

ANNUAL REPORT 2022–23



Communication Objective

This Annual Report provides information about Queensland State Archives' non-financial performance for 2022-2023. It has been prepared in accordance with the *Public Records Act 2002*.



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Queensland State Archives (Department of Treaty, Aboriginal and Torres Strait Islander Affairs, Communities and the Art) Annual Report 2022-2023.

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The Honourable Leeanne Enoch MP
Minister for Treaty
Minister for Aboriginal and Torres Strait Islander Partnerships
Minister for Communities and
Minister for the Arts
1 William Street Brisbane, QLD 4000

18 October 2023

Dear Minister

I am pleased to submit for presentation to Parliament the Annual Report 2022–2023 for Queensland State Archives. This document is the 21st Annual Report submitted to Parliament in accordance with the *Public Records Act 2002*.

Yours sincerely

A handwritten signature in black ink, appearing to be 'LH', written over a horizontal line.

Louise Howard
Queensland State Archivist
Queensland State Archives
Department of Treaty, Aboriginal and Torres Strait Islander Partnerships,
Communities and the Arts

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

Acknowledgement

We respectfully acknowledge the Aboriginal and Torres Strait Islander Traditional Owners and Elders of the lands and seas on which we meet, live, learn and work.

As the Archives are a place for learning we also respectfully recognise the continuing role of Aboriginal and Torres Strait Islander peoples as knowledge keepers in relation to their Traditional Country.

We acknowledge those of the past, the ancestors whose strength has nurtured this land and its people, and who have passed on their wisdom. We acknowledge those of the present for their leadership and ongoing effort to protect and promote Aboriginal and Torres Strait Islander peoples and cultures. We acknowledge those of the future, the Elders not yet born, who will inherit the legacy of our efforts.

We recognise it is our collective efforts, and responsibility as individuals, communities, and governments, to ensure equality, recognition, and advancement of Aboriginal and Torres Strait Islander Queenslanders across all aspects of society and everyday life.

Table of contents

Acknowledgement.....	4
Message from the State Archivist.....	6
Who we are.....	8
What we do	8
Our vision	8
Our performance.....	9
Improve services for Queensland	9
Improve services for government	10
Year in review	11
Our achievements.....	11
Our strategic priorities	15
Improving recordkeeping through partnership	15
Our achievements.....	16
Looking forward	17
First Nations First Program.....	18
Our achievements.....	19
Looking forward	20
Digital preservation.....	21
Our achievements.....	21
Looking forward	22
Our people	23
Our achievements.....	24
Looking forward	24
Recordkeeping across government	26
Our governance	27
Public Records Review Committee.....	27
Our Public Records Review Committee as of 30 June 2023	27
Organisational structure	31

Message from the State Archivist

This year Queensland State Archives (QSA) reached several important milestones. Great strides have been made towards a new Public Record Act for Queensland, our award winning First Nations First program has moved us closer to being an archive that welcomes First Nations worldviews, and we are well prepared to begin accepting permanent digital records into the Queensland Government's first Digital Archive.

In 2022, an expert independent panel led by Justice Byrne AO RFD undertook a review of the Public Records Act. Following a consultation process, the panel made 27 recommendations. The Report of review into the Public Records Act 2002 (the Queensland Government Response) was publicly released on 16 February 2023. A copy of the Report is available here:

https://s3.treasury.qld.gov.au/files/Consultation-RIS_review-of-Public-Records-Act-2002_February-2023.pdf. The Queensland Government Response can also be viewed at:

https://www.forgov.qld.gov.au/_data/assets/pdf_file/0021/431616/gov-response-to-final-report-pra-review.pdf.

Queensland Government is now preparing a new Public Records Bill based on the panel's recommendations. A new Act will provide us with the opportunity to co-design a new recordkeeping policy framework and access model. I look forward to new legislation that recognises the importance of public records to First Nations peoples and reflects the importance of a digital approach to the management of public records.

This year significant progress has been made to secure Queensland's digital cultural heritage through the design and implementation of Queensland Government's first Digital Archive. This milestone has been achieved through the hard work and expertise of both current and former QSA colleagues over many years. By next year, we will have successfully 'ingested' the first born-digital records into the Digital Archive and be able to accept digital transfers from public authorities. This will ensure the permanent digital records of government are secured and available for generations to come.

