

Activity Report 2005-06

This Activity Report 2005-06 comprises a detailed record of the activities undertaken by staff and volunteers during the 2005-06 financial year. It is designed to provide more detail on activities mentioned in our Annual Report 2005-06.

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Staff list

Permanent staff providing personnel services to State Records as at 30 June 2006.

Executive

David Roberts - Director

Alan Ventress - Associate Director, City

John Burke - Associate Director,
Western Sydney

Kristine Apps - Executive Assistant

Susan Charlton - Creative Producer,
Exhibition & Marketing Projects

Selena Williams - A/Coordinator,
Volunteer Program

Tony Leviston - A/Executive Officer

Government Recordkeeping

Amanda Barber - Manager,
Government Recordkeeping

Cassandra Findlay - Senior Project Officer

Catherine Robinson - Senior Project Officer

Peri Stewart - A/Senior Project Officer

Janet Knight - Project Officer

Kate Cumming - Project Officer

Grace Hui - Administrative Assistant

Archives Control and Management

Richard Gore - Manager, Archives Control

Fiona Sullivan - A/Senior Project Officer,
Distributed Management

Wendy Gallagher - Senior Archivist

Lynette Milton - Senior Archivist

Angela Kavuzlu - Archivist

Cathie Lester - Archivist

Kathleen Verdich - Archivist

Shane Hooper - Archivist

Annette Lennon-Finch - Control Support Officer

Emily O'Reilly - A/Senior Conservator

Christine Shergold - Manager Special Projects

Rhonda Campbell - A/Project Officer,
Copying & Digitisation

Megan Roseblade - Archivist

Andrew Delves - Clerical Officer

Sheryl Coles - A/Clerical Officer

Carol Marsh - A/Clerical Officer

Janamba Hay - Cadet

Public Access

Christine Yeats - Manager, Public Access

Lindsay Allen - Senior Archivist

Gail Davis - Senior Archivist

Emily Hanna - Senior Archivist

Warwick Hunter - Policy Officer

Fabian Loschiavo - Archivist

Janette Pelosi - Archivist

Kirsten Thorpe - Archivist, Aboriginal Liaison

Robyn Gurney - Archivist

Rachel Hollis - Archivist

John Cann - Archivist

Dianne Morgan - Clerical Officer

Kelly Campbell - Clerical Officer

Tracy Randall - Clerical Officer

Heather Lighezzolo - Reference Support Officer

Norm Ricaud - Reprographics Officer

Sue Newman - Project Officer,
Aboriginal Liaison

Karen Brown - Research Officer,
Aboriginal Liaison

Corporate Resources and Facilities

Kerriane Dimitrievski - HR Manager

Peter Watchirs - Finance Manager

Michael Lee - Facilities Manager

Corporate Information and Communications

Michael Allen - Chief Information Officer

Ninh Phan - Senior Technology Officer

John Neville - Systems Support Officer

Coral Searle - Records Administrator

Christine Wahren - A/Records Administrator

Tuula Lepisto - Clerical Officer

Anthea Brown – A/Project Officer,
Web Development

Government Records Repository

Jenni Stapleton - Manager, GRR
Sally Irvine-Smith - Manager, Systems Control
Ben Alexander - Operations Manager
Kate Musgrave - Senior Archivist
Kristy Tiberi - Senior Archivist
Suzanne Coleman – A/OHS Officer
Kathryn Davies – A/Office Coordinator
Julie Windred - Clients Account Coordinator
Mary Cleanthous - Receptionist
Robert Wright - Caretaker
Laurean Taylor – Consultancy Support Officer
David Phipps - Supervisor, Transport
Phillip Sampson – Assistant Supervisor,
Transport
Donald Ingram – Assistant Supervisor,
Transport
Thomas Pittman – A/Senior Driver
Bryan Bournes - Driver/General Assistant
Geoff Hannaford - Driver/General Assistant
Jack Williamson - Driver/General Assistant
Zana Krywinski - Driver/General Assistant
Graeme Ford - Driver/General Assistant
David Morrison - Driver/General Assistant
Danny Armacki - Driver/General Assistant
John Kay - Driver/General Assistant
John Atherton - Driver/General Assistant
Theo Kleyn - Driver/General Assistant
Richard Davies - Driver/General Assistant
Jaime Jimenez - Driver/General Assistant
Desmond Bury - Supervisor, Dock & Stack
Richard Xuereb – Assistant Supervisor,
Dock & Stack
Robert Valajcovski - Attendant
Allan Nelan - Attendant

