

Australian Museum

Annual Report 2004-2005 Detailed Report



Detailed Annual Report

Australian Museum Annual Report 2004–2005

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Letter to Minister

The Hon. Bob Debus MP

Attorney General, Minister for the Environment, Minister for the Arts

Sir,

In accordance with the provisions of the Annual Reports (Statutory Bodies) Act 1984 and the Public Finance and Audit Act 1983 we have pleasure in submitting this report of the activities of the Australian Museum Trust for the financial year ended 30 June 2005, for presentation to Parliament.

On behalf of the Australian Museum Trust,



Brian Sherman AM
President of the Trust



Mr Frank Howarth
Secretary of the Trust

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Year in Review

Public Programs

- over 336,000 visitors were attracted to the Museum (up 13% on the five-year average)
- over 50,000 were school students (up 50% on 2003-2004)
- over 7,050 students from 108 schools attended Science in the City to consider careers in science, engineering and technology
- major exhibitions presented were:
 - *Life Beyond the Tomb*
 - *Uncovered: Treasures of the Australian Museum*
 - *John Gould Inc*
 - *Waterhole*
 - *A Dog's Life*
 - *Who Dunit and*
 - *British Gas Wildlife Photography of the Year 2004*
- Museum in a Box reached over 50,000 school students across NSW
- the website received over 12 million virtual visitors (up 47% on 2003-2004)

Knowledge Creation and Communication

- more than 100 new species were described – about one new species every 3 days
- the *Records of the Australian Museum* published 30 refereed scientific papers
- 151 scientific papers were published in other refereed journals
- the Records of the Australian Museum were added to two international research indexes, making the Museum one of only three worldwide to be so recognised
- the Museum received around \$1.2M in grants for research

Collection Management

- good progress continued on the implementation of EMU, the new collection database system, and the migration of data from older databases
- the Entomology (insect) collection was successfully relocated from off-site storage to refurbished accommodation on the Museum's main site

Corporate Activities

- the Corporate Strategic Plan 2005-2008 was completed and incorporates the Museum's first Results and Services Plan
- during the first year of our four year, \$41M Renewal Project:
 - a site master plan was completed to guide development over the next 50 years
 - preparation of an exhibition master plan was commenced
 - procurement of key consultants commenced – these include Project Architect and Project Manager
- a record \$220,000 in prize money was presented to 22 winners at the 15th annual Australian Museum Eureka Prizes (details at www.austmus.gov.au/eureka/)
- The Australian Museum Society hosted nearly 100 events which were attended by about 5,000 people

Other management activities included:

- a restructure of the Museum's divisions to better meet fit the requirements of the Museum's new strategic direction
- management of the Museum's budget resulting in a surplus of \$6,779 million
- completion of four internal management audits with the assistance of the Internal Audit Bureau:
 - Corruption Risk Assessment
 - Review of Corruption Prevention Policy
 - Review of Commercial Accounts and
 - Review of Budgets and Financial Management
- provision of management support to the Australian Museum Trust and its sub-committees
- communication with staff via General Staff Meetings
- communication and negotiation with the Public Service Association via the Joint Consultative Committee

Future Directions

In 2005-2006, the Museum will continue to advance the Renewal Project. This will principally involve planning and design for the new research and collections wing and the refurbishment of several public galleries.

The Museum plans to complete the placement and recruitment of staff to implement the new organisation structure.

Major milestones for the year ahead are:

- by December 2005, present an exhibitions strategy to the Trust
- by December 2005, develop a set of research policies and an implementation plan to Trust
- by January 2006, lodge a development application for the new research and collection building
- by April 2006, complete design development for the research and collections building
- by December 2005, present a new collection acquisition, maintenance and de-accession policy to Trust
- by September 2005, develop a national case for the expansion of OZCAM (Online Zoological Collections of Australian Museums) to meet national and international needs
- by December 2005, develop an integrated web and remote user strategy
- by June 2006, implement the integrated web and remote user strategy
- by June 2006, establish and sustain acquisitions and programs fund of at least \$100,000
- by December 2005, establish links with relevant University departments to provide quality graduate and post graduate supervision and training.

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Australian Museum Trust

Standing left to right – Brian Schwartz (Deputy Trust President), Ronnie Harding, Stephan Schnierer, Sam Mostyn. Sitting left to right – Julie Walton, Brian Sherman (Trust President), Frank Howarth (Director and Secretary of Trust), Cindy Pan. Missing David Handley

Our Trustees

Profiles of the Museum's Trustees follow. Information concerning the governance of the Museum, Trust activities, Trust sub-committees and related management matters are set out in *Appendix A – Corporate Governance*.

Mr Brian Sherman AM (President) B Comm, CTA, SIA(Aff)

Brian Sherman is Chairman of Sonic Communications Pty Limited and Pulse International Pty Limited. He is a Director of Channel Ten and a Director of The Sherman Galleries. He is also a Director of a number of investment companies listed on the American and Canadian stock exchanges and is Chairman of Aberdeen Leaders Limited listed on the Australian stock exchange. Brian is the former Chairman and Joint Managing Director of the EquitiLink Group, was previously a Director of the Sydney Organising Committee for the Olympic Games (SOCOG) and Chairman of SOCOG's Finance Committee. He is also involved in numerous charitable projects. He is Director of Voiceless, the fund for animals. Mr Sherman was appointed to the Trust as President in January 2001.

Mr Brian Schwartz AM (Deputy President)

Brian Schwartz is Chief Executive of Investec Bank (Australia) Limited, a Director of Insurance Australia Group Limited (IAG). He is Deputy Chairman of the Board of Football Federation Australia. He is also a Fellow of the Institute of Chartered Accountants and Member of the Institute of Company Directors. Mr Schwartz was appointed to the Trust in March 2001.

Mr David Handley BA, LLB (University of Sydney), LLM (Kings College, University of London)

David Handley is an Arts & Sports Producer. He is the founding director of Sculpture by the Sea; a director of

Sculpture by the Sea Incorporated; and managing director of Bathtub Productions Pty Limited an arts and sports production company. Mr Handley was appointed to the Trust in January 2002.

Dr Ronnie Harding BA (Sydney), BSc (Hons)(UNSW), PhD (Zoology)(UNSW)

Ronnie Harding has had a lengthy career as an academic in the field of environmental studies. She retired in late 2004 from her role as Director of the Institute of Environmental Studies at the University of New South Wales. Dr Harding is currently an Assistant Commissioner of the NSW Natural Resources Commission, Chair of the NSW Council on Environmental Education, a member of the Board of the World Wildlife Fund Australia, a member of the NSW National Parks and Wildlife Advisory Council and Chair of the Orica Botany Environmental Survey (Community Liaison Committee). Dr Harding is a Visiting Associate Professor in the Institute of Environmental Studies at UNSW and an Honorary Associate Professor in the School of Geography and Environmental Sciences in the Faculty of Arts at Monash University. Dr Harding was appointed to the Trust in January 2003.

Ms Sam Mostyn BA, LLB

Sam Mostyn has an extensive background in law, corporate affairs, human resources and politics. She is Group Executive, Culture and Reputation for the Insurance Australia Group (IAG), where she is primarily responsible for the embodiment of sustainable management practices within the business. Ms Mostyn also serves on the Academic Advisory Board of the Australian Institute of Management (AIM) and is on the Board of the Sydney Festival and the Centenary Institute. Previously, she was the Director of Corporate Development and Acting Human Resources Director at Cable & Wireless Optus. Prior to joining Cable & Wireless Optus, she was a senior adviser (communications) to the Prime Minister, The Hon. P J Keating. Ms Mostyn was appointed to the Trust in January 2003.

Dr Cindy Pan MBBS, FRACGP

Cindy Pan is a doctor who works in the media. She is the author of the best-selling *Pandora's Box - lifting the lid on life's little nasties* (HarperCollins), a funny but information-packed book on health, relationships, drugs and sex. She writes regular columns on health and relationships in *Body and Soul* (*The Sunday Telegraph*, *Sunday Herald Sun* and *Sunday Times*) and *Good Medicine* magazines. She also writes regular columns for *The Women's Weekly* magazines in Singapore and Malaysia. She is best known for her appearances on television's *The Panel*, *Beauty and the Beast*, *Sunrise*, *The Super Debates*, *Sex/Life*, *Big Brother Uncut*, *Test Australia: National IQ Test 2002*, *The Einstein Factor* and the travel documentary *The Ties that Bind*. She has been Official Ambassador for Chinese New Year for the City of Sydney since 2000 and AusAID Ambassador 2003 and 2004. Dr Pan was appointed to the Trust in January 2002.

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Associate Professor Stephan Schnierer **MSc in Zoology (UQ)**

Associate Professor Stephan Schnierer is Head of the Centre for Indigenous Fisheries in the School of Environmental Sciences and Management at Southern Cross University, Lismore. Stephan teaches in the areas of biology, ecology, and Indigenous peoples and natural resources. His research interests include Traditional Fishing Knowledge and Indigenous Rights. Stephan is currently a member of a number of advisory committee's at the international, national and state level where he is an advocate on a wide range of Indigenous and environmental issues. He has worked with Indigenous communities in the area of the environment and resource management and is currently the Chairperson of the NSW Indigenous Fisheries Working Group. Associate Professor Schnierer was appointed to the Trust in January 1998.

Mr Michael Seyffer **B Town Planning (UNSW), AMP153 (Harvard)**

Michael Seyffer is Managing Director of Victory Consulting Pty. Limited, a company that provides advice on a range of urban development issues. Mr. Seyffer has worked as a Town Planner with a number of Local Councils before moving into the development industry as a senior executive with Westfield where he was the Director responsible for Development for 10 years before moving into the International Role overseeing the Company's businesses in New Zealand, Britain and South East Asia. He currently advises QIC on its Shopping Centre assets across Australia. Mr Seyffer has a number of rural interests and is very interested in Rural and Regional affairs. Mr Seyffer was appointed to the Trust in May 2004.

Ms Julie Walton OAM **BA, LLB (Sydney), MT&CP (Sydney)**

Julie Walton is a qualified lawyer and urban planner, and a non-practising Solicitor of the Supreme Court of NSW. Ms Walton began her career as a policy officer with the NSW Local Government and Shires Associations before moving into government as a Ministerial adviser and a consultant to government in a range of areas, including legislation review, planning policy, public policy and regulatory systems. From September 1991 to September 1999, Ms Walton was a Sydney City Councillor. From September 1997 to March 2000 she served as Chairman of the Fair Trading Advisory Council and of the Property Services Advisory Council. Ms Walton is currently Harbour Projects Manager at the Sydney Harbour Foreshores Authority and was a Director of the State Transit Authority until January 2004. Ms Walton was appointed to the Trust in January 2000.

Our Executive

Profiles of the Museum's executive officers follow. Information concerning liability, legislative change and risk management are set out in Appendix A – Corporate Governance. The Organisation Chart appears on page 7.

Mr Frank Howarth **BA, MScSoc**

Director

Frank Howarth trained as a geologist, completing a Geology Degree at Macquarie University, and followed that with a Master of Science and Society from the University of NSW, focusing on science and biotechnology policy. Frank joined the State Government in 1981 and has held positions with the Department of Industrial Development and Decentralisation, NSW Science and Technology Council, the Public Service Board, and the Roads and Traffic Authority. In 1996 he became Director and Chief Executive of the Royal Botanic Gardens and Domain Trust. In September 2003 Frank spent six months as Executive Director Policy and Science at the NSW Department of Environment and Conservation, before taking up his current role in February 2004 as Director of the Australian Museum.

Janet Carding **MA (Cantab), MSc (London)**

Assistant Director, Public Programs and Operations

Janet Carding is a graduate of Cambridge & London Universities majoring in History and Philosophy of Science and History of Science and Medicine respectively. Janet worked at the Science Museum from 1987 to 2004 and was initially engaged in collection management and then exhibition development both as project team member and team leader. For five years, Janet fulfilled several roles in the development of the Wellcome Wing, culminating in leading many of the exhibition development teams. Janet was subsequently responsible for a major review of the National Museum of Science and Industry (NMSI) which resulted in a new strategic direction and organisational changes. For the three years prior to joining the Australian Museum, Janet held the post of Head of Planning and Development and led the strategic planning, major projects and forward programme for NMSI's three museums. Janet took up her position in August 2004.