QSA has benefited from the knowledge and generosity of Dr Rose Barrowcliffe, our First Nations Archive Advisor, and Uncle Des Crump, First Nations language expert, who have both been instrumental in helping QSA develop its First Nations First Program. I thank them personally for their advice, guidance and patience which has helped build my own cultural awareness and the cultural capability of the organisation.

QSA holds one of the largest collections of records about Aboriginal and Torres Strait Islander peoples in Australia. While the information in these records can be troubling, distressing, and often confronting, they are also stories of First Nations' resistance and resilience. These records will be

vital to the upcoming truth telling and healing process as the stories about Queensland's past and our relationship with First Nations peoples are told.

A highlight of our ongoing First Nations First program was a panel event *The Australian Wars: Evidence from Queensland*, hosted by Kerry O'Brien. The panel explored evidence of frontier violence found in the archival records and its impact on Aboriginal and Torres Strait Islander peoples. Hearing from panellists' film director Rachel Perkins, artist Judy Watson, Dr Jonathan Richards and our own Dr Rose Barrowcliffe, starkly brought home the importance of the records in our collection for First Nations peoples and for telling the truth about our shared history. Our First Wars project was recognised at the Department's Recognition of Excellence Awards and was a finalist in the partnership category at this year's Reconciliation Awards.

In support of the First Nations First Program, we have established a First Nations Metadata Team. This dedicated team has been working on improving the descriptions and discovery of First Nations records, along with preparing government agencies for the upcoming Truth Telling Inquiry through the development of administrative histories.

In May 2023, QSA joined the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts. This has proved to be an opportunity to further our relationship with Aboriginal and Torres Strait Islander Partnerships portfolio in support of the Path to Treaty agenda.

Next year

In the coming year, I am looking forward to assisting government to better manage information and data with the introduction of a Public Records Bill and to finding new opportunities for collaboration and engagement, especially with First Nations peoples and communities. Our work, and the records held at QSA, will be crucial as Queensland participates in a Truth-telling and Healing Inquiry established under the *Path to Treaty Act 2023*.

As we ready ourselves for the challenges ahead, I value and appreciate the support I have had from the department, especially our Director-General and Deputy Director-General, Communities.

As Executive Chair of the Council of Australasian Archives and Records Authorities, I will continue to work closely with my peers from other archival institutions in Australia and New Zealand to promote and protect our collections and the culture and histories held within them.

Finally, I express my deep respect and thanks to QSA's leadership team and our dedicated and passionate staff. Their professionalism and enthusiasm enable us to achieve the success detailed in this report and they make our workplace something special.

Louise Howard

Queensland State Archivist

Who we are

What we do

Queensland State Archives (QSA) opens a window to nearly 200 years of the state's history, recognising the enduring connection of our First Nations peoples to Queensland's lands and waters for over 60,000 years. Through granting access to a vast collection of archival records and engaging with the community in person and via online channels and events, we facilitate a profound connection between individuals and the rich and diverse past of the state. For government, we are the custodian of public records, we responsibly manage and preserve the information we hold while providing expert recordkeeping advice to government agencies.

Our mission

Working together to proactively manage Queensland's public records for people to discover and use.

Our vision

Connecting Queenslanders with their past to create our shared future.

Our performance

Improve services for Queensland

Improve services for Queensland		
	Target /Est 2022-2023	Actual 2022-2023
Access & Engagement measures		
Cost per record accessed	\$1.00	\$0.93
Collections & Discovery measures		
Total collection size (linear metres)		67,426
Total number of items in the collection		3,613,384
Total number of items created this year		110,300
Total items available to the public (in ArchivesSearch and open)		2,283,387
Percentage of collection open to the public		63.19%
Increase in items available to the public		68,637
Items digitised		43,312
Postproduction activities		990,600
Preservation work (treatment/activities)		13,192

Improve services for government

Improve services for government	Actual 2022-2023
Government Records and Information	
Individual engagements for advice	
Queries	345
Blog views	1,439
YouTube views	2,972
Retention and disposal schedule views	28,353
Recordkeeping Forgov webpage views	62,755
Disposal authorisations	
Disposal authorisation numbers issued	1
Lost records notifications	1
Early disposal applications	2
Regulations under the <i>Public Records Act 2002</i>	
Commissions of Inquiry <ul style="list-style-type: none"> • Forensic DNA Testing in Queensland • Crime and Corruption Commission • Queensland Police Service responses to domestic and family violence 	3

Year in review

During 2022–23 Queensland State Archives (QSA) delivered on strategic projects and a wide range of initiatives that helped to increase access to our vast collection of archival records. We also forged stronger relationships with our partners and made our services more accessible to Queensland communities through in-person and online engagement.