Dawn Bury – A/Supervisor,
File Retrieval Service

Debra Howard - Assistant Supervisor,
File Retrieval
Stephen Hauer - Assistant Supervisor,
File Retrieval
Karen Roche - Assistant Supervisor,
File Retrieval
Ingrid Norberry - Assistant Supervisor,
File Retrieval
Julie Anderson – A/Assistant Supervisor,
File Retrieval
Sandra Savage – A/Assistant Supervisor,
File Retrieval
Marianne Thomas - Clerical Officer
Joanne Albert - Clerical Officer
Jennifer Groom - Clerical Officer
Kenneth Nash - Clerical Officer
Michael Fallon – A/Clerical Officer
Jada Martinsen - Clerical Officer
Christine Dyer - Clerical Officer
Michael Holland - Clerical Officer
Aine Hamilton - Clerical Officer
Susan Lucey - Clerical Officer
Nicole Johnson - Clerical Officer
Gesuina Haaring - Clerical Officer
Elizabeth Woodham - Clerical Officer
Peter Dent - Clerical Officer
Karen Jackson – Customer Service Officer
Joanna Humphrey - Customer Service Officer
Lisa Willows - Customer Service Officer
Gisela Hall – Customer Service Officer
Julie Gray – Customer Service Officer
Kathleen Ansett – Customer Service Officer
Craig Hammon – Customer Service Officer

Public programs

Special events

6 July 2005

Launch of *Index to Aboriginal Colonial Court Cases*, compiled by V Gollan (NAIDOC Week)

17 August 2005

Launch of *Politics, Patronage and Public Works: The administration of New South Wales, Volume 1: 1842-1900*

20 February 2006

Presentation Ceremony for inscription of convict records on UNESCO Australia Memory of the World Register

Seminars organised by State Records (wholly or in collaboration)

23 July 2005

'State Archives on the border', organised by Goulburn & Murray Association of Local & Family History Groups, in association with Public Record Office Victoria and State Records NSW, Mulwala. Speaker: C. Yeats

13 August 2005

Legal Lucky Dip: Real Property Packets, organised with RAHS, Western Sydney Records Centre. Speaker: W. Gallagher

22 September 2005

'Celebrating 150 years of NSW Railways', organised with Sydney Branch of Australian Society for the Study of Labour History. Speaker: C. Yeats on photographic resources. (History Week)

24 September 2005

Braidwood and beyond: Some aspects of Lebanese immigrant participation in south eastern NSW, 1880s to 1930s, Australian Lebanese Historical Society. Speaker: C. Yeats on source material in State archives (History Week)

April 2006

State Records/National Archives Australia Presentation Talk L. Allen (Tweed Heads 4 April 2006; Lismore 5 April 2006; Casino 5 April 2006; Grafton 6 April 2006; Coffs Harbour 7 April 2006)

4 May 2006

Our links with France, organised with the Royal Australian Historical Society (RAHS) Speaker: S. Upton on French Migration and Settlement

23/4 May 2006

'Serving the people through responsible government: representation, accountability and public service' to mark Sesquicentenary of Responsible Government, Parliament House, Macquarie Street, Sydney. Speakers: Rodney Cavalier (Chair, Committee for the Sesquicentenary of Responsible Government), Hilary Golder (author of *Politics, Patronage and Public Works*), Peter Tyler (author of *Humble and Obedient Servants*), Rachel Grahame (co-compiler of the Register of Women Parliamentary Candidates for the NSW Legislative Assembly) and Christine Shergold (author *Guide to NSW State Archives relating to Responsible Government*)

25 May 2006

Legal Lucky Dip: Real Property Packets, organised with RAHS, Western Sydney Records Centre. Speaker: W. Gallagher

