

Australian Museum

Annual Report 2003–2004 Detailed Report

Australian Museum Annual Report 2003–2004



AUSTRALIAN
MUSEUM
nature and culture

Detailed Annual Report

Australian Museum Annual Report 2003-2004

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Letter to Premier

The Hon. Bob Carr MP

Premier, Minister for the Arts and Minister for Citizenship

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 2004, 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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Corporate Governance

The Australian Museum

The Australian Museum is a statutory body of, and is principally funded by, the NSW Government operating within the Arts portfolio. The Museum is governed by a Trust established through the Australian Museum Trust Act 1975 and the Australian Museum Trust Regulation 2003. The legislation defines the objectives, powers and functions of the Museum. It is accountable to the Premier, Minister for the Arts and Minister for Citizenship.

The Australian Museum 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 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 of the Trust. The Director's Executive Officer is minute secretary.

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

Objectives

1. 'To propagate knowledge about the natural environment of Australia and to increase that knowledge.'
2. '...the Trust shall give particular emphasis to propagating and increasing knowledge in the natural sciences of biology, anthropology and geology.'

Trust Meetings

The Trust meets every two months and there were 6 meetings in 2003–2004 with attendance as follows: Brian Sherman (President) 6, Brian Schwartz (Deputy President) 4, David Handley 5, Ronnie Harding 6, Sam Mostyn 5, Cindy Pan 6, Andrew Roberts (resigned December 2003) 1, Stephan Schnierer 6, Julie Walton 4.

Trust Committees

Finance and Audit Committee

The Committee ensures the sound financial management 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, overview of audit outcomes and the review of risk assessment and management. Trustees on the Finance and Audit Committee are Brian Schwartz (Chair), Brian Sherman and Julie Walton.

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, Cindy Pan, Andrew Roberts (resigned December 2003) and Brian Schwartz.

Lizard Island Reef Research Foundation

The Trust has two members on the Lizard Island Reef Research Foundation: Ronnie Harding and 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 is not illegal or criminal and outside the scope of their duties.

Legislative Change

The Australian Museum Trust Act 1975 was amended by the Statute Law (Miscellaneous Provisions) Act 2003. The amendments provide that in calculating the maximum number of consecutive terms for which a trustee of the Museum may hold office, any period of appointment to fill a casual vacancy is to be disregarded. The amendments also repealed the provisions specifying that the appointment of a trustee takes effect on 1 January in the year following the year in which the appointment is made. The instrument of appointment may specify the date the appointment takes effect. The amendments took effect from 22 July 2003.

Consistent with the requirements of the Subordinate Legislation Act 1989, the Australian Museum Trust Regulation 1998 was repealed on 1 September 2003 and replaced, without substantial alteration, by 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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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

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. He is a member of IIBAB which advises the NSW Government on policies for IT companies in NSW. Brian Sherman 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. Brian is Director of Voiceless, the fund for Animals. He was appointed to the Australian Museum Trust as President in January 2001.

Brian Schwartz AM (Deputy President)

Brian Schwartz is Chief Executive of Ernst and Young, Australia. Mr Schwartz is also Oceania Area Managing Partner, a member of the Australian Board of Partners and a Global Executive Board Member. He is Deputy Chairman of the Board of Australian Soccer Association, past Treasurer and Vice President of Moriah College and a Trustee of the Israeli Government Maccabi Bridge Disaster Fund. He is also a Fellow of the Institute of Chartered Accountants, Member of the Institute of Company Directors and the Business Council of Australia. He was appointed to the Trust in March 2001.

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 Ltd an arts and sports production company. He was appointed to the Trust in January 2002.

Associate Professor Ronnie Harding **BA (Sydney), BSc (Hons)(UNSW), PhD (Zoology)(UNSW)**

Ronnie Harding is the Director of the Institute of Environmental Studies at the University of New South Wales. Apart from environmental education, Professor Harding has interests in environmental policy and decision-making including: the principles of ecologically sustainable development, and especially the precautionary principle; environmental indicators and state of the environment reporting; environmental management systems and policies for organisations. Professor Harding is Chair of the NSW Council on Environmental Education, Chair of the Orica Botany Environmental Survey (Community Liaison Committee), a member of: the NSW State of the Environment Advisory Council; the Executive Council of WWF Australia; the Ministerial Scientific Advisory Council on Agriculture, Fisheries and Food, and a Trustee of the Lizard Island Reef Research Foundation. She was appointed to the Trust in January 2003.