Our achievements

Access Services

Our Access Services team assists researchers, historians, government officials, and the public in accessing and understanding the records held at QSA. They respond to queries, provide guidance on research strategies, and help users locate relevant information.

In 2022–23, our Access Services Team:

- welcomed **over 2,300 visitors** to the Reading Room
- delivered **approximately 17,500 records** to researchers and visitors in the Reading Room
- responded to **over 9,700** telephone and email queries
- delivered workshops, tours, and presentations to six community groups.

Collections and Discovery

Our Collections and Discovery team is responsible for the arrangement and description of new records that are added to the archival collection. They ensure that records are appropriately catalogued and stored for easy retrieval. The team also plays a critical role in receiving transfers into the archival collection and preserving the physical integrity of the archival records by implementing conservation measures to protect fragile or damaged materials, enhancing access, and safeguarding original documents.

In 2022–23, our Collections and Discovery Team:

- performed **13,192** individual conservation treatment actions on **6,010** items
- treated and digitised **367** glass plate negatives.
- provided expert advice and conducted site visits to agencies seeking to remediate or dispose of records damaged through floods, fires, and mould
- provided specialist advice to community groups and individuals on the care of archival documents

- performed challenging and complex treatments on two heavily damaged Bundaberg Cemetery plans from 1873 and 1966
- processed **48** transfers and added **569.7** linear metres of records to the archival collection
- processed transfers of significant interest, including:
 - an 1864 Punishment Log documenting details of prisoners punished on the “Proserpine” Prison Hulk and later at the St Helena Penal Establishment
 - significant records from Aboriginal and Torres Strait Islander Partnerships including correspondence, photos and Cultural Heritage Unit site files
 - images of heritage listed buildings, Aboriginal rock art, and various natural landscapes from Tourism and Events Queensland
- received transfers from regional areas of the state, including Western Downs Regional Council, Ipswich City Council, Toowoomba Regional Council, and Livingstone Shire Council, with some records dating back to the 19th century
- added over **15,000** Queensland Industrial Relations Commission (QIRC) records to the catalogue following the completion of a two-year partnership with QIRC
- reallocated responsibility for **549** series of records in the ArchivesSpace catalogue to new Responsible Agencies following Machinery of Government changes.

Digitisation and Collection Services

Our Digitisation and Collection Services team oversee the digitisation of physical archival materials to improve accessibility. The collection held at QSA is made up of over 3.5 million analogue items, of which less than 2.9% are digitised. Our digitisation program targets records that are popular, significant, fragile or at risk, with the aim of making more records available and accessible online to a wider number of people.

In 2022–23, our Digitisation and Collection Services Team:

- digitised **876,127** pages – nearly twice the previous financial year
- continued our partnership with *Avantix*, to digitise over **2,251** microfilm rolls as part of a project to phase out the use of microfilm and microfilm readers
- engaged social enterprise *Jigsaw* to provide work experience for people with a disability who completed **560** hours of scanning and digitised **240** regional council minute books and registers and **2,217** Queensland Rail drawings – over ten times more than expected
- digitised records containing First Nation languages, as part of the First Nations First program

- replaced core digitisation equipment to ensure the ongoing digitisation and preservation of the state's archival collection.

Engagement Services

Our Engagement Services Team is responsible for developing innovative and inspiring ways to provide broader, enriched access to our collection and services. Through our online and digital engagement, we are providing Queenslanders all over the state with the opportunity to explore and research the archival collection, peruse image and video galleries, read blogs, and engage directly via our social media platforms and forums. These forms of online engagement change our service model to allow access at any time and in any area, with benefits for rural and remote areas of the state.

In 2022–23, our Engagement Services Team:

- facilitated access to the QSA collection of archival images over **17.71 million** times, surpassing our Service Delivery Statement access measure by over 1.25 million
- shared **1,292** social media posts, reaching over **4.1 million** people across our main social media channels – Facebook, LinkedIn, Twitter, and Instagram
- maintained partnerships with:
 - Griffith University delivering two QSA Talks in partnership with the Harry Gentle Resource Centre
 - Kyabra Community Association, coming together to deliver events for NAIDOC Week 2022 and National Sorry Day 2023
- promoted social inclusion for older people and people living with dementia through the delivery of **21** facilitated Memory Lounge sessions to **173** participants
- continued to develop and refine the Community Memory Lounge Pilot and held the first pilot session in Cairns
- provided a range of images to Silver Memories, a streaming service supplied to over **200** nursing homes in Queensland and the Northern Territory that provide nostalgia musical therapy for people in aged care and those living with dementia
- facilitated and delivered three QSA Talks for the community.