Dr Les Christidis **BSc (Hons) (Melbourne), PhD (ANU)** **Assistant Director, Science and Collections**

Les Christidis has established an internationally recognized research career aimed at investigating the origins and evolution of the Australian bird fauna using genetic-based techniques. This included postings at the CSIRO and as a Queen Elizabeth II Fellow at the Australian National University before joining Museum Victoria as Curator of Birds. Subsequently Dr Christidis became Head Curator and later Head of Sciences. During this time Dr Christidis was responsible for leading teams that developed four of the opening exhibitions for the Melbourne Museum including those on dinosaurs and the Children's Gallery. Dr Christidis also led the team developing shows for the new digital planetarium at Scienceworks. Les took up his position in June 2004.

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Jan Barnett

Dip Spec Ed, Grad Dip Env Educ Head, Exhibitions and Creative Services

Jan Barnett was appointed to the new position of Head, Exhibitions and Creative Services in June 2005 and is responsible for exhibitions, publishing and website development at the Australian Museum. From 2001-2005, Jan was Head, Public Programs, which encompassed exhibitions, education and House services. Prior to that, Jan was Head, Community Relations Division 1993–2000, which encompassed marketing, public relations, special events and functions, publishing and merchandising. Jan is a member of the Council of the Australian Museum Society, a previous member of the executive of the Australian Museum Shops Association and a member of the Italian Institute of Culture.

Ken Pope

Head, Corporate and Knowledge Services

Ken Pope has a background in senior administration with both the State and Federal Governments. Prior to joining the Museum, Ken spent six months with the Olympic Coordination Authority delivering sponsor-related showcasing, media, retailing and general services at Sydney Olympic Park during the Olympics and Paralympics. Between 1997 and 2000, Ken held the position of Director, Corporate Services with the Ageing and Disability Department where he was responsible for a number of corporate reforms including implementation of the Department's Data Rationalisation project, implementing a new finance system and Departmental structural change. From 1986 to 1992, Ken was the Administration Manager with the Civil Aviation Authority. Ken took up his position in October 2001.

Head, Visitor Programs & Services

Vacant

Head, Commercial Services

Vacant

Roger Muller

B.Com (Hon) (Melbourne) Executive Officer, Director's Office

Roger Muller is Minute Secretary to the Trust. Prior to joining the Museum in 1996, Roger was a Diplomatic Officer in the Department of Foreign Affairs and Trade. Roger's diplomatic career of more than 20 years included postings to the United Kingdom, the United Nations in New York, Nigeria, the Netherlands and Nauru.

The Australian Museum Society



The Australian Museum Society (TAMS) was established in 1972 to support and promote the work of the Australian Museum.

TAMS has about 6,500 members who enjoy a range of benefits including free entry to the Museum every day of the year, the opportunity to come to Society events, subscription to the Museum's award-winning Nature Australia magazine and Muse magazine, special offers and more.

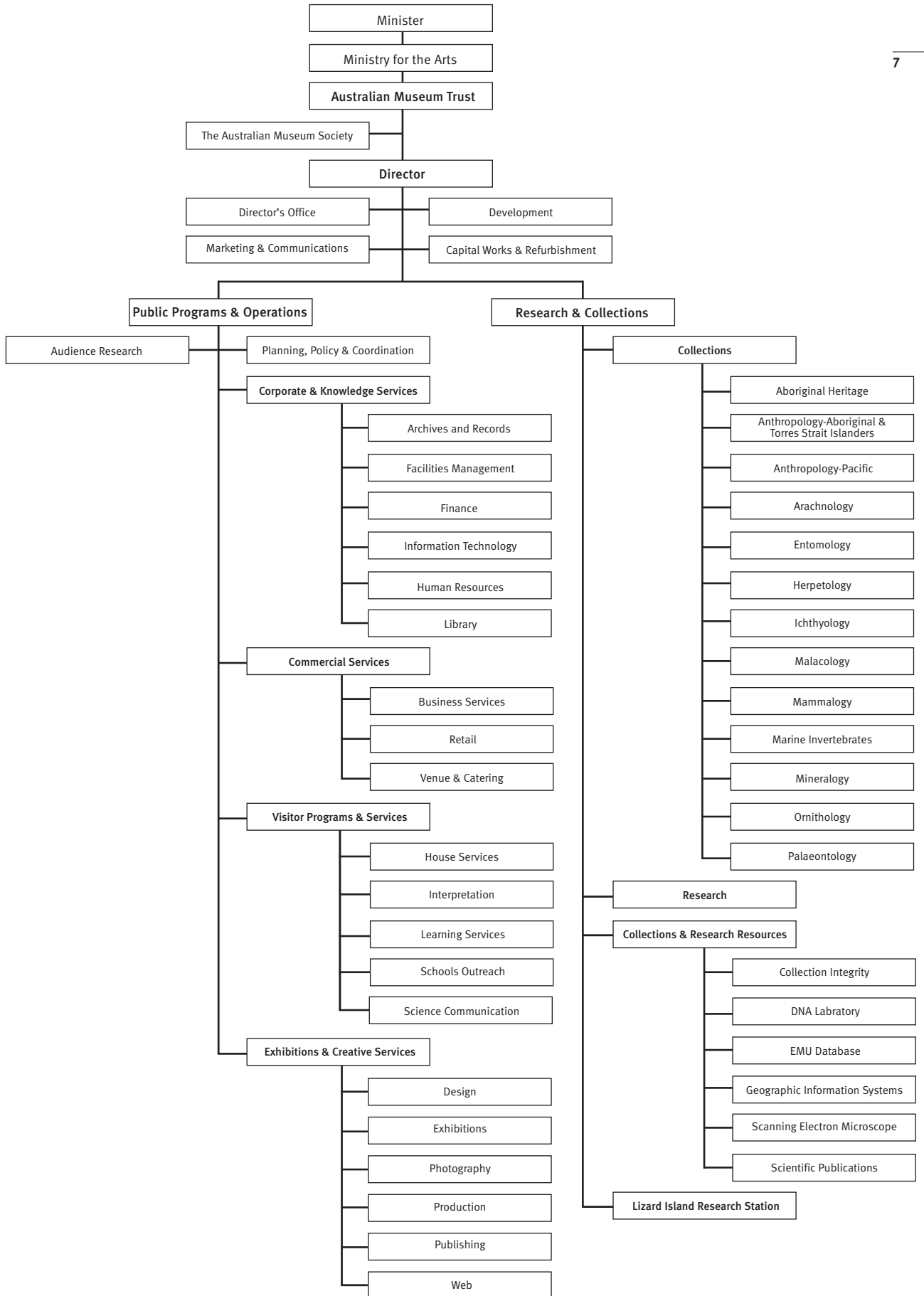
TAMS developed and ran a number of events throughout the year. Highlights included:

- Over 2500 people attended our various night lectures which covered subjects such as: homo species, the National Science Week address, the peopling of the world, bloodthirsty beasts, poisons and poisoners, astronomy, orang-utans, various elements of Egyptology, forensic science and more
- Over 250 people participated in the urban and bush walk program of the Society to explore sites such as Greenwich, Vaucluse, North Sydney, Mill Creek, Jannali Reserve, Long Island, Strathfield, Mt Keira, Chowder Bay, Newington and more
- Almost 100 members were part of our exclusive behind the scenes program, exploring areas usually unseen by the public including the Museum's Mineral Collection, the Spirit House and the Mammals Collection
- Hundreds of children attended our kids events and we hosted special day trips to ANSTO, Tebbutt's Observatory, Goat Island, and the Middle Head Forts plus opportunities for members to participate in the Museum's Frog Field Tours and Bird Watching trips;
- The Society also hosted an Egypt-themed Christmas Party, an exclusive overseas trip to Sri Lanka, a seminar on hieroglyphics, illustration workshops, movie screenings and more.

TAMS provided \$7000 to the Australian Museum during this financial year as a continuation of its grants program. This funding was provided to publish Stan Florek's *The Torres Strait Islands Collection of the Australian Museum*.

This recent funding forms part of over \$600,000 the Society has provided to the Museum since it began in 1972.

Detailed Annual Report Organisation Chart



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Public Programs

The Public Programs Division is responsible for the planning and delivery of a wide range of services which are delivered to the community onsite at College Street, to regional museums, to students in regional NSW, via the Museum's website and in response to enquiries. Public Programs aims to enhance the visitor experience while facilitating customer-centred research, learning and knowledge.

The review and realignment of the Museum's structure preserved the existing Units in the Division but reorganized them into two branches, Exhibitions & Creative Services and Visitor Program & Services. The Museum's Organisation Chart appears on page 7.

2004–2005 saw a total of 336,334 visitors attend the Museum's public programs onsite at College Street while a further 2,807 attended related events of The Australian Museum Society. Of the Museum's total, 50,943 (15%) were students and teaching staff, of which 7,054 attended Science in the City. The Museum provided complimentary admission to 46,159. A further 17,123 people enjoyed the Museum as a venue while attending private functions.

The total attendance above was up 19% on the previous year and up 13% compared to the five-year average attendance. Student visits were up 48% on the previous year. The figures reflect the extensive programs offered during the year including the very successful exhibition *Life Beyond the Tomb*. The year's program is set out in detail under Public Programs.

Offsite the Museum reached a total audience of over 276,000 across NSW and interstate. Of this figure over 55,000 students around NSW used Museum in a Box while a further 15,600 saw Museum exhibitions visiting regional museums in NSW.

The Museum's website logged 12,213,714 user sessions (up 47%). *Nature Australia*, the premier nature periodical in Australia, reached 11,000 through sales and subscriptions.

On-site Programs

The Museum offered onsite visitors a wide range of educational and entertaining experiences in 2004–2005, consisting of:

- 8 galleries
- 10 exhibitions and 1 exposition
- 4 activity and resources centres
- 12 community group displays on biodiversity
- 6 displays in the Indigenous Australians' 'Changing Ways' space
- 4 minor displays

Galleries

The Museum has eight galleries organised along thematic or taxonomic lines. These exhibitions were available with the payment of the general admission fee.

Skeletons

Indigenous Australians

Planet of Minerals

Chapman Mineral Collection

Birds & Insects

Biodiversity

Tracks Through Time (human evolution)

More than Dinosaurs (Australia's megafauna)

Exhibitions and Expositions

The Museum presented 10 exhibitions and one exposition during the year.

The Waterhole

14 February 2004 – 18 July 2004

John Gould Inc

9 April 2004 – 18 July 2004

Uncovered: treasures of the Australian Museum

13 March 2004 – 10 October 2004

Belonging

15 September 2004 – 23 November 2004

Scientific Illustrations

18 August 2004 – 31 January 2005

The Butterfly Effect

8 January 2005 – 27 February 2005

Wildlife Photographer of the Year 2004

18 December 2004 – 6 March 2005

Life Beyond the Tomb: death in ancient Egypt¹

11 December 2004 – 22 May 2005

It's a dog's life

19 March 2005 – 24 July 2005

Whodunit? Mystery at Menagerie Park¹

11 June 2005 – 4 September 2005

Science in the City Exposition

3 August 2004 – 12 August 2004

(1) Exhibitions for which an entry fee was charged. All others were free with the payment of the general admission fee.

Activity and Resources Centres

The Museum has four Activity or Resource Centres.

Indigenous Australians¹

Animals Past and Present¹

search & discover

Kids' Island¹

(1) Activity and Resource Centres for which an entry fee was charged. *search & discover* was free with the payment of the general admission fee.