Exhibitions and displays

August 2005—May 2006

Romance and Industry images from the New South Wales Railways

19-23 September 2005

Legal landmarks for women, display of legal firsts for women and the law, with Supreme Court of NSW (History Week)

Activities program

Allen, L. 'Every Picture Tells a Story'
(WSRC, 7 December 2005)

Allen, L. 'Every Picture Tells a Story'
(SRC, 15 December 2005)

Allen, L. 'NSW Railways in Focus'
SRC, 19 January 2006)

Allen, L. 'Rogues Gallery' (SRC, 20 April 2006)

Allen L. 'Hello Sailor' (SRC, 7 June 2006)

Allen L. 'Hello Sailor' (WSRC, 22 June 2006)

Davis, G. 'Occupations and Professions'
(SRC, 10 October 2005)

Davis, G. 'Occupations and Professions'
(WSRC, 19 October 2005)

Davis, G. 'Advanced Convict Research'
(SRC, 9 May 2006)

Davis, G. 'Advanced Convict Research'
(WSRC, 18 May 2006)

Davis, G. & Gallagher, W. Behind the scenes,
History Week (WSRC, 21 September 2005)

Gallagher, W. 'How to navigate Archives
Investigator' (WSRC, 16 February 2006)

Gallagher, W. 'How to navigate Archives
Investigator' (SRC, 23 February 2006)

Hadlow, E. 'Conservation of records'
(WSRC, 6 April 2006)

Lo Schiavo, F. 'What's held at the Sydney
Records Centre?', History Week
(SRC, 20 September)

Pelosi, J. 'Murder Most Foul' to State Records
volunteers (WSRC, 30 June 2006)

Yeats, C. '150 Years of Railways'
(SRC, 22 September 2005)

Yeats C. 'Female Felons'
(SRC, 10 November 2005)

Yeats, C. 'Women Through Records', Women's
History Month (SRC, 15 March 2006)

Yeats, C. 'What's held at the Sydney Records
Centre?', (SRC, 5 April 2006)

Schools program *Getting to the Point*
*Run in partnership with the Observatory Hill
Environmental Education Centre.*

Cleveland St High School
(SRC, L. Allen, 20 February 2006)

Blakehurst High School
(SRC, L. Allen, 8 May 2006)

On-site talks and tours

University of Western Sydney history students
(C. Yeats, WSRC, 2 August 2005)

University of Western Sydney history students
(L. Allen, WSRC, 3 August 2005)

Kurrajong & Comleroy Historical Society
members (S. Upton, WSRC, 9 August 2005)

University of Sydney Heritage Studies students
(F. Lo Schiavo, SRC, 30 August 2005)

University of NSW students
(F. Lo Schiavo, SRC, 7 September 2005)

WEA students
(F. Lo Schiavo, SRC, 7 September 2005)

University of Technology, Sydney students,
'Introduction to Aboriginal records'
(S. Newman, 12 September 2005)

Department of Aboriginal Affairs and Aboriginal
Trust Fund Repayment Scheme (K. Brown & S.
Newman, Redfern, 30 September 2005)

University of Newcastle Aboriginal History
students (S. Newman & K. Thorpe, SRC,
31 October 2005)

Liverpool Genealogy Society members
(WSRC, 18 November 2005)

Ku-ring-gai Historical Society members
(G. Davis, WSRC, 29 November 2005)

Nepean Probus Club members
(G. Davis, WSRC, 17 February 2006)

Records management training participants
(G. Davis, WSRC, 8 March 2006)

Eora Aboriginal Unit students
(S. Newman, SRC, 23 March 2006)

University of Sydney Masters of Heritage
Conservation students
(G. Davis, WSRC, 27 March 2006)

University of Western Sydney students, 'Soldier
Settlement' (S Williams, WSRC, 29 March 2006)
Ku-ring-gai Historical Society and Family History
Group members, 'What's held at the Sydney
Records Centre?' (C. Yeats, SRC, 3 April 2006)

Royal Australian Historical Society visitors,
'What's held at the Sydney Records Centre?',
(C. Yeats, SRC, 7 April 2006)

St Ursula's Kingsgrove History Extension
students, 'Newtown Local History'
(C. Yeats, SRC, 24 April 2006)

