio-Visual Digitisation Project. This project involves identifying and digitising high-priority audio-visual records, managing the external digitisation process as well as the ongoing management and storage of the records. QSA will also consider identifying solutions for the digitisation of audio-visual records for those formats where there are no or very limited external service providers in Australia.

Digital Archiving Program

QSA has received funding to implement Tranche 2 of the Digital Archiving Program. In this tranche, the DAP will build on a Proof of Concept to establish digital preservation and storage capability within QSA. The capability implementation will take approximately 18-24 months and will enable agencies to transfer permanent-value, born-digital records of cultural and historical significance to QSA.

Our people

Corporate breakdown

As at June 2021, Queensland State Archives employed 63.93 full-time equivalent employees (across five areas of the organisation - Office of the State Archivist, Government Records Innovation & Discovery, Access & Engagement, Finance & Technology and Capability & Planning).

Gender

Female = 39.43 FTE | Male = 24.50FTE

- TOTAL = 63.93 FTE

Workforce profile

Equal Employment Opportunity (EEO) targets and results

EEO target group	Current status
People from a non-English speaking background	10.14%
People with disability	4.35%
Women in leadership (SO and SES)	100%

Health safety and wellbeing

Healthy workforce programs for staff

	2020-21 staff numbers
Seasonal influenza vaccinations	33
Health assessments	0 (Health assessments were not conducted this year due to COVID-19)

Classification breakdown

Class Group	Total
AO2	7.8
AO3	7.62
AO4	4.9
AO5	12.29
AO6	14.12
AO7	4.00
AO8	4.6
PO3	2.8
PO4	1.8
SO	2.00
SES	1.00
TO3	1.00
Grand total	**69.93**

Early retirement, redundancy and retrenchment

During 2020-2021, no employees received early retirement, redundancy and/or retrenchment packages.

Working for Queensland Survey 2020

Surveys completed by QSA employees	57
Participation rate	79%
Employees who recommend QSA as a great place to work	91%
Employees who are proud tell others that they work for QSA	91%
Satisfaction with ability to access and use flexible work arrangements	98%
Employees feel QSA has an inclusive culture where diversity is valued and respected	96%
Employees understand what is expected of them to do well in their job	96%
My manager treats employees with dignity and respect	98%
People in my workgroup treat each other with respect	98%
People in my workgroup treat customers with respect	96%
People in my workgroup are honest, open and transparent in their dealings	98%

Our governance

Public Records Review Committee

The Public Records Review Committee was established in March 2003 under the *Public Records Act 2002*. Its purpose is to advise the Minister for Communities, Housing and Digital Economy and the State Archivist on the administration and enforcement of the Act.

In addition to its advisory role, the committee has a number of dispute resolution functions. If requested by a public authority, the committee can review decisions of the State Archivist not to authorise the disposal of particular records. The committee can also be asked to resolve disputes between the State Archivist and a public authority about restricted access periods for records.

Our Public Records Review Committee as at 30 June 2021

Chair: Ms Julie Steel

Executive Director, Supreme, District and Land Courts' Service, Justice Services

Ms Steel was admitted to practice as a solicitor of the Supreme Court of Queensland in 1989. She has extensive experience in legal practice and procedure, courts management, and justice policy and administration. From 1999–2005, she held a variety of positions with the Department of Corrective Services. In November 2005 she started working in the courts and she has been the Executive Director of the Supreme, District and Land Courts' Service since February 2010.

Member: Ms Sandie Angus

Sandie Angus is an experienced strategic leader and non-executive director with significant legal, governance, and risk management expertise. She is admitted as a solicitor and has over thirty years' experience working in law firms and in the government finance and electricity sectors. She sits on the boards of various not-for-profit companies in the health, sports, education and disability sectors.

Member: Ms Monica Bradley

Monica is a non-executive director with technology, innovation and global impact investment expertise. Monica is a director of Enova Renewable Energy, Coex Services, Queensland University of Technology and QBDF Venture Fund managed by QIC. She is a strong advocate for women, diversity, inclusion and First Nations recognition. She has held advisory board roles with Queensland Government's Innovation Advisory Council, Beyond Zero Emissions and the SheEO capital fund for women-led businesses.

The cornerstone of Monica's executive career was her ability to deliver revenue growth, new business formation or transformation in challenging and uncertain environments. She held leadership, sales, operations, and strategy roles in New York, Abu Dhabi, Sydney, Perth, Canberra and Brisbane.