Volunteer Program

QSA's 14 dedicated volunteers work across the organisation and play a crucial role in making the collection more accessible by creating indexes, improving the description of records, and supporting their conservation and preservation. They add names and other useful information to

record metadata, which is then imported into the ArchivesSpace catalogue, making records easier to search.

In 2022–23, our volunteers:

- contributed to multiple indexing projects and open data sets making over **2,315,630** entries available on the Queensland Government Open Data Portal
- listed and added details to the Nanango, St George, Roma, Taroom and Townsville Dead Farm files and completed the Dead Farm files project, with over **78,000** files now fully name listed
- continued listing *Series 1215 Real Property Dealings* and *Series 36 Coronial Inquests (1904 and 1905)* and adding names into the catalogue.

Our strategic priorities

Our strategic plan maps out our future direction and the steps we intend to take over the next five years to deliver outcomes for Queenslanders. The plan also guides us on how we will work together with our customers and key stakeholders.

The objectives identified in our *Strategic Plan 2022–26* are to:

- Partner with our information community to realise effective services through recordkeeping.
- Be an archive that supports Aboriginal and Torres Strait Islander self-determination and embraces First Nations' worldviews, knowledge and culture.
- Secure important digital records created by government for current and future generations to use.
- Support our people so they feel valued and empowered and we have a culture of collaboration, trust and respect.

Improving recordkeeping through partnership

Queensland State Archives (QSA) continues to implement its Government Recordkeeping Improvement Program (GRIP), supporting public authorities with their recordkeeping requirements and helping to improve understanding and confidence in managing recordkeeping across the Queensland Government.

Reviewing the Public Records Act

The *Public Records Act 2002* (the Act) is the principal piece of legislation that governs records management for public authorities in Queensland.

In 2022 the Queensland Government announced a review of the Act and invited Queenslanders and public authorities to consider how the Act should function. The review was undertaken by an independent panel which considered the risks and weaknesses in the current public records management framework and compared it with similar frameworks across Australia and New Zealand. The panel also considered the lived experience of QSA over the past 20 years and feedback from stakeholders who are regulated by the Act.

The review made 27 recommendations for both regulatory and non-regulatory actions. These recommendations seek to improve the functionality of the legislative framework and help maintain proper information management and recordkeeping practices.

Key recommendations support recognition of the importance of records relating to First Nations peoples, respond to digital advancements that have occurred since the Act commenced, and strengthen understanding of the importance of public records.

Operational opportunities include a whole-of-government strategic approach for the management of data, information and records and the development of a plan to reduce costs through the acceleration of the disposal of legacy temporary records. These recommendations build on work already being delivered by QSA.

In February 2023 the Queensland Government released the independent panel's report on the review, along with the Queensland Government response to the 27 recommendations, and a Consultation Regulatory Impact Statement. The government response to the recommendations from the report supported, or supported in principle, all 27 recommendations.

A Decision Regulatory Impact Statement was subsequently developed and provided an analysis of the consultation outcomes and proposed refined reform options to address the review recommendations and stakeholder feedback.

Complaints

The State Archivist received two complaints about potential breaches of the *Public Records Act* in 2022-23. The State Archivist reviewed each complaint and those matters have been closed. There were no open complaints as of 30 June 2023.

Our achievements

In 2022–23, we:

- partnered with divisions of the former Department of Communities, Housing and Digital Economy to test and refine a service offering that supports public authorities reduce offsite storage holdings as part of Project Declutter
- commenced updates to the General Retention and Disposal Schedule relating to identity documents and consulted with public authorities on the proposed amendments
- simplified online recordkeeping advice relating to the 'Retention, disposal and destruction of records' reducing 10 webpages to 3 and 13,597 words to 1,929
- consolidated 304 documents into 171 unique resources and tools.

Looking forward

In 2023–24, we will continue to support this objective by:

- continuing work on our response to the recommendations from the independent panel
- developing case studies and data to inform implementation of *Project Declutter* across the Queensland Government
- developing a revised policy framework that reflects the contemporary digital ecosystem agencies are working within
- authorising the retention and disposal of public records.