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. She was appointed to the Trust in January 2003.

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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 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*. Official Ambassador for Chinese New Year for the City of Sydney since 2000. Ausaid Ambassador 2003 and 2004. Dr Pan was appointed to the Trust in January 2002.

Andrew Roberts **BComm, MBA (UNSW)**

Andrew Roberts is Deputy Managing Director of Multiplex Constructions Pty Ltd. He holds directorships with various companies within the Multiplex groups, MTYM Funds Management and Danae Resource NL. Mr Roberts is a member of the Australian Society of Accountants and has undertaken postgraduate studies in property finance at the University of California, Berkeley. He was appointed to the Trust in January 2000 and resigned in December 2003.

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 committees 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. He joined the Trust in January 1998.

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. She was appointed to the Trust in January 2000.

Our Executive

In March 2004, a new Executive and organisational structure took effect (see Organisation Chart p8).

Frank Howarth **BA (Macquarie), MScSoc (UNSW)** **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, 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 was appointed to the position Assistant Director, Public Programs and Operations late in 2003–2004 and will take up duties in August 2004. Ms Carding comes to the Museum from the National Museum of Science and Industry in the United Kingdom. The Heads, Public Programs and Corporate and Commercial Services, have shared the responsibilities of this position since its creation and will do so until Ms Carding takes up duties.

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

Les Christidis has established an internationally recognised research career aimed at investigating the origins and evolution of the Australian bird fauna using genetic based techniques. This included postings at 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 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. Dr Christidis took up his position in June 2004.

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Jan Barnett

Dip Spec Ed, Grad Dip Env Educ Head, Public Programs

Jan Barnett was appointed Head, Public Programs in 2001 and is responsible for exhibitions, education and house services at the Australian Museum. Previously, she was Head, Community Relations Division 1993–2000, which encompassed marketing, public relations, special events and functions, publishing and merchandising. She 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 Commercial Services

Ken Pope has a background in senior administration with both the State and Federal Governments. He was appointed to the current position in October 2001. Prior to his appointment, Mr Pope spent six months with the Olympic Co-ordination Authority delivering sponsor-related showcasing, media, retailing and general services at Sydney Olympic Park during the Olympics and Paralympics. Between 1997 and 2000, he 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. Mr Pope also spent six years, from 1986 to 1992 as the Administration Manager with the Civil Aviation Authority. He is responsible for financial services, organisational development, facilities management, the Museum shop, Museum as a Venue and Australian Museum Business Services.

Roger Muller

B.Com (Hon)(Melbourne)

Executive Officer, Director's Office

Roger Muller is minute secretary of the Trust. Prior to joining the Museum in 1996, Mr Muller was a Diplomatic Officer in the Department of Foreign Affairs and Trade spanning over 20 years which included postings to the United Kingdom, the United Nations in New York, Nigeria, the Netherlands and Nauru.

Management Activities

2003–2004 was another year of significant change. Management activities included:

- › a restructure of the Museum's divisions involving the deletion of the Strategic Initiatives and Information Management division and the distribution of its staff and functions to other divisions;
- › the closing of three sections: Multi-Media, Nature Focus and Strategic Initiatives;
- › a voluntary redundancy program which resulted in the granting of redundancies to 33 staff to accommodate the last tranche of the NSW public sector pay award;
- › management of the Museum's budget within the NSW Government's allocation;
- › substantial completion of a short-term accommodation strategy which included:
 - the relocation of Design and Exhibition Production and Installation sections to a new facility at Alexandria;
 - substantial progress on the construction of onsite demountable facilities for Anthropology and Australian Museum Business Services;
 - refurbishment of various office spaces and the old exhibition production space for the relocation from rented premises to onsite accommodation for Entomology and the Centre for Biodiversity and Conservation Research;
 - relocation of the Museum's off-site store from Homebush to Alexandria;
- › review and revision of the Code of Conduct;
- › completion of five internal management audits with the assistance of the Internal Audit Bureau:
 - IT Application Review – SUN financial system;
 - IT Application Review – CHRIS human resources system;
 - Personnel, Payroll (including SES) and Code of Conduct;
 - Accounts payable, corporate credit cards and petty cash;
 - Income collection and banking;
- › provision of management support to the Australian Museum Trust and its sub-committees;
- › liaison with staff and middle management.