University of Sydney history students, 'History
of Sydney' (G. Davis, WSRC, 26 April 2006)

University of Sydney history students, 'History
of Sydney' (G. Davis, WSRC, 2 May 2006)

University of Western Sydney TRIM users
(G. Davis & J. Pelosi, WSRC, 24 May 2006)

Off-site presentations and talks

Allen, L. 'State Records' pictorial and photo-
graphic resources', Country Public Libraries
Association Conference,
(Gosford, 19-22 July 2005)

Allen, L. title, Wyong Family History Society
(Charmhaven, 27 August 2005)

Allen, L. 'Resources in the NSW State archives'
and Archives Resources Kit training, Bega Valley

Shire Library, History Week
(Bega, 19 September 2005)

Brown, K. Panel discussion on the Aboriginal
Trust Fund Repayment Scheme, NSW
Department of Community Services Annual
Aboriginal staff conference
Penrith, 2 December 2005)

Davis, G. 'Pioneers of the area', Illawarra Family
History Group / Wollongong Family History
Society, 21st Birthday Celebrations
(Wollongong, 20 August 2005)

Davis, G. 'Primary Application Packets', Blue
Mountains Family History Society
(Springwood, 9 June 2006)

Davis, G. 'Primary Applications and Photo
Investigator', Central Coast Family History
Seminar (Gosford, 17 June 2006)

Lo Schiavo, F. 'Tracing your Aboriginal Family
History at State Records', Tracing your
Aboriginal Ancestry seminar, Parramatta
Heritage Centre (Parramatta, 9 July 2005)

Lo Schiavo, F. 'Indigenous resources', City of
Sydney History Week Seminar
(Waterloo Library, 24 September 2005)

Lo Schiavo, F. & Newman, S. 'Aboriginal Place
Names', Tranby College students
(Glebe, 6 December 2005)

Newman, S. and Thorpe, K. 'Indigenous
records', Information Awareness Month
(location, 9 May 2006)

Newman, S. 'State Records' resources', at
opening of the Family History Unit, Moree
(27 March 2006)

Ventress, A. 'Treasures from the State
archives', Abbotsleigh School students
(Abbotsleigh, 4 August 2005)

Ventress, A. 'The Registry of Flashmen', Central
Coast Family History Society
(Gosford, 17 June 2006)

Williams, S. 'Soldier Settlement', Goulburn Wine
and Roses Festival (Goulburn, 14 March 2006)

Yeats, C. 'Colonial Secretary's Records', Botany Bay Family History Group (Sutherland, 3 August 2005)

Yeats, C. 'Records relating to the Wombeyan Caves', Sydney Speleological Society (Burwood, 12 September 2005)

Yeats, C. Updates from State Records, Annual State Conference of the NSW and ACT Association of Family History Societies, Inc., History Week (Cowra, 17 September 2005)

Yeats, C. 'The First Railway Section, Australian Imperial Expeditionary Forces (AIF): their life and times', National Railway Heritage Conference (Tamworth, 28-30 September 2005)

Yeats, C. 'Making the most of the website/ Introduction to website', Society of Australian Genealogists (Sydney, 15 October 2005)

Yeats, C. Archives Resources Kit training, Tamworth Library staff (Tamworth, 26 October 2006)

Yeats, C. 'Delivering ancestors in the digital age – The State Records NSW approach', Society of Australian Genealogists *Lost in the Internet* weekend seminar (State Library NSW, 5 November 2005)

Yeats, C. 'Children raised outside the family', Annual Conference of the Royal Australian Historical Society (Bathurst, 6 November 2005)

Yeats, C. 'Women through the records', Womens Pioneer Society of Australasia (RAC Sydney, 16 November 2005)

Yeats, C. 'Preparing for your visit to Kingswood', Society of Australian Genealogists (Sydney, 4 February 2006)

Yeats, C. 'Treasuring the past: Kogarah', Kogarah Historical Society (Kogarah, 9 February 2006)

Yeats, C. Training on the Archives Resources Kit and related State archives, Central Murray Regional Public Library (Deniliquin, 20 June 2006)