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Visitors to On-site Public Programs

Visitors by Month

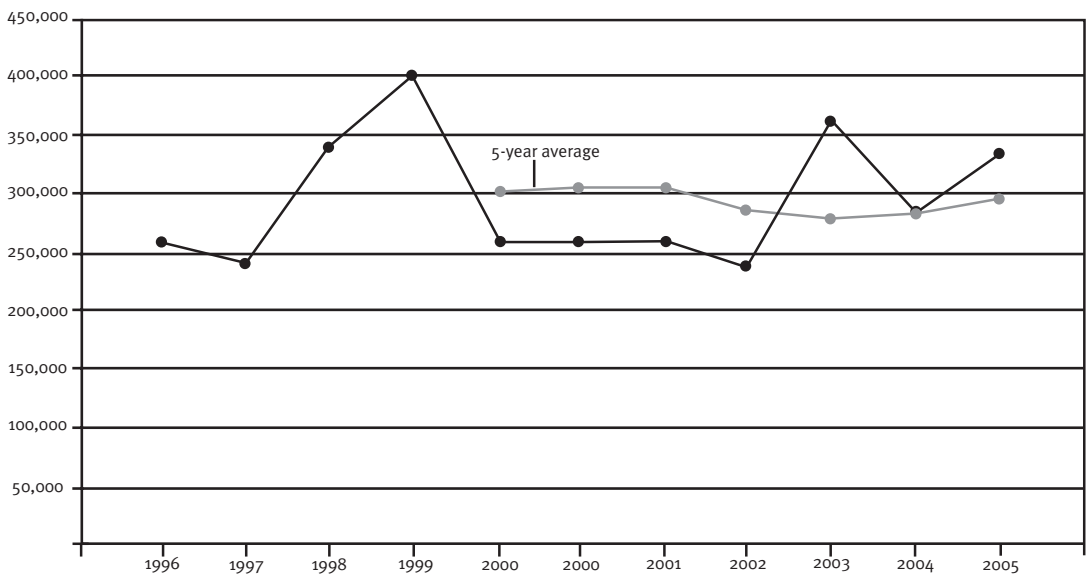
(for the year ending 30 June)

MONTH	2001	2002	2003	2004	2005	2004–2005	
						PAID	FREE
July	31,336	29,176	63,494	35,446	31,260	25,343	5,917
August	14,727	18,608	43,977	27,492	29,796	22,590	7,206
September	24,405	15,975	22,171	18,034	16,625	13,848	2,777
October	12,619	18,749	42,484	24,393	19,952	16,504	3,448
November	19,068	17,496	16,712	17,462	17,032	14,722	2,310
December	13,997	13,932	20,244	19,084	23,566	21,677	1,889
January	40,811	33,660	43,508	46,542	53,274	45,739	7,535
February	15,660	16,647	21,959	18,887	23,779	21,953	1,826
March	19,940	17,113	13,141	22,413	31,596	29,484	2,112
April	25,210	25,630	29,812	21,170	43,170	40,565	2,605
May	28,277	19,095	23,717	15,094	28,360	26,402	1,958
June	16,904	17,440	23,107	17,415	17,924	15,348	2,576
TOTAL	262,954	243,521	364,326	283,432	336,334	237,348	46,159

Notes: Figures do not include visitors to TAMS events (2,807) nor private functions (17,123).
Includes figures for Djamu Gallery from September – November 2000. Djamu Gallery was closed in December 2000.
The Museum’s Organisation Chart appears on page 7.

Visitors by Year

(for the year ending 30 June)



Notes: Figures do not include visitors to TAMS events (2,807) nor private functions (17,123).
Includes figures for Djamu Gallery from September – November 2000. Djamu Gallery was closed in December 2000.

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Biodiversity Exhibition Community Space Displays

In conjunction with community groups and other partners, the Museum presented 10 biodiversity displays which were free with the payment of the general admission fee.

Planet Ark

Watershed

Threatened Species Network

OZ Green

Ku-ring-gai Council

Marine Discovery Centre

Marine Discovery Centre – Bondi Beach

The Wetland Center Australia

The Total Environment Centre

The Kosciusko Huts Association

Changing Ways Displays

These displays focus on contemporary Indigenous culture and issues. There were two displays during the year which were free with the payment of the general admission fee.

Michael Riley: a series of photographs – a selection of photographs and images taken by the artist and exhibition director, Michael Riley

Eora College – artworks and sculptures from students of the Eora TAFE college, Chippendale

Other Displays

These displays were free with the payment of the general admission fee.

Aboriginal Substinence: Strategies in Arid Australia

Waitangi Day

Learning Programs

In January 2005, the Museum recruited and trained a group of six Primary and Secondary teachers to support the permanent staff in teaching school groups. This has made it possible to offer a larger number of staffed sessions and is proving to be a great success.

Life Beyond the Tomb was an extremely popular exhibition with both Primary and Secondary students attending in record numbers, 14,712 in total. The education materials developed for school groups were very well received and used extensively by these visitors.

The Evolution of Australian Biota Study Days, a joint venture with Taronga Zoo and the Royal Botanic Gardens continues to grow in popularity. Without advertising, this program is over-subscribed and has excellent potential for growth. The program is offered offsite at Mt Tomah and Mt Annan as well as at the Museum. Additional venues are currently being investigated and trialled.

A second series of art workshops linked to the *Belonging* exhibition was sold out and catered for 1,500 students. This model, combining an exhibition visit and a workshop session is proving to be a very popular option, particularly

for our primary school visitors. It also offers an opportunity for the museum to attract a new audience by providing programs linked to the Creative Arts and English syllabuses. It was interesting to note that we attracted a number of repeat visitors for *The Waterhole* and *Belonging* exhibitions. Many teachers commented that the workshop component was what attracted them to the excursion and that without it they would not have come to see the exhibition.

Educator-led sessions for both primary and secondary school students continue to be very popular with a total visitation of 9,546. This figure is made up from visitors to:

Animals Past and Present Hands-on room
Aboriginal Studies Hands-on room
Biodiversity Hands-on sessions
Science for Senior students sessions
Science for Junior students sessions
Talks in the Indigenous Australians exhibition

A whole-day program targeting Junior Science has been developed and tested and is now being advertised. *Investigations Day* directly supports the Science 7-10 syllabus and offers both staffed and self-guided activities.

Learning Services continued to co-ordinate and organise the Museum work experience program which caters for 20 students annually.

New brochures have been developed for both Primary and Secondary programs and were mailed to all schools in the greater metropolitan area.

Education Services staff continue to work closely with Visitor Services staff on the floor and with holiday programs. We take an active part in project teams, working on new exhibitions and as part of the refurbishment program.

Interpretive Programs

The Interpretation section has continued to offer a range of interpretive programs throughout the year. The programs implemented and developed in this section cater for a range of audiences, from the under five's to groups with special needs, families and the elderly. The programs offered include workshops for adults and children, special tours such as torchlight tours, a photographic course and competition, temporary exhibition programs and a number of special events and displays throughout the year.

Highlights for the year were:

- the four Holiday Programs saw a total of 309,699 visitors participating in events and workshops
- a total of 3,218 visitors took part in a guided tour of the Museum with the after hours Torchlight Tours returning a profit for the Museum
- the Science week *Science in the City* program attracted 108 schools (7,054 students) to participate in workshops, lectures, shows and presentations

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- a number of different workshops and competitions were offered throughout the year including a photography competition and scientific illustration workshops as well as 20 Science Made Easy Workshops
- 15 special events were offered including small exhibitions such as the *Dymocks Golden Paw Awards* and Environmental Days such as the National Threatened Species Day
- 10 Community Groups and 6 Environmental Science events were displayed
- *search & discover* attracted 78,149 visitors and a total of 4,251 enquires were answered
- the Early Childhood program attracted 1,096 children and their carers to the Family Day program on Thursdays, 1,328 children and their carers to the Time to Play program and 22 booked groups into Kids' Island.
- 2,811 overseas students visited the Museum as part of their Contiki – People to People tours, while 1,104 Japanese students visited as part of their Japanese Tourism Board tours.

Outreach

The Museum delivers a range of services to serve the community in regional and rural NSW.

Web

The Museum's website consists of 14 domain names including the main site. Total website visitors for all domains for 2004-2005 showed another significant increase over previous financial years.

	2002	2004	2005	Increase
User sessions (M)	5.13	8.31	12.21	+47%
Page views (M)	16.76	24.27	37.98	+56%

Museum in a Box

The two new preschool boxes, Minibeasts and Rock, have been extremely popular since their launch in July 2004. Minibeasts has been fully booked during the year, and Rocks has been 85% booked. Museum in a Box staff are currently collaborating with colleagues at the Royal Botanic Gardens, Sydney, on a new joint development project entitled Evolution of Australian Biota, a box series for senior secondary biology students. During this year workshops were held with student teachers and staff at the University of New England in Armidale, introducing the Museum's outreach programs, web and College Street based educational resources. Museum in a Box was used by more than 50,000 NSW primary and secondary school students during the year. A number of new box projects are planned for the following year and are intended to improve some existing boxes and expand the program's capacity with new subjects.

Touring Exhibitions

The Australian Museum managed the 2004 tour of the *Wildlife Photographer of the Year 2003* exhibition. This popular exhibition finished its 2004 tour at the Newcastle Regional Library in October. The 2004 edition is currently on tour in Australia, with bookings in Perth, Geraldton, Adelaide and will finish in Newcastle in late 2005.

Chinese Dinosaurs completed its very successful extended Australian and New Zealand tour at the Melbourne Museum in early 2005. This exhibition was hosted in a total of six venues across both countries with more than 500,000 visitors delighting in the exhibition. Its success helped cement closer scientific, cultural and business relationships between the Australian Museum and the Chinese museum lenders. The exhibition is currently being considered for wider international tour, with the Australian Museum as tour agent.

Life Beyond the Tomb, the Australian Museum's exhibition in collaboration with the Rijksmuseum van Oudheden, Leiden (The Netherlands), opened at the Melbourne Museum on the 24th June 2005. The exhibition was renamed *Mummies: Ancient Egypt and the Afterlife* for its Melbourne season, where it will remain until October 2005.

The Australian Museum's 2004 *Up Close and Spineless* invertebrate photographic travelling exhibition was hosted at the Penrith Fire Museum across the 2004–2005 summer and will travel to Bathurst museum later in the year.

Customer Response

Visitor Feedback

Exit surveys undertaken throughout the year have found that half the visitors to College Street were Australian born, with 65% living in Australia. Around half our visitors were families, educated at graduate/post graduate levels, aged between 25 and 49 years, who spent one to three hours in the Museum. In January 2005, 17% were tourists (domestic and international) which compares to 33% in 2004. In January 2005, visitors were asked what they liked the most, with the most popular responses being the *Life Beyond the Tomb* and *Wildlife Photographer of the Year* exhibitions. Visitors wanted to see improvements to the food services and to ways of moving around the Museum. The monthly surveys implemented from March 2005 show that visitors were generally satisfied with their general visit, value for money and the exhibitions, with 97% stating that they would recommend the Museum to others. An online survey of 1,226 website users demonstrated that they valued the Museum's site for the quality of information and easy navigation. Online respondents were generally younger, and included both Australian residents and overseas users. Many had visited the site for the first time and the majority (63%) described themselves as educational users.

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Program Evaluation

The Australian Museum Audience Research Centre conducted a range of evaluation studies during the year. This year a series of monthly exit surveys were conducted in order to obtain a profile of visitors before and after the Museum's Renewal project. As well, evaluations were conducted for the *Uncovered* and *Life Beyond the Tomb* exhibitions. A detailed study was also undertaken of *Science in the City* using a generic feedback form faxed back by teachers and a series of focus groups with teachers. Feedback forms were also completed by students for the Careers, IMAX and Mathematics segments of the program. These generated positive comments about the program, suggestions for future improvements and feedback about how the program contributed to participants' interest in and understanding of science. An evaluation was also undertaken of the Skeletons exhibition to see what visitors liked about it and what could be changed. The results of an analysis of audience research studies undertaken will feed into the planning for the Museum Renewal project.

Publishing

The Museum again produced four issues of *Nature Australia* and *Muse* magazines. *Nature Australia* reached 11,000 customers via subscription and through newsagents. *Nature Australia* was again awarded the Whitley Award by the Royal Zoological Society of NSW for Best Zoological Periodical in 2004.

The Museum's publications can be accessed in the Museum's Research Library, the State Library of NSW, and university libraries in Australia. Publications may be purchased through the Museum's Shop or the Publishing Unit.

Research & Collections

The Research & Collections Division is responsible for generating new scientific knowledge, communicating that knowledge and collection management. Knowledge is generated via research both in the field and on the Museum's natural history and cultural collections. This knowledge is disseminated via scientific publications, government policy development processes, environmental planning processes and exhibitions.

The review and realignment of the Museum's structure undertaken during the year preserved the pre-existing sections in the Division but rearranged them into three new branches, Research, Collections and Collection & Research Resources. The Museum's Organisation Chart appears on page 7.