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Future Directions

In 2003–2004, the NSW Government honoured its commitment to revitalise the Museum by:

- › approving the Trust's plan to restructure the Museum's Executive and Divisions;
- › appointing three new Executive officers;
- › allocating some \$42 million over five years for major gallery refurbishment and to address critical accommodation issues.

During 2004–2005, the Museum will focus on defining the role of the Museum in the 21st century and developing a corporate strategic plan. Work will also commence on planning for gallery refurbishment and the new accommodation.

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.

The Australian Museum Society

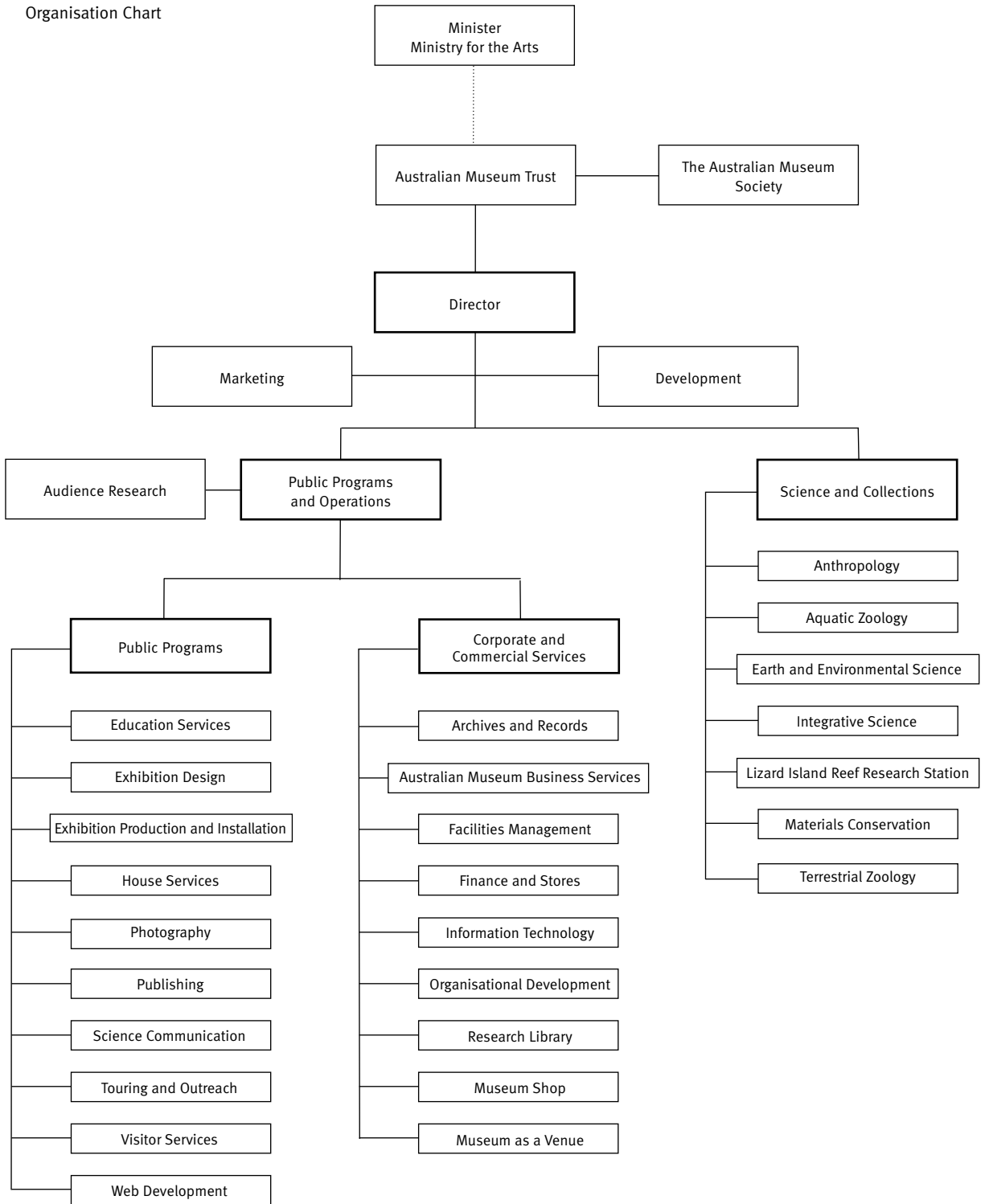


The Australian Museum Society (TAMS) developed and ran a number of events throughout the year including:

- › walks to Cowan Creek, Manly, Waverton, Glebe, Mittagong, Ryde, Birchgrove, Parramatta and more;
- › exclusive viewings of Australian Museum exhibitions *Gold and Sacrifice, Uncovered: treasures of the Australian Museum* and *John Gould Inc.*;
- › night lectures on everything from Antarctica to Cape Town, Astronomical Alignment, Wollemi rock art, mummies, bush tucker, urban birds, cannibalism, frogs, Florence, distance measurement in the universe, head elongation, Chile, bipedalism and Iran;
- › major events including Darwin Day (in celebration of Charles Darwin), the Who Owns our Genomes debate (featuring John Sulston of the UK) and the National Science Week Address in collaboration with the Australian Academy of Science (delivered by John Shine);
- › behind-the-scenes tours of the Museum's Torres Strait collection;
- › special events including a spotlight bushwalk in the Kuring-gai Wildflower Gardens, an exhibition viewing at the Museum of Sydney and a special movie screening at the Cremorne Orpheum;
- › exclusive trips including a two week trip to Christmas Island for the migration of the Red Mud Crab and a day trip to Canberra.

Detailed Annual Report **Organisation Chart** at 30 June 2004

Organisation Chart



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Science

The Science Division is responsible for collection management, scientific research and the communication of knowledge. Our knowledge is disseminated via publications, representation on policy and advisory committees, reporting on environmental planning and development proposals and contributions to exhibition development.

Following the restructure which took effect in March 2004, the Science Division now consists of Anthropology, Aquatic Zoology, Earth and Environmental Science, Integrative Science, Lizard Island Reef Research Station, Materials Conservation and Terrestrial Ecology with Science Communication being moved to Public Programs Division.

Dr Doug Hoese retired from the position of Head of Science on 4 June. Dr Hoese had been with the Museum for 33 years, and has now taken up a Research Fellowship with the Museum. The new position of Assistant Director, Science and Collections has been filled by Dr Les Cristidis.

Science Highlights

A high level of research output was maintained with 59 major projects started, 99 ongoing and 59 completed. A number of minor projects were also completed.

The scientific knowledge generated was communicated via the Records of the Australian Museum which published 36 refereed papers and via 258 publications across a variety of media. A full list of staff publications is available on the Museum's website.

The Museum had representatives on 35 local, state, national and international committees which provided policy advice across a range of natural and cultural heritage issues.

In managing the collection, about 34,000 new records (over 200,000 specimens, lots and objects) were accessioned; 18,084 new records were added to electronic databases; 1,136 new records were added to manual databases and over 520 loans were made to other institutions (over 25,000 specimens, lots and objects).

Planning was well advanced for the relocation of the Entomology unit, the Centre for Biodiversity and Conservation Research and the entomology collection from rented premises to onsite accommodation.

Much needed enhancements to collection storage were achieved via the procurement of a new storage facility at Alexandria and the refurbishment of the ground level of the Spirit House.

Management of, and access to, collections records were further enhanced by a range of projects including the ongoing implementation of EMu, the new integrated collection management system.

The 2003 Australian Museum Eureka Prizes offered 21 prizes worth \$210,000.

The Museum was awarded new grants during the year totaling \$2.31M from Federal Government, private and international sources to work on projects of national and international significance. Major grants were received for scientific research or collection related work on:

- › isopod crustaceans from Kakadu National Park and western Arnhem Land;
- › the evolutionary history of protostome animals (worms, molluscs and arthropods);
- › the Terrestrial Arthropods of Fiji;
- › the role of East Asia in recent human biological and cultural evolution;
- › repatriation of Aboriginal ancestral remains and material of a secret and sacred nature;
- › investigation of biodiversity patterns in Australia and the Pilbara district of Western Australia;
- › supporting indigenous communities establish and maintain cultural centres and keeping places.