First Nations First Program

QSA's First Nations First Program aims to uphold the commitments we made in our Statement of Intent:

We commit to embracing First Nations worldviews and methods of creating, sharing, and preserving valued knowledge. We commit to building relationships with Aboriginal and Torres Strait Islander peoples, recognising that the needs, priorities, and holders of knowledge vary from group to group. We commit to listen, learn, and persevere in this reciprocal respectful engagement in order to become a more comprehensive and inclusive record of the people of Queensland.

The First Nations First Program aims to:

- embrace Aboriginal and Torres Strait Islander perspectives
- raise awareness of Queensland's shared history
- support agencies and community members prepare for the upcoming Truth-Telling and Healing Inquiry, and later treaty negotiations
- make QSA a more welcoming place
- raise the cultural capability of QSA staff.

First Nations Metadata Team

In 2023 Parliament passed the Path to Treaty Bill, which establishes a First Nations Institute to support Aboriginal and Torres Strait Islander people to participate in treaty negotiations and establishes a Truth-telling and Healing Inquiry (the Inquiry) to explore the impacts of colonisation on Queensland's First Peoples.

In preparation for the Inquiry, QSA established a First Nations Metadata Team to help agencies and community members discover and access historical records that document laws, policies, and practices that have, and continue to have, impacts on Aboriginal and Torres Strait Islander peoples.

The team is also working collaboratively to increase knowledge within agencies of their First Nations related records held at QSA and is improving past and current archival description practices to better support Aboriginal and Torres Strait Islander peoples to find and use archival records.

Our achievements

In 2022–23, we:

- identified and digitised over **4,000 records** relating to frontier violence, focusing on the role of the Native Police, and violence between Indigenous and non-Indigenous Queenslanders in the 19th and 20th centuries
- held a panel event '*The Australian Wars: Evidence from Queensland*', which was also made available on SBS On Demand, complementing *The Australian Wars* documentary series produced by SBS and Blackfella Films
- opened an exhibition – *skeletons* – featuring works by internationally acclaimed Waanyi artist Judy Watson
- created a dedicated Frontier Wars webpage, which includes resources generated by the First Wars project, and guidance on researching frontier violence in the QSA collection
- received a Highly Commended in the Premier's Awards for Excellence and a Recognition of Excellence award from the former Department of Communities, Housing and Digital Economy for the First Wars Project
- identified more than 80 indigenous languages in the state's archival records, as part of the First Nations Languages Program
- provided digitised and transcribed archival records to Cherbourg State School, in support of the school's Language and Culture Program
- delivered two language research workshops to help Aboriginal peoples and Torres Strait Islander peoples research, share, and preserve their linguistic heritage
- began working with Blaklash Creative to improve our public spaces to make them more welcoming and culturally safe
- continued to identify and name list important First Nations related records in preparation for digitisation
- met with several government departments to provide initial guidance on undertaking administrative history research, in preparation for the Inquiry, and deepening their understanding of their archival record holdings
- partnered with the Communities and Personal Histories (CPH) team and Link-up Queensland to collectively identify and address barriers to access and discoverability of First Nations records

- enhanced the discoverability of over 25,000 records by improving the metadata of archival item listings in the catalogue
- digitised 16,757 records relating to First Nations people, totalling 176,840 pages.

Looking forward

In 2023–24, we will continue to support this objective by:

- building our capacity to support agencies and community members to engage with the Truth-Telling and Healing Inquiry
- continuing to strengthen relationships with CPH and Link-Up to reduce barriers for Aboriginal and Torres Strait Islander peoples
- implementing culturally informed and meaningful discoverability enhancements to the ArchivesSearch catalogue
- continuing to research the collection and offering workshops to help community members and language workers research and revitalise their own languages as part of the First Nations Languages Program
- completing the First Wars project, resulting in a body of research that explores a violent period in Queensland history, that will be vital for truth-telling and healing
- delivering the first stage of the Outdoor Design Project, led by Blaklash Creative, making QSA's outdoor spaces more welcoming and culturally safe.

Digital preservation

Digital Archive

In June 2021, the Queensland Government committed \$17.3M over five years to the Digital Archive program to preserve the important digital records of Queensland. The QSA project team has been working in partnership with departmental and external commercial stakeholders to design, build, and test a digital archiving solution that will secure and preserve Queensland's significant digital records for the future.