Highlights for the year were:

- A high level of research was maintained with 53 major projects started, 121 ongoing and 80 completed
- 112 new species were described – about one new species every three days
- The Records of the *Australian Museum* published 30 refereed scientific papers
- 151 scientific papers were published in other refereed journals
- The Records of the *Australian Museum* was added to two international research indexes, making the Museum one of only three worldwide to be so recognised
- The Museum received around \$1.2M in grants for research
- The Premier, Hon. Bob Carr MP, opened the Somerville mineral and fossil collection in Bathurst, July 2004
- In 2004, a 10-year analysis of the field of coral-reef ecology revealed that, on the basis of publications, the Australian Museum was the 20th most cited institution world-wide, and 13th highest on the basis of citations per paper
- The journal *Marine and Freshwater Research* has acknowledged the high standard of the research of Jeff Leis and Sally Reader by reporting that their published work was the third most cited in the journal since 1995
- Val Attenbrow was awarded the inaugural John Mulvaney Book Award by Australian Archaeological Association in 2004, for her publication *Sydney's Aboriginal Past*
- During 2004, Dr Graham Pyke was listed by the International Scientific Citation Index under the ISI Web of Knowledge as a "Highly Cited Author" in the category Ecology/Environment. This list includes only six other Australians in the same category
- Barrina South received the 2005 Australia Day award from the National Council of Women of NSW and the Liverpool City Council Art Award for two works now in the Council's Art and Heritage Collection
- Terrestrial Invertebrate Branch was successful in obtaining four major grants of global significance from the US National Science Foundation

Major Projects

Branch	Commenced	Ongoing	Completed
Anthropology	6	15	20
Aquatic Zoology	7	50	20
Geo & Integrative Science	20	30	16
Terrestrial Invertebrates	7	15	1
Terrestrial Vertebrates	13	11	23
TOTAL	53	121	80

Note: The information above is reported according to the Division structure which prevailed during 2004-2005

These projects were funded from the Museum's allocation from NSW Treasury and from external sources, namely grants, commercial income and other external sources. A detailed breakdown of funding can be found in the audited Financial Statements.

Publications

Four issues of the *Records of the Australian Museum* were published during the year consisting of 30 refereed scientific papers which described 112 new species. All papers published in the *Records* from 1999 onwards, are freely available as PDF files on the Museum's website at www.amonline.net.au/publications.

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The international significance and high standing of the Records of the Australian Museum has resulted in it being recognised and incorporated into “Current Contents” and “Science Citation Index Expanded (SCIE)”. This exceptional achievement means the Museum is only one of three worldwide who publish scientific journals which are recognised in “Current Contents: Agriculture, Biology and Environmental Sciences”. The other museums are the American Museum of Natural History and the Carnegie Museum.

In addition to the *Records of the Australian Museum*, the Museum’s staff and Research Fellows and Associates published a total of 223 items during the year.

Medium	Staff	Research Fellows/ Associates	Totals
Refereed journals	101	50	151
Books & book chapters	11	6	17
Non refereed publications	11	4	14
Abstracts	9		9
Published conference papers	7		7
Web publications	17		17
CD-ROMs	0		0
Other	7		7
TOTAL	163	60	223

Anthropology

Knowledge Creation

Staff completed projects on Aboriginal place names around Port Jackson and Botany Bay; Capertee; Pleistocene Archaeology in West New Britain and Starch Classification.

Staff collaborated in projects with Burrumoko Archaeological Consulting; the Blue Mountains Aboriginal community; the University of Sydney; Australian National University; Massey University; University of London; Institute for History, Ethnology and Archaeology, Vladivostok; Far East Geological Institute, Vladivostok; Australian Nuclear Science and Technology Organisation; Oxford University; University of Papua New Guinea; Rabaul Observatory and Geophysical Observatory, Papua New Guinea and the University of New South Wales.

The Aboriginal Museums Outreach Program organised 11 community workshops at regional centres with 94 Aboriginal participants.

The Aboriginal Museums Outreach Program was also awarded a grant from the Federal Government.

The People and Place Research Centre organised a one-day Research Forum with 22 speakers from the Australian National University, University of New South Wales, University of Sydney and the Australian Museum.

An Australian Research Council Discovery Grant was awarded to investigate the ‘Role of Asia in Human Biological and Cultural Evolution’ in collaboration with Australian National University and National Museum of Australia.

An Australian Research Council Discovery Grant was

awarded to investigate ‘Reconstructing Prehistoric Exchange of Volcanic Glasses in Far East Russia’ in collaboration with University of Sydney and the Australian National University.

Knowledge Communication

Staff published 11 papers in refereed journals such as *Archaeology in Oceania*.

Staff were involved in presentations at the 2004 Pacific Wave Festival, seminars at the University of Papua New Guinea, the Institute of History, Archaeology and Ethnography, Russian Academy of Sciences, Vladivostok, Russia and at the Korean Institute of Geoscience and Mineral Resources, Daejeon, Korea.

Staff contributed to the displays *Aboriginal Subsistence Strategies in Arid Australia* and *Waitangi Day*

Anthropology staff contributed papers and posters at:

- the Australian Archaeological Association Annual Conference in Armidale NSW
- the New Zealand Archaeological Association 50th Anniversary Conference in NZ
- the Trust for African Rock Art International Conference in Nairobi, Kenya
- the Kijeon Archaeological Research Centre and Gyeonggi Cultural Foundation, Seoul, Korea
- the 70th Annual Meeting of the Society of American Archaeology, Salt Lake City, USA
- the Global Perspective on the Archaeology of Islands conference, Auckland, NZ
- Forum UNESCO & World Archaeological Congress, Newcastle, UK.

Collection Management

More than 6,000 records were added to the EMu database including 1,520 images.

Acquisitions were received from the Murwari people of Lightning Ridge and also from Vanuatu.

Twenty-seven sets of ancestral remains held by the Museum, and 13 sets of remains held at the Museum under the National Parks and Wildlife Act were repatriated for burial in a number of ceremonies in the Sydney area.

Fourteen loans, comprising 367 artefacts, were arranged in addition to a loan of the Balinese Gamelan instruments to University of Sydney Music Department and Egyptian artefacts were loaned to accompany *Life Beyond the Tomb* for display at Museum Victoria.

The Aboriginal archaeology collection was relocated from off-site to new on-site storage.

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Aquatic Zoology

Knowledge Creation

Staff collaborated with scientists from the Environmental Research Institute of the Supervising Scientist in Darwin, the National University of Singapore, Universidad Autonoma de Madrid, the National Museum of Marine Biology in Taiwan, the University of Southern Louisiana, the National Taiwan Ocean University, Pennsylvania State University, the Chinese University of Hong Kong, Canterbury University, the University of California in Berkeley, the University of Alberta and the University of Amsterdam.

Staff organized the Tropical Amphipod Workshop at Lizard Island with 17 participants from six countries. Of the 176 species collected, 156 were new to science.

Staff received grants from the Australian Biological Resources Study to study isopod crustaceans from Kakadu, NT and from the National Heritage Trust to incorporate port survey specimens into museum collections.

Knowledge Communication

Staff published 58 papers in peer reviewed journals such as *Marine Ecology Progress Series*, *Journal of Marine Biological Association UK*, *Marine Pollution Bulletin*, *Ichthyological Research*, *Marine Biology* and *Molluscan Research*.

Staff were responsible for editing a special volume of *Records of the Australian Museum* which described 33 new species of Australian fishes, including the world's smallest vertebrate, *Schindleria brevipingus* and for editing a special volume of the *Marine Pollution Bulletin* with the proceedings from a conference held in 2004, on the quality of water in Queensland rivers and the Great Barrier Reef lagoon and the impact on the coral communities.

Staff presented a keynote talk at the Indo-Pacific Fish Conference in Taipei, Taiwan and contributed to papers. Staff also contributed to the Fifth International Crustacea Congress in Glasgow and to the 13th NSW Coastal Conference at Lake Macquarie, NSW.

Collection Management

More than 5,000 records were added to the collections databases.

A number of databasing projects were completed including:

- the digital imaging of mollusc types which was funded by Global Biodiversity Information Facility (GBIF)
- the Muricidae databasing project for Department of Environment and Heritage (DEH)
- the land snail databasing project which was funded by GBIF and DEH, and
- the karst snails project for DEH. This project has resulted in the discovery of 13 previously unknown species including 3 unknown species of the family Camaenidae

Staff participated in a National Oceans Office sponsored oceanographic cruise to the Arafura Sea where hundreds of species were collected, many of which may be undescribed.

Geo & Integrative Science

Knowledge Creation

The Geographic Information Systems (GIS) Unit was a major collaborator on the BioGeomancer project, a worldwide collaboration of natural history, information technology, and spatial data specialists. This project will optimise the biodiversity data that can be mapped in support of research and conservation management. It also promotes discussion, manages geospatial data, and develops data standards and software tools.

The GIS Unit collaborated with Environment Australia (Department of Education, Science and Training - DEST) on web mapping and Global Biodiversity Information Facility (GBIF) projects, held a workshop on E-research and, with Rio Tinto, is developing BioMaps, a web-based biodiversity mapping and modeling application.

Eight visiting scientists and six post-graduate students under the supervision of Museum scientists made use of the Scanning Electron Microscope (SEM) facilities to undertake research on museum collections.

The Evolutionary Biology Unit (EBU) acquired a multi-channel capillary DNA sequencer.

Staff assisted both the Department of Environment and Heritage and the New Zealand Department of Biosecurity with DNA identification of seized tissues and eggs.

EBU serviced 38 tissue grants (over 440 samples) to Australian and international researchers.

Knowledge Communication

Staff published 45 refereed papers. Of particular significance was Greg Edgecombe's co-authored paper on fossil evidence for early jawed arthropods in the prestigious journal *Nature*.

Staff attended and contributed to:

- the Global Biodiversity Information Facility modeling workshop in Mexico City
- the International Conference on Global Karst Correlation at Naracoorte, South Australia
- Interim International Association on the Genesis of Ore Deposits (IAGOD) conference on Metallogeny of the Pacific Northwest: Tectonics, Magmatism and Metallogeny of Active Continental Margins in Vladivostok, Russia
- the 32nd International Geological Congress in Florence, Italy
- the 5th International Mineralogy and Museums Conference in Paris and
- the International congresses of Malacology, Entomology, Molecular Biology and Evolution, Immunology.

Staff organised a conference on marsupial immunogenetics and served on the international committee annotating the platypus genome.

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Staff assisted the Department of Environment and Heritage and the Federal Police concerning fossils illegally exported from China and Argentina and, with the Australian Museum Business Services, produced and installed a display of Pleistocene megafauna in the Coonabarabran Visitor Information Centre.

EBU contributed to the *Whodunit?* exhibition.

The SEM laboratory completed an extensive SEM Image Album to showcase the work of the laboratory and also prepared 12 framed images “Organic Textures” to be hung in the boardroom.

Staff served on the editorial board of *Molluscan Research*.

A display of Australian Museum quartz minerals was shown at the Tucson Mineral Show, USA.

Collection management

Over 7,000 new records were entered into the tissue collection database.

Staff collected minerals at Mineral Hill, Condobolin and dinosaur fossils in Dinosaur Provincial Park, Alberta, Canada as part of an exchange between the Australian Museum and the Royal Tyrrell Museum of Palaeontology, Canada.

The section’s laboratories and collection freezers have been certified as an Approved Place for the Performance of Quarantine by Australian Quarantine and Inspection Service.

Lizard Island Research Station

The Lizard Island Research Station was used heavily by researchers from many institutions during the year. More than 70 scientific publications based on work done at the Station were received. More than \$4 million has been raised to upgrade facilities from the Ian Potter Foundation and \$1.5 million from the Queensland Smart State Research Facilities Fund. The remainder is from numerous donors to the Lizard Island Reef Research Foundation. Planning for the upgrade is well advanced and construction is scheduled to begin in July 2005.

Materials Conservation & the Built Environment Knowledge Creation

Staff co-ordinated a review of the Cultural Affairs Program (CAP) of the South Pacific Community. This included visits to New Caledonia, Fiji, Vanuatu and Palau. The review examined CAPS activities for 2000-2005 and priority needs for Pacific Island countries and territories.

A research project was carried out to test the efficiency of various humidity-buffering products that are used to stabilize the humidity-in storage and display enclosures.

The first stage of a research project into the effects of light on spirit-preserved natural science collections was completed by staff in Materials Conservation and a paper accepted for presentation at the Australian Institute for the Conservation of Cultural Material Objects (AICCMO) Special Interest Group conference.