Other science highlights include:

- › the awarding of the 2004 Fenner Medal for distinguished research in biology by the Australian Academy of Science to Dr Greg Edgecombe;
- › the awarding of the Voisey Medal by the Geological Society of Australia to Dr Ian Graham;
- › the receipt of \$40,000 funding from the Global Biodiversity Information Facility to digitise Australian primary type specimens of birds, mammals, fishes, reptiles and molluscs;
- › the donation of 193 opalised fossils from Lightning Ridge and a Triassic amphibian from the central coast of NSW;
- › the discovery of 27 unrecorded rock-art sites in Wollemi National Park;
- › the publication of *A Field Guide to Reptiles of New South Wales*;
- › the web publication of the *Encyclopaedia of Australian Reptiles*;
- › the delivery of papers to international, national and state conferences on estuaries, coastal science and management;
- › the installation of an environmental monitoring station at Mawson's Hut, Antarctica.

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Knowledge Creation

Major Projects

Branch	Commenced	Ongoing	Completed
Anthropology	1	8	2
Aquatic Zoology	19	29	13
Earth and Environmental Sciences	8	16	9
Integrative Sciences	15	16	13
Terrestrial Zoology	11	27	18
Materials Conservation	5	3	4
Totals	59	99	59

This work was funded by \$5.8 million from the Museum's allocation from NSW Treasury and by \$1.954 million from external sources, namely grants, commercial income and other external sources. A detailed breakdown of funding can be found in the Audited Financial Statement.

Knowledge Communication

The Museum communicates its research knowledge in three primary ways:

- › publications via a variety of media including refereed publications, book chapters, published conference papers, web publications and CD-ROMs;
- › advice to policy committees and reports to government agencies, federal, state and local;
- › papers presented at conferences and workshops.

Publications

Four issues, one technical report and one supplement of the *Records of the Australian Museum* were published in 2003–2004 and included 36 refereed scientific papers. 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.

The Museum with The Australian Museum Society also published a handbook on gemstones of the Barrington Plateau by Sutherland and Graham.

The Museum's staff and research associates published 258 items during 2003–2004. These publications are summarised in the following table and are listed on the Museum's website www.amonline.net.au.

Publications

Medium	Staff	Research Associates	Totals
Refereed publications	90	30	120
Books and book chapters	20	9	29
Non referred publications & technical report	6	2	8
Abstracts	29	0	29
Published conference papers	15	2	17
Web publications	14	5	19
CD-ROMS	2	0	2
Other	21	13	34
Totals	197	61	258

Conferences and Workshops

Australian Museum staff attended over 65 conferences and workshops and presented some 50 papers, posters and talks, 15 of which were published.

Collection Management

Much needed enhancements to collection storage was achieved via two projects. Dry collections situated at Homebush were relocated to a new and better storage facility at Alexandria. The ground level of the Spirit House, previously used for office space, was refurbished providing additional storage for wet collections. Wet material, held in rented premises, was relocated to the main site thus supporting the long-term goal of having all collections stored within the Museum.

The Collection Development and Maintenance Policy was revised to accommodate protocols for the new integrated collection management system (EMu), ICAC recommendations, and other changes in best practice management. In line with this, the individual Collection Management Policies and Procedures Manuals for each collection were also reviewed to ensure they reflect new policy requirements.

Management of, and access to, collections records were further enhanced by:

- › the transfer of over 500,000 collection records to EMu, the new integrated collection management system, for the arachnology, herpetology, mammalogy, marine invertebrates and ornithology collections;
- › the completion by Anthropology of a three-year project which added some 47,000 new records to EMu resulting in about half the collection now electronically databased;
- › the addition by Anthropology of 3,500 images and nearly 8,000 other records to EMu and the development of a prototype for web access to Anthropology database;

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- › the databasing of Australian primary type specimens of birds, mammals, fishes, reptiles and molluscs;
- › a Global Biodiversity Information Facility (GBIF) grant to database land snail collections in state museums;
- › completion of Phase 1 of the FaunaNet bioinformatics program;
- › photographing all mammal primary type specimens.