Yeats, C. Archives Resources Kit refresher, Upper Murray Regional Library Albury, 22 July 2005)

Yeats, C. 'Local Government Records', Royal Australian Historical Society Seminar (Hornsby, 8 March 2006)

Society of Australian Genealogists Showcase Stall giving advice and information (SAG) L. Allen, J. Pelosi, R. Hollis, D. Morgan, G. Hui) 19-20 May 2006

NSW Public sector programs

Off-site presentations

Findlay, C. 'Recordkeeping for Councillors', Armidale Dumaresq and New England Councils at invitation of LGov Learning Solutions (August 2005)

Findlay, C. 'Recordkeeping for staff', Armidale Dumaresq and New England Councils (August 2005)

Findlay, C. 'Recordkeeping for Councillors', Armidale Dumaresq and New England Councils at invitation of LGov Learning Solutions (November 2005)

Findlay, C. 'What have records got to do with me?', Premier's Department (Sydney, January 2006)

Findlay, C. 'Digital recordkeeping', Records Management Association of Australasia (RMAA) Local Government Chapter (Bankstown, March 2006)

Robinson, C. 'Recordkeeping and you', Sydney Institute of TAFE (July 2005)

Robinson, C. 'Recordkeeping and you', Northern Sydney Institute of TAFE (September 2005)

Records managers forums

October 2005

Transferring records as State archives (WSRC)

November 2005

Implementing records management software (Charles Sturt University Regional Archives, Wagga Wagga)

March 2006

Implementing recordkeeping systems and GSAS review (SRC)

June 2006

Managing records through administrative change (SRC)

Published guidance

Recordkeeping in Brief 43: Managing records of websites and web based transactions

Recordkeeping in Brief 44: Using shared records management services

Recordkeeping in Brief 45: Sample records management policy, procedures, leaflets and templates for local government Councillors

Participation in records, archives and information management community

Staff presentations

Allen, L. 'Introducing the State archives', UTS Information students (SRC, 28 April 2006)

Davis, G. 'Introducing the State archives', Mt Druitt TAFE library technician students (WSRC, 27 September 2005)

Davis, G. 'Introducing the State archives', Charles Sturt University Library science students (WSRC, 19 April 2006)

Findlay, C. 'Implementation of AS ISO 15489 Records management in the NSW Government', Conference of the Pacific Regional Branch of the International Council on Archives (PARBICA) (Fiji, September 2005)

Findlay, C. 'Recordkeeping Competency standards', RMAA Convention (Perth, September 2005)

Findlay, C. 'Managing digital records', ASA School Archives SIG (November 2005)

Hunter, W. 'Implementing public access provisions of State Records Act', Archives New Zealand Recordkeeping Forum (Wellington, 20 July 2005)

Hunter, W. 'Introducing State Records', Mt Druitt TAFE students (WSRC, 23 March 2006)

Irvine-Smith, S. 'The Government Market as an Industry Vertical', and chair of panel discussion on the impact of government regulation on the records storage industry, Prism International conference (Singapore, 17 February 2006)

Lo Schiavo, F. 'Using the State archives', Charles Sturt University Librarianship students (SRC, 23 August 2005)

Pelosi, J. 'Introducing State Records', Mt Druitt TAFE Diploma of Library and Information Studies students (WSRC, 2 November 2005)

Thorpe, K. 'Identity and Access to Government records: Empowering the community'

training for Indigenous archivists, Annual Conference of the Australian Society of Archivists (Wellington, NZ, 8 October 2005)

Thorpe, K. Panel session on privacy implications of ATFRS, ASA Privacy and Access Day (University of Sydney, 16 November 2005)

Yeats, C. 'Public programs: All this reaching out but are we connecting with anyone?', Australian Society of Archivists Reference, Access and Public Programs Special Interest Group Reference and Access Day, ASA Conference, (Wellington, NZ, 5 October 2005)

Delegations hosted

National Archivist, National Archives and Records Service South Africa – and 4 delegates (WSRC, 12 August 2005)

National Archives of Korea and National Institute of Korean History – 4 delegates (SRC, 1-3 November 2005)

People's Republic of China archivists (SRC, 18 November 2005)