Staff participated in a survey and trial moulding of ancient footprints that have been uncovered in the Willandra Lakes World Heritage Area.

Knowledge Communication

Staff presented a paper entitled “The Politics of International Engagement in the Asia-Pacific Region” at the Museums Australia Conference and delivered lectures to the Museum Studies course at Sydney University on the subject of conservation strategies for museums.

Materials Conservation staff contributed to training workshops for Indigenous communities in NSW held at Condobolin and the Australian Museum. Visits were made to Cultural Centres in Wallaga Lakes, Ulladulla, Wollongong and Tweed Heads.

Surveying and recommendations for the conservation of carved trees near Moree and at Newcastle University was carried out. Staff were also involved with the relocation of a scarred tree at Lake Cowall during mining works in the area, in order to ensure its preservation.

Collection Management

Preparation and installation of objects, which were borrowed and from the Museum’s collections, for major exhibitions including:

- de-installation of 2,000 collection specimens from *Uncovered*
- preparation of 70 objects and the installation of 260 objects for *Life Beyond the Tomb*
- preparation of 36 baskets for *6 Strands*
- installation of *It’s a Dog’s Life*
- work was also carried out on a number of minor exhibitions including *John Gould Inc*, *Drawing Connections* and the *Waitangi Day* display

The Integrated Pest Management plan was expanded to include the monitoring of 22 vulnerable collection and display areas.

A survey method for assessing the integrity of collections across the Museum’s collections was formulated and tested. Selected collection areas were surveyed and data collated. This is a method to measure the general “health” of the collections by assessing the environmental conditions, physical security and data security of a collection.

Improvements were carried out in the physical storage of sections of the Ichthyology, Palaeontology and Anthropology collections.

Loans of collection materials were prepared for displays at nine borrowing institutions in NSW, interstate and overseas. Five objects from the Aboriginal collection were lent to the Powerhouse Museum for display at the Benaki Contemporary Art Museum in Athens during the Olympics for the exhibition *Our Place: Indigenous Australia Now*. Interstate loans of cultural artefacts were prepared for museums and galleries in South Australia, Queensland, Victoria, the ACT and the Northern Territory. Locally loans were installed at the Art Gallery of NSW, the Museum of Sydney and the Macleay Museum.

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Preventative treatments were carried out on specimens from various collections. Artefacts and mummified material from the Egyptian collection received treatment before the *Life Beyond the Tomb* exhibition. Several treatment programs were undertaken on objects from the Aboriginal and Pacific Collection that had been affected by flooding and high humidity. Treatment continued on material from the Archives and Rare Book collections.

Terrestrial Invertebrates

Knowledge Creation

Terrestrial Invertebrates Branch was successful in obtaining four major grants of global significance from the US National Science Foundation. These included the Planetary Biodiversity Inventory grant to Gerry Cassis, Tree of Life grants to Greg Edgecombe, Biotic Surveys and Inventory grants to Dan Bickel, Chris Reid and Max Moulds.

Major projects completed included:

- Arthropod diversity and community structure in open forests: Using habitat complexity and remote sensing to predict general patterns
- using sex pheromone to control male *Helicoverpa armigera* Hubner (*Lepidoptera: Noctuidae*) in cotton
- study of Lord Howe Island *Psocoptera*, based especially on material from the Centre Biodiversity and Conservation Research
- study of Barren Ground *Psocoptera* and the Lord Howe Island invertebrate biodiversity inventory.

A major collaborative project with Rio Tinto and Conservation Volunteers is being conducted which examines biodiversity patterns in Australia, with testing in the Pilbara region of Western Australia.

Knowledge Communication

Staff and research associates published 12 papers in refereed journals including *Nature*; *Proceedings of the Entomological Society of Washington*; *Journal of Biogeography*; *Australian Journal of Entomology* and the *Journal of Paleontology*

Staff attended and presented papers at:

- the International Congress of Entomology by the Australian Entomological Society in Tasmania
- the “Science at the Dome” project” in Canberra
- Assembling the Tree of Life: An Integrated Approach to the Origin and Evolution of Protostomes in Hawaii

Staff served on the NSW Scientific Committee; Commonwealth Biological Diversity Advisory Committee; NSW Biological Diversity Advisory Council; Partnership Committee, Western Australian Rio Tinto Future Fund.

A report was prepared for the Lord Howe Island Draft Conservation Management Plan.

Staff contributed to the *Whodunit?* exhibition.

Collection Management

Entomology moved from rented premises into purpose-built accommodation on the Museum’s main site.

The new collection storage area in the Vernon Wing has been fitted with a state of the art fire prevention system which utilises Inergen gas and a sophisticated system of smoke detectors. Environmental controls are also world-class, with humidity and temperature controlled air conditioning.

The Entomology database has been migrated from KE Texpress onto the centralised database EMu.

10,500 specimen records were registered and databased; 48 loans were issued and 13 loan returns were processed.

A major project was completed curating foreign Coleoptera.

Terrestrial Vertebrates

Knowledge Creation

Major projects completed include two generic revisions and descriptions of five new species of skinks and two projects investigating the distribution and factors affecting the density of Noisy Miners in suburban areas.

A collaborative project has been developed with Birds Australia to develop the Birds in Backyards program, a community research and education program aimed at promoting bird diversity in urban areas.

Knowledge Communication

Staff and research associates published 35 papers in refereed journals including *Biological Conservation*, the *Records of the Australian Museum*, *Memoirs of the Queensland Museum*, *Australian Field Ornithology* and the *Journal of Herpetology*.

Staff attended and contributed to a conference at the Coastal Environment Centre as well as to the 2nd Riverina Biodiversity Forum in Griffith, NSW and the conference on Australasian Vertebrate Evolution, Palaeontology and Systematics at Naracoorte, South Australia.

Staff prepared a long-term monitoring plan for the Sydney Olympic Park Authority; provided advice to the NSW Scientific Committee and the Wildlife Incident Advisory Panel (WIAP) run by the Department of Environment and Heritage; and served on the Non-Indigenous Animal Advisory Panel coordinated by NSW Agriculture.

Collection Management

All terrestrial vertebrate collections were migrated to the EMu database.

Several lots of repatriated stolen bird and mammal specimens have been labelled and returned to the collection.

Inventories were conducted for 1,200 freshwater turtle specimens, frozen mammal specimens and approximately 800 freezer bird specimens.

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Data collected during extensive inventories of the mammal collection conducted from 1998-2004 are being entered onto EMU.

238 bird specimens were registered during the year and incoming bird specimens were given acquisition numbers.

400 mammal specimens were registered and databased this year including several specimens of rare Beaked Whales and a large series of “trophy” skulls from Papua New Guinea. A platypus skin rug made from 48 platypus collected in Tasmania during the mid 1800s was donated to the museum. It has been valued at \$10,000.

2,576 herpetological specimens were registered including a significant collection of 250 reptile specimens from New Caledonia and 205 specimens from Nocoleche Nature Reserve in north western NSW.

Several new developments this year have allowed more efficient processing, tracking and inventory of mammal, bird, reptile and amphibian specimens. These include, the temporary appointment of a taxidermist, increased technical assistance and, construction of a shared laboratory and loan packing area.

Operations

The Operations Division provides corporate support to the management and divisions of the Museum and a range of commercial services to customers.

The review and realignment of the Museum’s structure preserved all the pre-existing units in the Division but converted them into two branches, Corporate & Knowledge Services and Commercial Services. The Museum’s Organisation Chart appears on page 7.

Archives & Records

The Archives & Records Management Unit manages the records management, archives and photograph archives programs of the Museum.

Only a very limited records management program was carried out during the year as the records officer position was unfilled. In April, the Museum Executive endorsed a renewed Records Management program, with a commitment to complying with the requirements of the *State Records Act*. A temporary contract Records officer was employed in June.

The Museum’s archives date from the 1830s and are regularly accessed by museum staff and external researchers. Over 470 internal and external enquiries were handled. Research requests covered such topics as foundation members of the Society for the History of Natural History, the role of museums in the 20th century, the Scott Sisters, several museum expeditions, tapa cloth holdings, Aboriginal breastplates, and collection object research enquiries.

Accessions received included records of the Multimedia Unit, Neil Rankin’s bird observation notebooks donated by his family, an analysis of Neil Rankin’s bird data of the Wollie

Creek area assembled and donated by Danie Ondinea, two photograph albums of Norman Etheridge donated by family descendents, and PNG Missionary records from Benita & Gary Parker donated by the family. A collection of historic working tools from the Exhibitions Preparatory section has been transferred and work is underway to register these items by volunteer Carol Cantrell.

Major archival processing work was carried out on education divisional records, indexing the series of plans and maps, organising the ephemera collection and listing accessions that were transferred. A contract archivist was employed from April to June in the absence of Archivist, Rose Docker, on secondment to the State Records Authority.

The collection of educational films held was reviewed, and those made by Film Australia were returned. A holding of seven large photograph albums dating from the 1930s were identified as having come from the Commonwealth Bank and were returned to its archives.

Visitors from the Balkanu Cape York Development Corporation’s Traditional Knowledge recording project visited in October to view the Roth archives. In January, the Archives Unit was visited by trainees from the Gab Titui Cultural Centre (Torres Strait), as part of an outreach training program organised by the Aboriginal Heritage Unit, and students from the Vanuatu Cultural Centre. Two external archives students visited and used the archives for their assignments. Family descendents of early minerals curator Felix Ratte visited in April.

The microfiche program continued with the copying of several collection registers and Trust Agenda papers. The oral history program continued and a number of interviews with previous museum staff have been carried out. Archival items were used in the public programs *Uncovered*, the *Butterfly Effect* and the *Waitangi Day* display.

The photograph archives have no dedicated staff but invaluable work on listing and rehousing several large collections was carried out by volunteer, Clare Bradford.

Historic images of the museum’s building and galleries over time were provided to consultants working on the Museum’s Renewal Project. Historic images were also provided for the video being made by the Department of Commerce on the building stone replacement program. Photograph archive requests are regularly received from researchers, and included missionary George Brown’s images of Tonga, images of the Santa Cruz expedition (for the current French Vanikoro expedition), Cayley bird photographs, the Paradise Parrot, Harry Burrell’s thylacine images, birds images for the Backyard Birds project, and Frank Hurley’s PNG collection.

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Australian Museum Business Services (AMBS)

Overall Financial Position

<i>Income</i>	Ecology	\$547,491
	Archaeology	\$260,415
	Exhibitions	\$748,302
	Other	\$ 378
	Total Income	\$1,556,586

Operating Profit \$ 136,680

Business Plan

Hailey Enterprises was commissioned to review AMBS's structure, operations and performance and has prepared a three-year Business Plan establishing business objectives and directions for business growth which will be implemented in the 2005-2006 financial year.

Quality Assurance Certification

AMBS has implemented a Quality Management System complying with the requirements of quality system standard AS/ISO 9001. AMBS has retained certification following the 2004-2005 audit.

Projects Undertaken

AMBS Ecology Unit

AMBS Ecology specialises in the assessment and management of the natural environment, including specialist knowledge in the fields of flora, fauna and their habitats. AMBS Ecology works closely with Research and Collections Division staff to maximise use of Museum expertise. A selection of key projects undertaken during the financial year included:

- surveys to determine the conservation status of the threatened Norfolk Island Gecko and Norfolk Island Skink – Commonwealth Department of the Environment and Heritage
- monitoring of macroalgae and diatoms in the Hornsby Catchment – Hornsby City Council
- ongoing monitoring and management of the Green and Golden Bell Frog population at Sydney Olympic Park - Sydney Olympic Park Authority
- ongoing investigation of the impact of roads on Koalas - Roads & Traffic Authority
- biodiversity survey of the Coleambally Irrigation Area - Coleambally Irrigation Co-operative Ltd

AMBS Archaeology Unit

AMBS Archaeology specialises in all aspects of Aboriginal archaeological assessment and management. AMBS Archaeology works closely with the staff of Anthropology. A selection of key projects undertaken during the financial year included:

- Aboriginal heritage assessment and management for the West Dapto Release Area – Wollongong City Council
- excavation of Aboriginal midden site – Sydney Harbour Federation Trust
- Aboriginal heritage advice for cycleway over South Creek – Roads & Traffic Authority
- Eastern Creek sewer carrier realignment Aboriginal heritage assessment – Hyder Consulting
- Illawarra Escarpment Aboriginal Heritage Study – Wollongong City Council

AMBS Exhibitions Unit

AMBS Exhibitions has two main functions: exhibition and cultural management for commercial clients and management of the international touring exhibitions program for the Australian Museum. Most projects involve input from staff from all branches of the Museum. A selection of key projects undertaken during the financial year included:

- ongoing tour management for the *Chinese Dinosaurs* exhibition
- development, interpretation and design of the Townsville Aboriginal & Torres Strait Islander Cultural Centre (Interpretive Centre, Performance area and Gallery)
- Rocks Discovery Centre: development and interpretation of Aboriginal content of the museum – Sydney Harbour Foreshore Authority
- development, interpretation and design of the Rail Journeys Museum, Werris Creek - part the 150th anniversary of Australian Railways

Relocation within AM grounds

In August 2004 AMBS relocated to the main Museum site.