Anthropology

Aboriginal Heritage Unit

The Aboriginal Heritage Unit (AHU) was offered \$324,000 for the period 2002–2005 to undertake a joint Commonwealth and State program designed to facilitate the repatriation of Aboriginal ancestral remains and material of a secret and sacred nature. This funding is the second stage of the Return of Indigenous Cultural Property program, which enables the Australian Museum to be pro-active about the issue of repatriation. This funding has allowed the Museum to undertake 20 repatriations of ancestral remains.

For the eleventh year, the Aboriginal Heritage Unit secured \$68,000 from Aboriginal and Torres Strait Islander Services (ATSIS) to conduct the Aboriginal Museums' Outreach Program. This program delivers support for indigenous communities to achieve their own cultural objectives through the establishment and maintenance of Indigenous cultural centres and keeping places.

Anthropology collections

Anthropology completed a three-year database development project which saw approximately 47,000 new records added to the anthropology database. About half the collection is now on electronic database. In addition 3,500 images and nearly 8,000 other records (eg. parties, bibliography, narrative, locations) were added to supporting modules of the database. A prototype for web access to the Anthropology database was also developed.

Anthropology and Materials Conservation staff worked with an independent production company, AVP Productions, the Cook Society, Queensland University and Auckland University to carry out tests on the famous 'Cook' arrow to test whether the arrow was made from Captain James Cook's leg bone and whether it was made in Hawaii. The conclusion was that the arrow has no human DNA and that most likely it is from the Northwest Coast of North America.

Anthropology research

In May, 2003 Robin Williams (ABC) presented a Festschrift volume to Dr. Jim Specht, Research Associate of the Museum's Anthropology Branch. The volume, entitled, *A Pacific Odyssey: Archaeology and Anthropology in the Western Pacific: Papers in Honour of Jim Specht*, was published as Supplement 29 of the *Records of the Australian Museum*.

Twenty-seven more unrecorded rock-art sites were discovered in Wollemi National Park, NSW, including the first known platform rock-engraving site in the middle of the Wollemi National Park. The Premier of New South

Wales announced the initial Wollemi discoveries in State Parliament on 1 July 2003. The science magazine, *Discover*, listed our Wollemi rock-art research and discoveries in its top 100 science stories of 2003, a major and very rare achievement.

An ARC Discovery grant was received to start a new major research project focusing on the role of East Asia in recent human biological and cultural evolution.

The Australian Museum has signed a Memorandum of Agreement with the Institute for History, Archaeology and Ethnography of the People of the Far East of the Russian Academy of Sciences. This will facilitate collaborative fieldwork in Primorye scheduled for September 2004, funded by a new ARC Discovery grant to the Museum in partnership with other researchers.

Aquatic Zoology

Marine Invertebrates

Marine Invertebrates and Malacology advanced their web-based project to develop interactive keys to marine invertebrates of southern NSW. The project is developing a key to invertebrate phyla which will link to isopod, amphipod and mollusc keys.

Marine invertebrates in the Bateman's Bay area were sampled extensively for both collection development and the research project 'Biodiversity of Algal Substrates'. This biodiversity project is a joint project with the Royal Botanical Gardens which is documenting the biodiversity of different species of seaweeds. The collection management team made parallel collections of habitats other than seaweeds to fill gaps in our data for this area.

Ichthyology

Tom Trnski completed his PhD thesis titled *Physical and behavioural determinants of larval supply and settlement of fishes that use estuaries as juvenile nurseries*. Dr Trnski graduated in May 2004 from the University of Technology, Sydney, Department of Environmental Sciences.

The Australian Research Council (ARC) and the Department of Education, Science and Training (DEST) funded field work at the National Museum of Marine Biology and Aquarium, Taiwan, on the ontogeny of behaviour in marine fish larvae, in collaboration with Taiwanese scientists. The project is looking at the development of sensory and behavioural abilities of marine fish larvae, and will help further our understanding of how marine fish species disperse.

Malacology

Malacology received funding to continue the assessment of aquatic invertebrates in artesian springs in western Queensland. Several new spring endemics have been found across a range of invertebrate taxa. The Museum and the Queensland Herbarium are preparing a recovery plan for the springs.

With partners from the USA and France, a biotic database of Indo-Pacific Marine Molluscs was successfully uploaded to a server at the Academy of Natural Sciences. Malacology also finished a checklist of Australian marine gastropods and bivalves for the Australian Biological Information Facility.