Her expertise, accumulated over decades and across continents, has its foundations in the industrial sectors of global trade, transportation and logistics, followed by a decade in professional services predominantly in government reform and most recently in sustainability, technology, start-ups, education and venture capital.

Member: Mr Ross Buchanan

Ross Buchanan was appointed Global Investment Commissioner at Trade and Investment Queensland in August 2019. He is responsible for attracting productive foreign direct investment to Queensland across a broad range of industry sectors. Prior to taking up that role, he was Executive Director of the Economic Policy team in the Department of the Premier and Cabinet.

Ross has held senior executive roles in the Queensland Government for close to 20 years, working on trade, industry, policy and investment projects. He was the Queensland Trade and Investment Commissioner –

Japan for three years and drove business expansion efforts for Queensland across the UK, Europe and Africa on a subsequent two-year posting in London.

Ross is a lawyer by training and spent 10 years working at major firms in Brisbane and Tokyo. While working for an international legal firm in Tokyo for 3 years, he provided advice on international commercial business transactions. Other roles included working in the infrastructure industry and commercial advisory area.

Ross holds an MBA from Queensland University of Technology and bachelor's degrees in law (hons), commerce and arts from The University of Queensland.

Member: Ms Louise Howard

Louise Howard is a senior information professional with over 20 years' experience in higher education, local and state government and the not-for-profit sector. Louise was Director Research, Specialised and Data Foundations at Griffith University until July 2021. She was part of the senior leadership team providing technology services and digital solutions at Griffith University to staff, students and researchers.

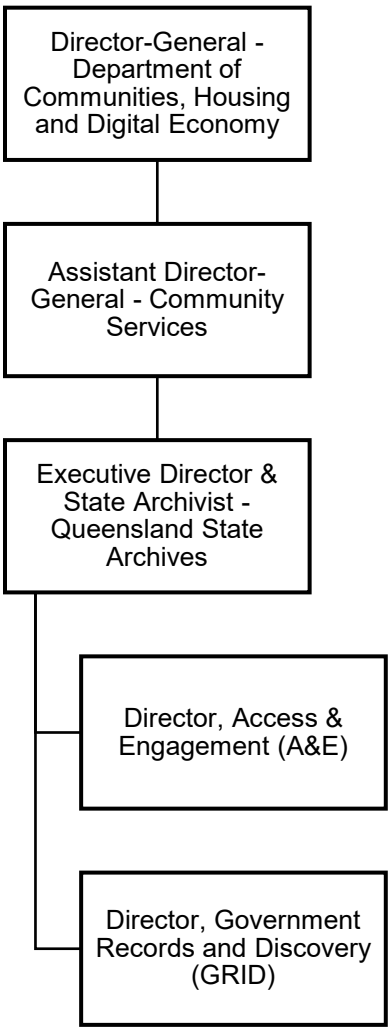
Louise was a member of the ICT executive leadership team and accountable for the delivery of advisory and support services for a diverse range of researchers and Griffith's data, analytics and information management platforms. She is a member of the Queensland Women in Technology ICT Subcommittee and received a Highly Commended Vice Chancellor's Award for Excellence in Leadership.

Member: Ms Kate Slack

Kate brings a wealth of experience in Administrative and Public law to her position on the Public Records Review Committee. Kate's practice as a Barrister at the private Bar in Queensland focuses on this area of the law in both Commonwealth and State jurisdictions. Kate maintains chambers in Brisbane though is often briefed to appear in matters in the Federal Court and Administrative Appeals Tribunal in all Australian States and Territories. Prior to being called to the Bar, Kate was employed as a Senior Solicitor at Sparke Helmore Lawyers. She holds a Bachelor of Laws (Hons) and a Bachelor of Arts in Politics and Government from Griffith University.

Member: Dr David Solomon AM

Dr David Solomon AM has three degrees from Australian National University - BA, LLB (Hons) and D.Litt. He also has an honorary doctorate (D.Univ) from Griffith University. He worked as a political, then legal, journalist, first in Canberra then in Brisbane. In 1992-3 he was chair of the Electoral and Administrative Review Commission (EARC) one of the two Commissions established as a result of the Fitzgerald Inquiry.

After retiring from journalism he chaired an inquiry into Freedom of Information legislation in Queensland (2007-8) which resulted in the Right to Information Act. He later chaired an inquiry into the process of handling complaints against local government councillors. He was Queensland Integrity Commissioner from 2009-2014.

Organisational structure