Facilities Management

During 2004-2005, work continued on Stage 2 of the Museum's Fire Safety Strategy. Funding of \$1.79 million was provided in 2004-2005 for this purpose and a further amount of \$1.005 million will be provided in 2005-2006 to complete the project. The project focuses on the minimisation of smoke hazard risks in the Museum. These works include the provision of new mechanical, fire and electrical services throughout the Museum's main building complex, aimed at providing an operational integrated smoke exhaust system.

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The fire strategy also addresses the deficiencies in the integrity of the fire compartments within the building complex. This work involves the installation of fire resistant materials and fire and smoke dampers where there were penetrations between adjacent fire compartments.

In addition to the major fire activities, the Facilities Management Unit undertook a range of projects aimed at addressing Occupational Health and Safety issues and providing improved general amenity within the Museum complex. These activities included:

- completion of a comprehensive audit of the storage and handling of dangerous goods throughout the Museum. The report was issued in early 2005 and issues raised are being progressively addressed.
- installation of an upgraded mechanical ventilation system throughout the Spirit House. This system, involving gas and flame sensors, is interlocked with both the electrical and fire systems and is designed to purge the gas from areas where there are spillages of flammable goods. The system will also cut power to the relevant parts of the building if the gas concentration becomes hazardous.
- a major replacement program for outdated humidifiers. These humidifiers are required in collection areas where full climate control is required, ie, where both temperature and humidity constancy is required.
- various minor office and laboratory refurbishments throughout the Museum.

Human Resources

The 2004-2005 financial year saw significant activity in the area of Human Resources. The new executive management structure was finalised, with the recruitment of the Assistant Director, Public Programs and Operations in August 2004. A thorough review of the Museum's organisational structure was commenced resulting in:

- implementation of a new three divisional structure (Directorate, Research and Collections, Public Programs and Operations) effective 28 June 2005
- incorporation of a number of new positions and
- development of a Museum Employee Placement Policy, in consultation with the Public Service Association of NSW, to allow placement of staff within the new structure.

The placement of long term temporary staff, displaced staff and the appointment of staff to new essential middle management positions will continue into the 2005-2006 financial year.

On 1 July 2004, a new Public Sector pay award over four years took effect. The 4% increase granted for the 2004-2005 year, was paid in January 2005 and backpaid to 1 July 2004.

Other major activities during the year included

- completion and submission of the Workforce Profile and the Annual Equal Employment Opportunity (EEO) report
- review of a number of Human Resources policies
- targeted training and development of staff.

Targeted skills training of staff was undertaken in the areas of Customer Service, Project Management, Finance, Presentation Skills and Change Management. Ongoing training of staff was also provided in the OCR Job Evaluation Methodology, First Aid, Occupational Health and Safety and Risk Management.

The Museum continued to pursue the objectives of its EEO Plan, the primary objective being to improve the Museum's people management capabilities and practice through the restructuring and re-alignment process. Accountability measures are included in all SES performance contracts. The Corporate Strategic Plan also includes equity and diversity strategies and contains an ongoing commitment to EEO objectives.

Discussions were held with the Office of Employment Equity & Diversity to discuss future strategies in relation to recruitment of people with a disability and in development of a suitable Disability Plan. This initiative will be further progressed in the next financial year.

A new Occupational Health and Safety (OH&S) Policy was adopted. The OH&S Committee met regularly and undertook risk assessments of work areas in accordance with the *OH&S Act 2000* and the *OH&S Regulations 2001*. Risk Management Training was designated as compulsory training and all supervisors were required to attend.

The Assistant Director, Public Programs and Operations was identified as the Museum's Grievance Officer and the Protected Disclosures Officer.

The Joint Consultative Committee continued to meet regularly to provide an effective means of resolution of employee related issues.

Appendix C provides details on Senior Executive Service officers, staffing, EEO trends and the Museum's occupational health and safety performance.

Information Technology

The focus of Information Technology, changed during the year with the cessation of externally provided network support and the recruitment of a new Systems Administration Officer. This increased the Information Technology Unit's staffing to three positions.

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Additionally, the Museum moved to increase both hardware and system capacity as part of a longer term Information Technology Strategic Plan. Specifically, the Unit:

- installed a new Microsoft Exchange 2003 email environment. All staff were migrated from the old Cobalt system to Outlook
- implemented a multiple blade chassis server environment, with connectivity to the SAN environment. This allowed for consolidation of a number of older servers down to 6-blade servers, including two file servers, an application server, an SQL server, an anti-virus gateway and a new Intranet server
- expanded the existing SAN environment with an additional 1.4TB of space
- created the Active Directory environment and migrated all staff from the multiple NT domain environment across to a single Active Directory
- implemented systems management software to assist in IT support. Functionality includes remote control, remote software delivery, hardware asset management and remote software inventory capabilities.

Library

The 2004-2005 financial year was one of review for the Library. In concert with the Museum's structural changes, staffing in the Library was reduced from five to four. These changes have resulted in a review of the way the Library operates. General public access to the library was changed to access by appointment only. The Library now only processes external interlibrary loans if no other library holds the material.

The Library also began to trial a new Request Manager System (RMS) which will run via the intranet and internet and will be the new electronic interface for the library. It is an extension of the current library management system software. The RMS will improve the management of our incoming requests from both museum staff and external researchers.

In the first half of 2005 the process of integrating the Rare Book Collection back onto Level 3 began. The decision was made to do this to improve security and environmental conditions for the books.

There were two new book displays, 2,892 serials were accessioned into the library, 468 interlibrary loan requests were filled, 204 were not filled and Museum staff requested 241 interlibrary loans.

Library staff attended the Online Conference at Darling Harbour from 1-3 February.

Three students gained practical experience towards their qualifications during the year and a further 16 TAFE students visited the Library in March 2005 for a library tour and discussion.

Significant Donations/Purchases

A facsimile of John Gould's *The Birds of Australia and the Adjacent Islands* was purchased at a Lawson-Menzies auction with money from a bequest allocated by the Director.

Judith Marlow donated some of her late husband Basil Marlow's books to the library. Basil Marlow was a mammalogist.

The Library received a donation of six limited edition Gordon Hanley parrot illustrations from the artist.

The Michael and Mary Whelan Trust donated \$350.00.

Shop

The Museum Shop had a very profitable year. Turnover increased by 20% on the previous year and overall trading delivered a \$301,000 net surplus which was 65% above budget. Visitors spent on average \$3.27. This performance was in large measure due to the direct importation of goods from China and Egypt and the popularity of the Museum's touring exhibition *Life Beyond the Tomb*. An exhibition shop was established for this exhibition and it performed very well.

The Shop also benefited from stock trading activities with other Australian museums.

Museum as a Venue

Over 17,000 people used the Museum's galleries and public spaces for events, further enhancing the Museum's reputation as one of the premier function venues in Sydney. Museum as a Venue also supported a range of charitable and community organisations. The income raised by venue hire contributed to the maintenance of exhibition spaces and Museum programs.

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Appendices

- A Corporate governance
- B Guarantee of service
- C Staff, EEO and OH&S statistics
- D Ethnic affairs
- E Use of consultants
- F Energy management
- G Heritage management
- H Waste reduction
- I Privacy and personal information
- J Freedom of information
- K Overseas travel
- L Code of conduct

Appendix A - Corporate governance

The Australian Museum

The Australian Museum is a statutory body of, and is principally funded by, the NSW Government. The Museum operates under the powers vested in the Australian Museum Trust. During 2004-2005, the Museum operated within the Arts portfolio and its Minister was the Premier, Minister for the Arts and Minister for Citizenship.

The Australian Museum Trust

The Australian Museum Trust was established under Section 5 of the *Australian Museum Trust Act 1975* and operates under that Act and the *Australian Museum Trust Regulation 2003*. The legislation defines the objects, powers and functions of the Trust.

The Australian Museum Trust consists of nine trustees appointed by the Governor on the recommendation of the Minister for a term of up to three years. The trustees must include at least one person who has a knowledge of, or experience in, science and at least one person who has a knowledge of, or experience in, education. Trustees are eligible for reappointment, but may not to hold office for four consecutive terms. Vacancies may be filled by the Governor on the recommendation of the Minister. The President of the Trust is recommended by the Minister. The *Australian Museum Trust Act 1975* defines the Director of the Australian Museum as Secretary to the Trust. The Director's Executive Officer is minute secretary and the Director's Personal Assistant keeps the common seal.

Trustees do not receive remuneration however they are reimbursed for expenses such as travel to attend meetings.

Objects

The objects of the *Australian Museum Trust Act 1975* are set out under Section 7:

- (1) To propagate knowledge about the natural environment of Australia and to increase that knowledge
- (2) When acting in pursuance of its objects, the Trust shall give particular emphasis to propagating and increasing knowledge in the natural sciences of biology, anthropology and geology.

Trustees

Members of the Australian Museum Trust are Brian Sherman AM (President), Brian Schwartz AM (Deputy President), David Handley, Dr Ronnie Harding, Samantha Mostyn, Dr Cindy Pan, Michael Seyffer, Associate Professor Stephan Schnierer, Julie Walton OAM.

Profiles of the Trustees are set out under Our Trustees online at www.amonline.net.au/about/trust.

Trust Meetings

The Trust generally meets every two months and there were 6 meetings during the year. The attendance record of Trustees was Brian Sherman (President) 6, Brian Schwartz (Deputy President) 4, David Handley 3, Dr Ronnie Harding 6, Samantha Mostyn 5, Dr Cindy Pan 5, Michael Seyffer 6, Associate Professor Stephan Schnierer 4, and Julie Walton 4.

Trust Committees

Finance and Audit Committee

The Committee ensures the sound financial position of the Museum through regular reviews of its financial position, budget, finance and business decisions and policies which have an impact on these areas. The Committee also has an important role in risk management and audit through endorsement of internal and external audit plans, review of audit reports and the review of risk assessment and management. Trustees on the Finance and Audit Committee as at 30 June are Brian Schwartz AM (Chair), Brian Sherman AM and Dr Cindy Pan. Ms Julie Walton retired from the Committee in December 2004.

Project Review Group

The Project Review Group was formed in 2004 to oversee the Museum's Renewal Project. The Group meets approximately quarterly and endorses major decisions and monitors progress of the Renewal Project. Its members are Michael Seyffer (Chair), Brian Sherman, Brian Schwartz, Julie Walton, Sam Mostyn, Frank Howarth (Director) and Claire Duffy (NSW Ministry for the Arts).

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Research and Collections Advisory Committee

The Committee was formed in December 2004 and will advise on the direction of research and collections management in the Museum. The Committee's members are:

Dr Ronnie Harding (Chair)

Jim Booth (Executive Director, Policy and Science, NSW Department of Environment and Conservation),

Associate Professor Maria Byrne (School of Biological Sciences, University of Sydney),

Dr Leslie Christidis (Assistant Director, Research & Collections, Australian Museum)

Dr Hal Cogger (John Evans Emeritus Curator, Australian Museum)

Associate Professor Lesley Head (School of Geosciences, University of Wollongong),

Frank Howarth (Director, Australian Museum)

Richard Moorecroft (Media Management)

Associate Professor Margaret Rose (Director, Animal Care, South East Sydney Area Health)

Associate Professor Stephan Schnierer (Director, College of Indigenous Australian Peoples, Southern Cross University)

Brian Sherman (President, Australian Museum Trust)

Dr Brett Summerell (Director, Science and Public Programs, Botanic Gardens Trust)

Professor John Talent (Department of Planetary Sciences, Macquarie University)

Dr Shane McEvey (Secretary) (Editor, Records of the Australian Museum)

Marketing Committee

The Committee considers and provides feedback to the Museum on marketing and development of the Museum's profile and brand name. Trustees on the Marketing Committee are Brian Sherman (Chair), David Handley, Dr Cindy Pan and Brian Schwartz.