National Archives of Indonesia (WSRC, 12 December 2005) Delegates: Mr M. Imam Mulyantono (Head, Division of Information Technology) and Mrs Diah Tjaturini (Head, Division of Facilities & Material Management Services)

Andrew Kennon, Principal Clerk of Select Committees, House of Commons (UK) (20 January 2006)

Publications

Corporate publications

Vital Signs Issue #8 (August 2005)

Now & Then issues 15 (August 2005),
16 (October 2005), 17 (December 2005),
18 (February 2006), 19 (April 2006),
20 (June 2006)

*Politics, Patronage and Public Works:
The administration of New South Wales
Volume 1 1842-1900*, UNSW Press

Staff publications

Hadlow, E. article about Stage 6 for the AICCM
Newsletter, June 2006

Ventress, A. 'The Registry of Flashmen and the
Royal Bastard as Policeman: William
Augustus Miles and the Sydney Police 1841-
1848', *Biblionews and Australian Notes and
Queries: A journal for book collectors*, vol. 31,
no. 3, September 2005

Yeats, C. 'Lost to time: Records relating to
orphaned, destitute and abandoned children in
the NSW State archives', *Endeavour*,
Botany Bay Family History Society.

Yeats, C. Editor, *History*, Royal Australian
Historical Society, June 2006 ; 'Local
Government Records', *History*, Royal
Australian Historical Society, June 2006; 'Book
review: Mary Proctor- Convict, Pioneer and
Settler by Jeff Atkinson', *Journal of the Royal
Australian Historical Society*, June 2006

Awards

Awards

NSW Government Heritage Volunteer Award.
State Records Volunteer Program received
recognition for its contribution to preserving
archival records that depict the heritage of
NSW, its people and social environment.

Staff professional activities

Staff professional commitments

Findlay, C. Secretary, Australian Society of Archivists Mander Jones Awards Committee; Convenor, Australian Society of Archivists Electronic Records Special Interest Group; Member of the Appraisal Working Group, International Council on Archives Section on Professional Standards and Best Practice

Roberts, D. Member, ASA Awards Committee

Robinson, C. President, Australian Society of Archivists

Ventress, A. Vice President, Royal Australian Historical Society; Chairperson, Henry Parkes Foundation; Board Member, Dictionary of Sydney; Board Member, Geographical Names Board of NSW; Working Party Member, Australian Dictionary of Biography; Member, Australian Military History Scholarships Judging Panel; Committee Member, University of Western Sydney Arts External Advisory Committee; Committee Member, Macquarie 2010 Committee

Yeats, C. Executive Committee Member, History Council of NSW; Sydney Joint Committee Member, Australian Women's Archives Project; Newsletter Editor, Australian Society of Archivists Reference, Access and Public Programs Special Interest Group (RAPPSIG); Convenor, CAARA Reference and Public Access Working Group

Volunteer list

Volunteers during the year.

Vicki Aarons
Alan Aldrich
Laurel Anthony
Denis Barrett
Peter Bonney
Charmain Boyakovsky
Dianne Brooks
Sybil Burden
Debra Carmichael
Jean Clarke
Mary Cooper
John Cusack
Robyn Davies
Susan Deane
Jan Dowd
Amanda Ebbels
Betty Fieldus
Gail Foran
Laurene Freeland
Jeanette French
Lynette Fuller
Margot Gover
Lynette Hitchell
Samuel Hodgkinson
Chesne Jones
John Jones
Yvonne Jones
Wendy Kelly
Susanne Kitchener
Ann Knowles
Hazel Labka
Gunter Leszinsky
Felila Luisi
Beverley Malone
Arthur Mason

Ian Middleton
Susan Middleton
Patricia Moon
Frederick Morrison
Ailsa Mulry
Suzanne Newbury
Cynthia Nolasco
Colleen O'Sullivan
Jan Parry
Susan Phelan
Sharon Philpott
Wendy Quickenden
Lois Sabine
Lynne Selden
Sandra Snow
Wayne Stephens
William Studdon
Lynette Tod
Vicki Wilson
Faye Young

State Records would like to thank all volunteers for their valuable assistance in making the State archives more accessible.