Digitisation Project

In June 2022 QSA secured funding for a four-year project to complete the digitisation of:

- significant records
- audio-visual (AV) records that are at risk of degradation, or at risk of becoming inaccessible due to technological obsolescence of machinery used to view these records
- paper records, in particular records related to First Nations peoples.

As part of the project funding, QSA acquired two new state-of-the-art scanners that allow for the digitisation of large registers and fragile documents in a variety of sizes. The new equipment has enabled QSA to fast track the digitisation of some of the oldest and heaviest records in the collection dating back to the 1800s.

In this first year of the project an audit has been completed to identify at-risk AV material held within the collection, including media currently still within a restricted access period and therefore not available yet to the community, and media containing sensitive content. QSA aims to gain greater intellectual control of these records through improved metadata.

QSA has developed a plan to ensure all at-risk AV material currently within the QSA collection is digitised over the next three years.

Our achievements

In 2022-2023, we:

- worked with our supplier, Gaia, to design, build, and test a Digital Archive
- identified and prepared over 4,500 born-digital items for import into the Digital Archive
- designed and reviewed internal business processes related to the Digital Archive
- prepared and delivered digital preservation knowledge transfer and training to QSA staff
- digitised 2,309 at-risk AV items generating 12.5 Terabytes of data

- collaborated with digital preservation and archival stakeholders in Australia and around the world to share learnings and improve understanding of digital preservation issues
- performed 11 treatments on damaged records in preparation for digitisation.

Looking forward

In 2023–24, we will continue to support this objective by:

- building QSA's capability to transfer and import born-digital records from agencies into the Digital Archive
- engaging with agencies to identify and prepare digital records for transfer into the Digital Archive
- preparing at-risk AV material for digitisation by third party providers as part of the AV Digitisation Project
- appraising and preparing digitised at-risk AV records for import into the Digital Archive.

Our people

QSA aspires to be a workplace of choice, attracting and retaining high performing staff and establishing a positive and engaged workforce. QSA's staff have a diverse range of specialist skills, comprising archival research, preservation, collection management, recordkeeping, policy, communication, community engagement and facility management. Our people show an unwavering dedication to the preservation, sharing, and celebration of Queensland's heritage.

Corporate breakdown

As of 30 June 2023, QSA employed 79.93 full-time equivalent employees.

Gender

Female = 60.13 FTE | Male = 18.80 FTE.

Total: 79.93 FTE.

Workforce profile

Equal Employment Opportunity (EEO) targets and results

EEO target group	Status
People from a non-English speaking background	10.71%
People with disability	9.52%
Women in leadership (SO and SES)	100%

Classification breakdown

Active Classification Level	Total FTE
AO2	7.8
AO3	11.07
AO4	5
AO5	15.96
AO6	18
AO7	6.6
AO8	5.9
PO3	3.8
PO4	1.8

Active Classification Level	Total FTE
SO	3
SES3	1
Grand Total	79.93

Our achievements

In 2022–23, we:

- developed and delivered a training plan to support our key strategic priorities with an emphasis on our First Nations program of work, focusing to create a culturally safe environment that is inclusive of Aboriginal peoples and Torres Strait Islander peoples
- delivered a range of training programs to strengthen our commitment to workplace health and safety, including Vicarious Trauma training for both managers and staff to ensure they have the knowledge, skills, and tools to better recognise and respond to situations when exposed to difficult, emotional, sensitive, or traumatic material and information
- completed Performance Development Agreements with 90% of staff
- developed and implemented cultural activities and initiatives to increase cultural awareness and collaboration
- commenced a review of our organisational design to ensure our structure, processes, and people are equipped to meet our strategic deliverables
- achieved higher than average results in the annual *Working for Queensland Survey*, which measures Queensland Public Sector employee perceptions of their work, manager, team, and organisation, including:
 - *I am proud to tell others I work for my organisation: 89%*
 - *I would recommend my organisation as a great place to work: 91%*
 - *My job gives me the opportunity to utilise my skills and knowledge: 84%*
 - *My organisation values my wellbeing: 89%.*

Looking forward

In 2023–24, we will continue to support this objective by:

- completing the review of our organisational design and use the findings to ensure our people, processes and technology support delivery of our strategic priorities

- continuing to develop and implement cultural activities and initiatives to increase cultural awareness and collaboration
- continue to deliver a range of training programs to support our staff's health and wellbeing and our key strategic priorities.