The Australian Museum Society

The Australian Museum Society (TAMS) is a committee of the Australian Museum Trust and was established in 1972 to support and promote the work of the Australian Museum. TAMS is administered by a Council of 14, made up of 9 elected TAMS members, 4 appointed representatives of the Australian Museum and the Executive Officer of TAMS. As at 30 June, the TAMS members on Council were Bill Templeman (President), David Priddel (Vice President), Barry Wilson (Treasurer), Mark Andrews, Bob Beale, Derril Greenway, Estelle Lazer, Mary-Louise McLaws and Andrew Nelson. The Museum representatives on Council were Frank Howarth (Director), Penny Berents, Glenn Ferguson and Shane McEvey. The Executive Officer of TAMS was Kate Murray.

Trust Representation

Lizard Island Reef Research Foundation

The Trust has two members on the Lizard Island Reef Research Foundation: Dr Ronnie Harding and Associate Professor Stephan Schnierer.

Liability

Trustees and employees of the Trust are covered by the Treasury Managed Fund for any legal liability, so long as the action they take is not illegal or criminal and outside the scope of their duties.

Legislative Change

There were no changes to the *Australian Museum Trust Act 1975* or the *Australian Museum Trust Regulation 2003*.

Risk Management

The Museum's Executive actively monitors its programs for risk identification and management. Risks are managed in ways consistent with government guidelines and policy in order to safeguard the public, staff, collections, buildings and related assets. The risk control environment includes:

- surveys undertaken by the Treasury Managed Fund;
- corporate risk assessments and management audits undertaken by the Internal Audit Bureau;
- ongoing risk-management functions, including maintenance of asset registers for various classes of assets;
- discrete risk management activities, including fire and safety audits;
- valuation of the collections and building assets, development of risk strategies for public exhibitions and spaces as well as fire drills;
- constant monitoring of Museum buildings and site by full-time security staff and security support systems;
- appropriate insurance cover with the Treasury Managed Fund covering all classes of risk.

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Appendix B - Guarantee of Service

The Australian Museum is committed to:

- gathering and communicating accurate information and providing high quality activities and services supportive of our mission and relevant to the community
- ensuring that the Museum’s public environment is comfortable and our staff are friendly, reliable and respectful of the interests and needs of visitors and other Museum customers
- providing visitors with a fair and reasonable opportunity to be heard regarding any aspect of the running of the Museum
- providing innovative public programs using a variety of media to give entertaining, stimulating and educational experiences
- maintaining and improving our scientific collections including their documentation, conservation and accessibility
- conducting excellent and significant research and making the results available to the scientific community through publication in scientific journals and books, and to the public through public programs, print and electronic media.

Appendix C – Staff, EEO and OH&S

Senior Executive Service

There are currently three Senior Executive Service (SES) positions within the Museum. The Director, Frank Howarth, commenced duties in February 2004. The Assistant Director, Public Programs and Operations, Janet Carding, commenced duties in August 2004. The Assistant Director, Research and Collections, Dr Les Christidis, commenced duties in June 2004.

The number of SES positions as at 30 June for the reporting and previous years was:

	2003	2004	2005
SES 4	0	1	1
SES 2	1	0	1
SES 1	1	1	1

The number of female executive officers as at 30 June for the reporting and previous years was:

	2003	2004	2005
Female SES Officers	0	0	1

Staff Statistics

Table 1: Comparison of staff by salary as at 30 June

Level	2001	2002	2003	2004	2005
< Clerk 3/4	44	53		0	3
Clerk 3/4	42	24	No	15	14
Clerk 5/6	61	49		31	25
Clerk 7/8	88	86		76	62
Clerk 9/10	72	91	Data	79	77
Clerk 11/12	19	23		29	27
Non SES	15	16		15	15
SES	2	2		2	3
Total	343	344		247	226

Notes: For the purpose of this comparison, staff have been classified according to their salaries and related to the Clerk scale. Table 1 does include casual employees

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Table 2: Staff by salary level as at 30 June

Level	Total Staff (Number)	Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment
< \$31,352	3	100%		100%	0%	0%	33%	0%	0%
\$31,352 - \$41,177	14	100%	50%	50%	0%	21%	36%	14%	0%
\$41,178 - \$46,035	25	100%	40%	60%	0%	20%	40%	8%	0%
\$46,036 - \$58,253	62	100%	37%	63%	2%	15%	23%	3%	0%
\$58,254 - \$75,331	77	100%	52%	48%	4%	10%	31%	6%	0%
\$75,332 - \$94,165	27	100%	70%	30%	0%	11%	19%	4%	0%
> \$94,165 (non SES)	15	100%	80%	20%	0%	27%	40%	20%	0%
> \$94,165 (SES)	3	100%	67%	33%	0%	0%	0%	0%	0%
Total	226	100%	50%	50%	1.8%	14%	29%	7%	0%

Note: Does not include casual employees

Table 3: Staff by employment basis as at 30 June

Employment Basis	Total Staff (Number)	Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment
Permanent Full-time	154	154	95	59	3	23	44	9	0
Permanent Part-time	18	18	3	15	1	4	4	4	0
Temporary Full-time	37	37	11	26	0	3	10	2	0
Temporary Part-time	14	14	2	12	0	2	7	0	0
Contract - SES	3	3	2	1	0	0	0	0	0
Contract - Non SES	0	0	0	0	0	0	0	0	0
Training Positions	0	0	0	0	0	0	0	0	0
Retained Staff	0	0	0	0	0	0	0	0	0
Casual	50	50	14	36	0	2	13	0	0
Total	276	276	127	149	4	34	78	15	0

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Table 4: Trends in the representation of EEO groups as at 30 June

Percent of Total Staff

<i>EEO Group</i>	<i>Benchmark or target</i>	<i>2002</i>	<i>2003</i>	<i>2004</i>	<i>2005</i>
Women	50%	52%	51%	51%	50%
Aboriginal people and Torres Strait Islanders	2%	3.2%	1.9%	1.6%	1.8%
People whose first language is not English	20%	9%	8%	8%	29%
People with a disability	12%	10%	8%	15%	7%
People with a disability requiring work-related adjustment	7%	n/a	n/a	1.2%	1%

Table 5: Trends in the distribution of EEO groups as at 30 June

Distribution Index

<i>EEO Group</i>	<i>Benchmark or target</i>	<i>2002</i>	<i>2003</i>	<i>2004</i>	<i>2005</i>
Women	100	90	95	90	87
Aboriginal people and Torres Strait Islanders	100	n/a	n/a	n/a	n/a
People whose first language is not English	100	93	92	n/a	97
People with a disability	100	79	106	99	n/a
People with a disability requiring work-related adjustment	100	n/a	n/a	n/a	0

Notes:

1 Staff numbers are as at 30 June.

2 Excludes casual staff

3 A Distribution Index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels. The Distribution Index is automatically calculated by the software provided by ODEOPE.

4 The Distribution Index is not calculated where EEO group or non-EEO group numbers are less than 20.

Disability Action Plan

The Museum's Disability Plan was submitted to the Department of Ageing, Disability and Home Care in June 2000. The Museum progressively reviews physical access issues with a view to improving the level of access for the disabled. The Museum provides free parking for disabled groups, free admission to carers and physical ramping where appropriate.

Occupational Health & Safety

In 2004-2005 there were 10 lost time injuries. All employees have successfully returned to work. The types of injuries sustained were mainly strains/sprains. The cause of most sprains/strains were trips and falls, two of which resulted from the current road works on William Street. Two occurred from incorrect manual handling procedures such as lifting heavy objects, and one was from occupational overuse of keyboard and computer work. One officer was assaulted by a gang of youths whilst on night patrol outside the building.

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Appendix D – Ethnic Affairs Priority Statement

Over the last financial year exhibitions and public programs have continued to focus on incorporating multicultural content into the Museum’s initiatives. The implementation of programs for the *Life Beyond the Tomb: Death in Ancient Egypt* exhibition involved liaison with a members of the Australian Egyptian community in the development of the exhibition content and programs designed to accompany the Exhibition.

Other initiatives included programs and displays on a smaller scale. One of these was a visit from group of *tamariki* (Maori children) and Maori elders from the Newcastle Poi Turaki Club. This group came for a private tour of the Maori collection. This visit was to become part of a journey which has showcased and will continue to showcase Maori heritage to hundreds of people.

The Australian Museum also exhibited a small display commemorating Waitangi Day, the signing of a treaty at Waitangi on 6 February 1840 by a group of Maori chiefs and the British Government. The display exhibited Maori artefacts of significant cultural importance, a display panel describing the relevance of the artefacts to Waitangi day and a facsimile of the Maori version of the treaty.

Appendix E – Use of Consultants

There were no consultants engaged during 2004-2005 where the fee was over \$30,000. The Museum engaged 7 consultants where the fee was less than \$30,000 and the total expenditure on these services was \$66,660. The services provided were:

- Economic assessment of a consultant proposal
- Accommodation evaluation
- Exhibition planning advice
- Heritage advice
- Town planning advice
- Collection planning services
- Collection planning advice

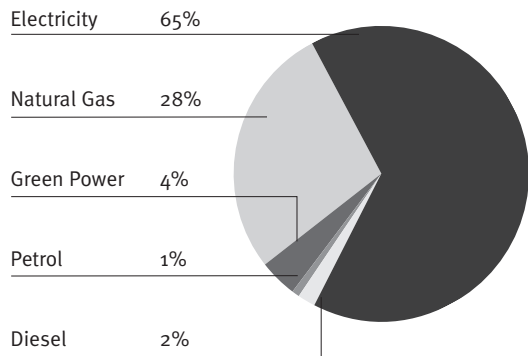
Appendix F – Energy Management

The aim of the Government Energy Management policy is to achieve sustainable energy and cost reduction across the NSW Public Service. The policy uses energy use and greenhouse gas emissions in 1995-1996 as a baseline against which savings are assessed.

	<i>Base</i>	<i>2004</i>	<i>2005</i>	<i>Change</i>
Energy use (Gj)	25,107	20,085	21,519	-14.3%
Greenhouse gas (tonnes)	5,128	3,877	4,037	-21.3%

Note: The reduction on 2005 useage is measured against the 1996 base.

Energy Consumption by Fuel



Appendix G – Heritage Management

The Australian Museum has a responsibility to identify and manage the items of heritage which are in its ownership, care or control. In accordance with Section 170A of the *Heritage Act 1997*, the Museum is required to provide a statement on the condition of items on its register in the Annual Report.

The entire site bordered by College, William and Yurong Streets, Sydney is included on the State Heritage Register (No. 805). In addition, the buildings are listed on the Register of the National Estate, Register of the National Trust and in the Central Sydney Heritage Local Environmental Plan 2000. Within this site are a number of buildings, which are classified as of state significance. They are:

- Lewis Wing
- Barnet Wing
- Vernon Wing (including Hallstrom Theatre)
- William Street (Farmer) Wing
- National School Building

These buildings are maintained in good condition. The National School Building is considered in fair condition.

Items of regional significance include:

- Still Addition
- Spirit House
- Old School Building.

These buildings are in good condition, except for the Old School Building, which is in fair condition.

All other buildings on the site are considered to be of local significance. They are considered to be in fair condition.

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Appendix H – Waste Reduction and Recycling

The Museum continued its commitment to waste reduction and recycling. Its recycling and waste system was implemented in April 2001. The Museum aims to reduce the level of waste generated in both public and non-public areas of the Museum. Some improvements to the collection of recyclable material were introduced during the year with the assistance of the contracted cleaning and catering companies. The following quantities of waste were collected for recycling during the 2004–2005 year.