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Earth and Environmental Sciences

Marine Ecology

The Museum concluded three years of field sampling aimed at assessing the recovery of intertidal amphipods following an oil spill in 1999. Amphipods from six polluted and eight control beaches around Sydney Harbour have been sampled. Recovery is now being assessed by comparing trends in species abundance and composition over time. The results should provide an indication of how long it takes sandy harbour beaches to recover from oil spills.

Terrestrial Ecology

Dr Graham Pyke was designated as a Highly Cited author by the International Scientific Citation Index, a distinction shared with just 177 other Australian scientists across all of science and six within the area of ecology/environment.

Terrestrial Ecology serviced the Deathonline website, including the provision of personalised specialist information on decomposition-related issues to 85 worldwide clients, including police departments, forensic science teachers and researchers, religious leaders, crime-writers, mourners and curious members of the public. Many clients commented on the comprehensiveness and global uniqueness of the website and associated service.

In collaboration with the University of Wollongong, Terrestrial Ecology completed fieldwork which involved the radio-tracking of 20 Superb Fairy-wrens to develop an understanding of habitat use and behaviour of birds in an urbanising world, with the ultimate aim of improving urban design.

Palaeontology

Palaeontology received a donation from Elizabeth Smith of 193 opalised fossil specimens from Lightning Ridge to the palaeontology collection. A complete well-preserved Triassic labyrinthodont amphibian specimen from the central coast of New South Wales has also been donated to the palaeontology collection.

Palaeontology catalogued 5,406 conodont specimens from central and western New South Wales and added them to the Palaeontology collection.

Dr Greg Edgecombe was appointed an Associate in Invertebrate Zoology at Harvard University. Dr Edgecombe was also awarded the 2004 Fenner Medal for Distinguished Research in Biology by the Australian Academy of Science as well as receiving a U.S. National Science Foundation 'Tree of Life' grant to investigate the evolutionary history of the protostome animals (worms, molluscs and arthropods).

Dr Zerina Johanson and colleagues at Macquarie University also published on the development of the Queensland lungfish in *Zoology*, the most prestigious German zoological journal.

Mineralogy and Petrology

During the year, highlights for Mineralogy and Petrology included:

- › the launch of *Geology of the Barrington Plateau* by Drs Lin Sutherland and Ian Graham as part of the Geofest 2003 Museum–TAMS activities;
- › the acquisition of a new petrological polarising microscope with digital imaging facility;
- › the launch of the new Geosciences website;
- › the bequest of a magnificent 33.4 carat Sri Lankan blue sapphire ring.

Integrative Sciences

Centre for Conservation and Biodiversity Research (CBCR)

CBCR received a number of large grants during the year to continue researching the invertebrate biodiversity of Australia. Dr Gerry Cassis was one of only four grant recipients worldwide funded by a new program by the US National Science Foundation – the Planetary Biodiversity Inventory (PBI). Dr Cassis and Dr Randall Schuh (American Museum of Natural History) are the co-principal investigators of a global research team, also involving four senior investigators, four postdoctoral fellows, and two PhD students. The project aims to document 5,000 species of a group of plantbugs (Insecta: Heteroptera: Miridae) on a worldwide basis, as well as analysing their evolution and association with plants and patterns of biodiversity. The award is for \$US3.5 million over five years and is the largest science grant to either the AMNH or the AM.

Other highlights of the year included:

- › a new partnership between the Museum and Rio Tinto, titled 'The AM–Rio Tinto Partnership project'. The project has a funding commitment of \$1.5 million over five years and will investigate biodiversity patterns in Australia and the Pilbara district of Western Australia. Pilbara fieldwork commenced in November 2003 and is funded by the Rio Tinto WA Future Fund. Patterns of biodiversity predicted by the national level data are being tested through ecological survey in the Pilbara;
- › phase 1 of the FaunaNet bioinformatics program was successfully completed. The project is funded by the NSW government through an Enhancement Business Case, the NSW Biodiversity Strategy and the Community Access to Natural Resource Information (CANRI) funding program. This has resulted in the establishment of the official NSW Master List of Faunal Names (FaunaNames), world-class webmapping facility (FaunaMap), interactive identification keys (FaunaKeys), a highly popular education website (Wildlife of Sydney) and other biodiversity information resources. Technology developed through this FaunaNet program is now a platform for a whole-of-government bioinformatics program (BIONET) and was an important factor in the US National Science Foundation supporting the Planetary Biodiversity Inventory project.