Recordkeeping across government

Successful open government relies on sound recordkeeping practices to support public accountability and transparency. Under the *Public Records Act 2002* (the Act), 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.

Status of recordkeeping across government

As the records management authority for Queensland, Queensland State Archives (QSA) has undertaken analysis of reports published by Queensland integrity agencies, noting references to recordkeeping practices within public authorities.

In 2022-23, QSA analysed 24 reports tabled by the following Queensland integrity agencies:

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

Public authorities

133 public authorities were identified as having recordkeeping issues in the reports including:

- 21 departments and agencies
- 28 statutory bodies and government-owned corporations
- 77 local governments
- 7 universities.

Recordkeeping

Recordkeeping issues of varying degrees were identified in 12 (or 50%) of the 24 reviewed reports. Ineffective recordkeeping practices (e.g., procedures, policies, workplace culture) and systems and technology limitations (e.g., decentralised records managements systems) continue to be the most common recordkeeping issues identified.

Our governance

Public Records Review Committee

The Public Records Review Committee (the Committee) was established in March 2003 under the *Public Records Act 2002 (the Act)*. Its purpose is to advise the Minister responsible for the Act and the State Archivist on the administration and enforcement of the Act. In addition to its advisory role, the Committee has several 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 of 30 June 2023

Chairperson: Ms Kate Slack

Kate Slack brings a wealth of experience in Administrative and Public law to her position on the 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 Ms Julie Steel

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

Julie 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 Bradley 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 Leighton Craig

Leighton Craig has more than 20 years' experience in the public sector.

Leighton has worked in a diverse range of policy and project areas within government, including law and justice policy, disaster relief, community engagement on significant infrastructure and Aboriginal and Torres Strait Islander cultural heritage.

Member: Ms Louisa Lynch

Louisa Lynch is the Director, Governance and Capability within the Department of State Development, Infrastructure, Local Government and Planning.

From 2010 until June 2022, Louisa was at the Office of the Information Commissioner and for the last few years has been Right to Information Commissioner.

Louisa has over 15 years' experience working as a lawyer in various government agencies, including with the Department of Transport and Main Roads, and the Department of State Development, Infrastructure, Local Government and Planning. Her work has focused on statutory interpretation, litigation management, contract drafting and negotiation, Crime and Corruption Commission liaison, recruitment, selection and supervision of junior staff.

She has substantial experience in information access rights, and also holds knowledge of public sector recordkeeping obligations and their centrality to the success of formal and informal information access schemes.

Member: Ms Jayde Geia

Jayde Geia is a proud Aboriginal and Torres Strait Islander woman, and her family are Bwngcolman, Gunggandji and Mualgal. She is a generational Griffith University Law graduate, with her mother also graduating from Griffith with a law degree. Ms Geia is a practicing lawyer with experience working in both government and private enterprise.

Jayde currently works for Ernst & Young in the Advisory, Risk Transformation Practice and is a senior member in the Indigenous Sector Practice.

Jayde has previously worked as Legal Counsel for the Queensland Investment Corporation, a lawyer for Allens Linklaters, a Judge's associate in the District Court, and was an Indigenous Cadet with the Commonwealth Department of Infrastructure, Transport and Regional Development.

Member: Professor Bronwyn Fredericks

Bronwyn Fredericks is a Professor and the Pro Vice-Chancellor (Indigenous Engagement) at the University of Queensland. In 2016, Bronwyn was appointed as the Presiding Commissioner with the Queensland Productivity Commission to lead the Inquiry into service delivery in Queensland's remote and discrete Indigenous communities. She additionally worked on the Inquiry into manufacturing, the Inquiry into Imprisonment and Recidivism in Queensland (2019), and the Queensland Recycling Review (2019).

Bronwyn has worked for both state and federal levels of government and has a long history of direct hands-on involvement in Aboriginal and Torres Strait Islander community-based organisations spanning over 30 years.

Bronwyn is noted for her community-based research and translating research outcomes along with her strong practice-based commitment to social justice and improving Indigenous health, education, and life outcomes.