<i>Waste type</i>	<i>2002</i>	<i>2003</i>	<i>2004</i>	<i>2005</i>
Paper (kg).	22,660	21,970	23,660	21,765
Cardboard (kg)	9,360	9360	9360	8573
Plastic (kg)	832	680	260	235
Aluminium (kg)	1,040	950	936	862
Glass (kg)	12,480	12,480	12,480	10,950
TOTAL (kg)	46,372	45,440	46,696	42,385
General (m ³)	936	936	936	936

The Museum's Waste Reduction and Purchasing Policy was drafted in 1998 in liaison with the NSW Environment Protection Authority.

Appendix I - Privacy and Personal Information

The Australian Museum's Privacy Management Plan outlines how the Museum complies with the *Privacy and Personal Information Protection Act 1998* and the standards outlined in its Information Protection Principles. The Plan outlines the personal information held by the Museum and strategies to ensure the Museum effectively meets its responsibilities under the Act.

The Plan is available to staff on the Museum's intranet. Copies may be obtained by contacting the Privacy Contact Officer, Archives & Records Unit, Australian Museum, 6 College Street, Sydney NSW 2010, tel: 02 9320 6148 fax: 02 9320 6050. The Museum's website privacy statement is published on the website.

There were no applications for internal review in the period 2004–2005.

Appendix J – Freedom of Information

Statement of Affairs

The following Statement of Affairs for the Australian Museum is presented in accordance with the *Freedom of Information Act 1989*, Section 14 (1) (b) and (3). The Museum's Statement (FOI Agency No 377) is correct as at 30 June 2005.

The Australian Museum had its inception as the Colonial Museum in 1827 and was subsequently incorporated by Act of Parliament as the Australian Museum in 1853. The *Australian Museum Trust Act, 1975*, No.95 and the *Australian Museum Trust Regulation, 2003* define the powers, authorities, duties and functions of the Australian Museum

Trust. All officers and employees of the Museum are appointed or employed under the *Public Sector Employment and Management Act 2002*.

The Organisation Chart outlines the formal structure and responsibilities of the various Divisions of the Museum, and appears on page 7.

The purpose of the Museum is 'to inspire the exploration of nature and cultures'. Its vision is 'a beautiful and sustainable natural world with vibrant and diverse cultures'.

The Museum will provide visitors and the wider audience with a fair and reasonable opportunity to be heard regarding any aspect of the running of this Museum. The Museum regularly surveys and monitors community opinions and involves itself in a wide range of public discussion and liaison with various groups.

The Australian Museum website provides much online information on the Museum, including its public programs, research work, and current projects and offers online information products and services. The address is www.amonline.net.au

Documents Held by the Australian Museum

As might be expected from an institution of its age and nature, the Australian Museum holds many documents, mainly on site. The categories of documents held are described below, as are the ways in which they may be accessed, and whether or not a charge is involved. Some of the documents listed below are freely available. For various reasons, such as personal privacy, commercial confidentiality or cultural restrictions, some documents may not be made available informally without the need for a formal FOI application. These documents are not generally open for inspection and requests for access to them should be made to the FOI Coordinator.

Archives

The extant records of the Australian Museum date from 1836 and form a unique collection of source material for students of natural history, science, Australian history, and the changing role of museums in our society.

In conjunction with the acquisition of large specimen and artefact collections, there developed a correspondingly large group of supporting documentation, such as accession schedules, purchase and exchange records, correspondence, minutes of various committees, personal papers etc, all of which are part of the Archives holdings.

A large body of official inward and outward correspondence from 1837 onwards is held and the majority of this is indexed. In addition the Archives also holds Minute Books, reports, files, exhibition files, research notes and papers, news cuttings, photographs, drawings and illustrations, material archives, maps, plans, and publications.

Access to items held in the Archives is available through the Australian Museum Archives. A Guide to the Australian Museum Archives (1989) is available for consultation. The Museum's institutional archives are public records and

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come under the *State Records Act 1998* and are managed and accessed in accordance with that Act. Acquired archives are accessed in accordance with donor conditions.

Staff Records

All records relating to staff, selection, appraisal, recruitment and training are held in the Human Resources Unit. Staff of the Museum may gain access to their own files by contacting this section. Other records are generally not available for inspection.

Administrative Records

These records cover all aspects of the Museum's decision making and administrative functions, and are registered in the central records system or held in local office areas.

Scientific Records

The functions of the scientific division include: management of the collections, research, contributing to public programs, and disseminating information. The records created and maintained reflect these functions: collection records (documenting the acquisition, registration, use, conservation and management of the collections); research records (notes, data, field trips, pictorial material, manuscripts, conferences and committee, professional societies); information files; publications; correspondence files; and administrative records (budgets, corporate plans, grant applications, annual reports, correspondence).

Public Program Records

Records documenting the Museum's public program functions include exhibition files, education files, teaching materials, public relations and marketing files, public program planning papers and reports, audience research surveys and reports, publications.

Planning and Policy Documents

The following documents may be accessed through the Australian Museum Archives:

- Aboriginal Heritage Unit and Related Issues
- Alcohol and Drugs
- Asset Disposal Policy and Guidelines
- CCTV Code of Practice
- Code of Conduct
- Collections Acquisitions Capitalisation
- Collections Development and Maintenance
- Commercial Publications by Museum Staff
- Communications Devices
- Conflict of Interest
- Corporate Strategic Plan 2005-2008
- Corrupt Conduct Reporting
- Corruption Prevention
- Credit Card Use
- Employee Related Concerns and Grievances
- Environmental Enquiry Submissions
- Environmental Survey Guidelines
- Export of Non-living Specimens
- Family and Friends on Field Trips
- Guarantee of Service
- Harassment Free Workplace

Information Technology Security

Media

Motor Vehicles

NSW Charter of Principles for a Culturally Diverse Society

Occupational Health and Safety

Payment of Royalties

Post-retirement Fellowships

Privacy Management Plan

Procurement Policy and Guidelines

Records Management

Research Practice Guidelines

TAMS excursions - Leave Provisions for Staff Leaders

Use of Equipment Outside the Museum

Volunteers and Field Trips

Waste Reduction and Purchasing Policy and Plan

Web Privacy Statement

Publications

The Australian Museum produces a wide range of publications. It is possible to access these in the Australian Museum Research Library, the State Library of NSW, and university libraries in Australia. Publications may be purchased through the Australian Museum Bookshop or the Publications Unit.

Access Arrangements, Procedures and Points of Contact

Documents published by the Australian Museum: All of the Museum's published books, serials, reports and documents may be accessed through the Australian Museum Research Library, open by appointment. Tel: 9320 6152

Personnel files: Staff do not need to use FOI to access their personnel files. A request to access one's file should be directed to the Human Resources Unit.

Policy and Planning Documents: These may all be accessed through the Australian Museum Archives, open by appointment. Tel: 9320 6148

Archives: These may be accessed through the Australian Museum Archives, open by appointment. Tel: 9320 6148

All other documents: To access all other records, applications in writing or in person must be made to the FOI Coordinator, Australian Museum, Archives & Records Unit, 6 College St, Sydney NSW 2010. Phone: 9320 6148. Requests for access under the FOI Act must be accompanied by a \$30 application fee.

Freedom of Information Requests

The Museum received no requests for information in 2004-2005 under the *Freedom of Information Act 1989*. One application continues from last year and is carried over into the next year. This application was granted in part in 2003-2004. The applicant appealed to the Ombudsman's Office under S.52A. The recommendations from the Ombudsman have been received and the requests are being re-determined.

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Appendix K – Overseas Travel

Name	Division	Purpose	Country	Date
Graham I	Science	Present a paper at the Genesis of Ore Deposits Conference	Eastern Russia	6 Sep-10 Oct 2004
Torrence R	Science	Undertake a research project on ancient trading systems	Russia	2-25 Sep 2004
Wilson G	Science	Attend Crustacean Society Meeting & the Brazilian Crustacean Congress.		
		Present keynote address to the Symposium on Peracarida (Crustacea)	Brazil	22 Oct-5 Nov 2004
Cowell E	Public Programs	Finalise the loan of items from the National Museum of Antiquities	England &	
		for the exhibition <i>Egypt: Life Beyond the Tomb</i>	The Netherlands	23 Jul-01 Aug 2004
Christidis L	Science	Represent Australia at the Global Biodiversity Information Facility Meeting	New Zealand	4-9 Oct 2004
McGrouther M	Science	Present a seminar at the Collection Building and Natural History Studies		
		in Asia and the Pacific Rim Symposium	Japan	1-15 Dec 2004
Howarth F	Directorate	Research international experience in exhibition refurbishment and		
		capital development of museums	UK, USA & Canada	27 Sep-15 Oct 2004
Sadlier R	Science	Undertake scientific research on the lizard fauna of New Caledonia	New Caledonia	4-25 Dec 2004
Tacon P	Science	Undertake archaeological fieldwork research	Burma	3-25 Nov 2004
Howarth F	Directorate	Attend meeting of Council of Australian Museum Directors. Research		
		NZ experience in exhibition refurbishment and capital development		
		of museums	New Zealand	22-28 Oct 2004
Flemons P	Science	Attend the Taxonomic Data Working Group meeting and the		
		Spatial Data Sub Group meeting	New Zealand	10-19 Oct 2004
Buhler R	Corporate	Buy merchandise for the exhibition <i>Egypt: Life Beyond the Tomb</i>	Egypt	25 Oct-5 Nov 2004
	& Commercial			
Bickel D	Science	Undertake research in southwest Pacific region and gather		
		specimens for entomology (insects) collection	Fiji	17-31 Jan 2005
Flemons P	Science	Attend BioGeoMancer Project Initiation Workshop	USA	21-26 Feb 2005
Leis L	Science	Undertake collaborative research project on larval fish biology	Taiwan	3-28 May 2005
Hay A	Science	Undertake collaborative research on larval fish biology	Taiwan	14 May-12 Jun 2005
Muir G	Corporate	Field surveys of two threatened reptile species	Norfolk Island	2-17 Mar 2005
	& Commercial			
Attenbrow V	Science	Present conference paper to Forum UNESCO – World Archaeology Congress	England & France	5-27 Apr 2005
Flemons P	Science	Represent Australia at Global Biodiversity Information		
		Facility Data Modelling Workshop	Mexico	2-17 Apr 2005
Daniel V	Science	Review performance & achievements of the Cultural Affairs Program	New Caledonia/Fiji/	
		of the South Pacific Community	Vanuatu & Palau	7 Mar-14 May 2005
Torrence R	Science	Undertake a research project on the evolution of		
		ancient societies in the Pacific region	Papua New Guinea	17 Apr-1 May 2005
Cassis G	Science	Undertake collaborative fieldwork for the Planetary Biodiversity Inventory	New Caledonia	18 Apr 2005
Kampen L	Science	Undertake fieldwork on rodent eradication and biodiversity	Lord Howe Island	2-23 May 2005
Lassau S	Science	Undertake fieldwork on rodent eradication and biodiversity	Lord Howe Island	2-23 May 2005
Connors S	Public Programs	Present a paper at the World Indigenous Peoples		
		Conference and inspect exhibitions	New Zealand	27 Nov- 1 Dec 2004

Appendix L – Code of Conduct

The Museum amended its Code of Conduct in 2003-2004 to comply with recommendations of the Independent Commission Against Corruption's (ICAC) Report on investigation into the theft of zoological specimens from the Australian Museum between 1997 and 2002 and related matters.

There were no amendments to the Code of Conduct in 2004-2005.

Detailed Annual Report

Australian Museum Annual Report 2004–2005

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The Annual Report is published in three parts under separate covers: Summary Annual Report, Detailed Annual Report and Financial Statements.

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Australian Museum

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The Australian Museum is open from 9.30am to 5pm seven days a week (except 25 December).

Business hours are 9am to 5pm Monday to Friday.

General Admission Charges:

Family (2 adults, 2 children)	\$25
Family (2 adults, 1 child)	\$17.50
Extra child (each)	\$2.50
Adult	\$10
Child (5–15 years)	\$5
Children under 5	FREE
Schools (per student)	\$5
Concession card holders:	
> Government Concession Card Holders	\$5
> Australian Student Card Holders	\$5
> Seniors Card Holders NSW Government Issue	\$5
Members of The Australian Museum Society (TAMS)	FREE
Australian Age Pensioners	FREE

Additional charges may apply to special exhibitions and activities.



Availability

This report is available at www.amonline.net.au/about/report. Further information on the research and education programs and services of the Australian Museum can be found at www.amonline.net.au.