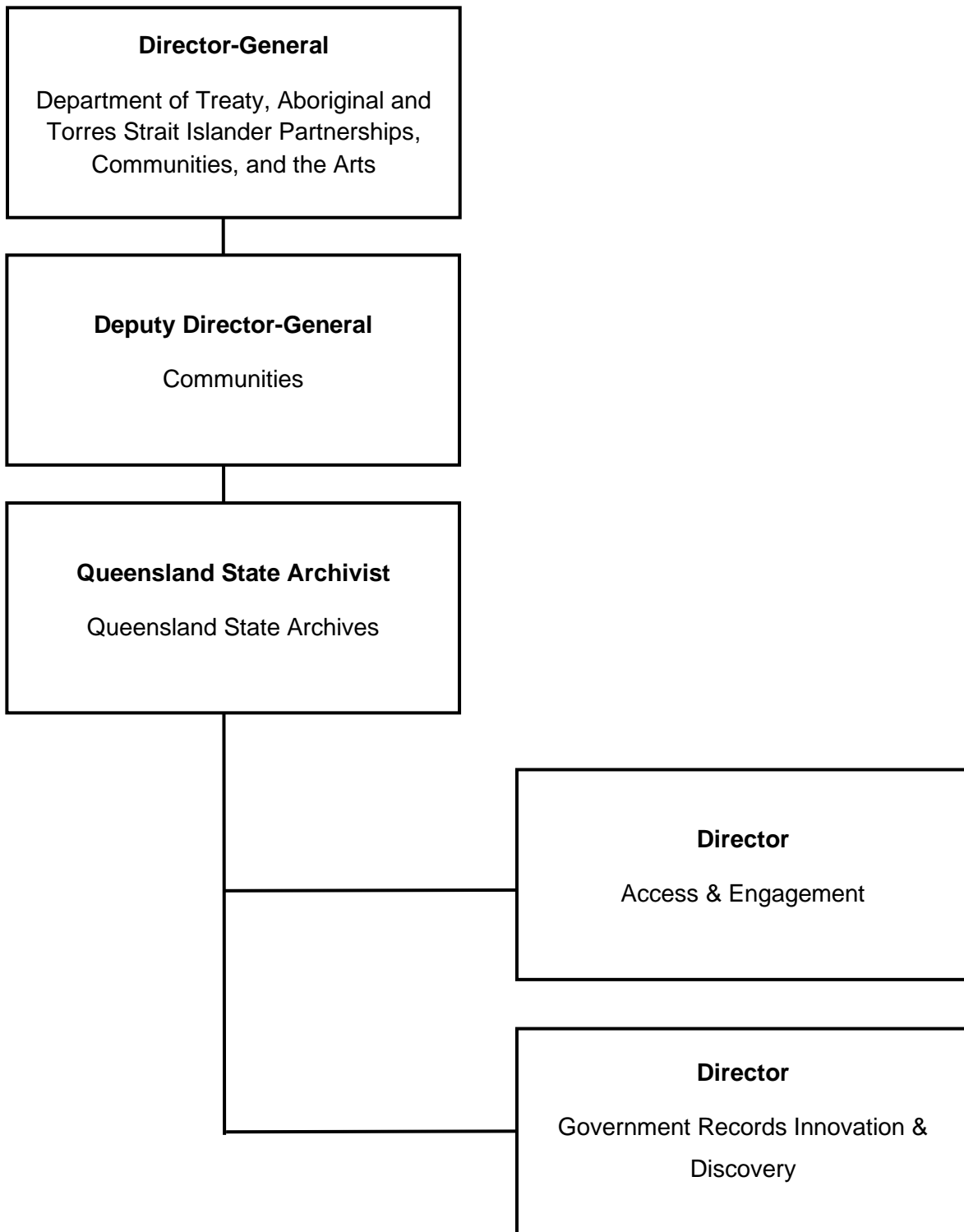
Member: Ms Maureen Sullivan

Maureen Sullivan has extensive experience across library sectors, incorporating significant expertise in the provision of transformational leadership, strategic and operational management, library and information systems, and innovative information service delivery. Her experience covers public libraries in NSW, the TAFE sector, and University libraries as well as Queensland State Archives.

As a knowledge and information leader in Library and Archives fields she brings traditional library strengths and expertise in privacy, copyright, applied research, information management, intellectual asset management, digital literacy, and critical thinking and analytical discernment.

Maureen has a history of successfully linking these knowledge skills to deliver business goals and strategic outcomes. These are a unique set of competencies needed to navigate the digital shift in our increasingly global and connected world.

Organisational structure



ANNUAL REPORT 2022–23

Queensland State Archives

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