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A number of other research milestones were achieved throughout the year, including:

- › completion of the Lord Howe Island Biodiversity and Conservation research program. This report on the Island's biodiversity patterns and conservation status has been instrumental in the formation of the National Parks and Wildlife Service's draft management plan for this World Heritage Area.
- › a project to assess the impact of introduced rodents (rats and mice) on Lord Howe Island, with the erection of sophisticated fencing to exclude the pest species. This project is a critical study in NSW as the government and the Lord Howe Island Board are proposing to eradicate the rodents from the island – a major undertaking. Our study will help assess the impact of such an action on the native biodiversity. We also obtained an ARC grant to assess the impact of climate change on the Island.
- › the beginning of a number of biodiversity monitoring projects including a terrestrial invertebrate biodiversity assessment of the Coleambally Irrigation Area (in conjunction with AMBS), a long-term monitoring project in the Sydney region, and a three-year PhD project investigating the potential for incorporating terrestrial invertebrates as biomonitoring indicators of a riparian habitat restoration project.

Evolutionary Biology

A visiting postdoctoral fellow from Victoria University in NZ spent two months constructing a cDNA library for the Tuatara.

A new manager of the Evolutionary Biology Laboratory was appointed and three staff were selected in open competition to give oral presentations at international conferences.

Evolutionary Biology provided molecular forensic services to the Australian Federal Police, RSPCA, Australian Customs, and the National Parks and Wildlife Service.

Scanning Electron Microscopy Laboratory

The Laboratory collaborated with four overseas visiting scientists, four Australian scientists, four university students, and numerous Australian Museum scientists and exhibition teams during the 2003–2004 period.

Sue Lindsay won the Best Life Science Micrograph at the 18th Conference on Microscopy and Microanalysis 2004 with her image of a Wombat Fly's claw. Ms Lindsay also had two images selected for the 2003 Australia Electron Microscopy Calendar AMMS.

Special Applications of Systematics and Biodiversity

Dr Dan Faith was selected as a Coordinating Lead Author for a Biodiversity Conservation Strategies international report as part of the Millennium Ecosystem Assessment. This is a \$25+ million project sponsored by the UN, World Bank and others.

Dr Faith applied his methods for biodiversity assessment to select an optimal set of winning bids in a biodiversity auction for land owners in Avon Catchment, Western Australia, demonstrating a useful general approach for biodiversity auctions on private lands.

Lizard Island Reef Research Station

Lizard Island Reef Research Station produced more than 50 new scientific publications including a landmark paper titled *Confronting the coral reef crisis*, in the prestigious journal *Nature*.

The station experienced its highest usage by visiting scientists on record (6,118 person days).

Planning for the 30th Anniversary Development is on track. Almost \$900,000 has been committed by donors of the \$1.2 million required and an architect has been retained and construction is planned for mid 2006.

The station provided policy advice via:

- › extensive consultations with the Great Barrier Reef Marine Park Authority regarding the new Great Barrier Reef zoning plan and changes to the Cairns Area Plan of Management;
- › meetings with Queensland National Parks and Wildlife officers regarding environmental management and human impacts affecting the Lizard Island National Park.

Materials Conservation

Materials Conservation began a project to map the incidence and varieties of fungal conidia in storage areas at the Museum to give baseline data on the distribution of the types of mould commonly found in museum environments in Sydney. Other projects during the year included a case study of an archaeology trench at the Museum of Sydney, continuation of the Rock Art Site Management project, and successful installation of an environmental monitoring station at Mawson's Hut Antarctica, and retrieval of information which will contribute towards managing the site. Staff also processed a number of loans, exhibitions and collections during the year, including:

- › curation and installation of 40 artefacts at the new Cultural Centre on Thursday Island in the Torres Straits;
- › rehousing of the dry fish collection in custom-made archival boxes and supports;
- › preparation and installation of many objects and specimens from the Museum's collections for the *Uncovered: treasures of the Australian Museum* exhibition;
- › installation of the Australian Museum's Somerville collection at the Australian Fossil and Mineral Museum in Bathurst.

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Terrestrial Zoology

Mammalogy and Ornithology

Approximately 700 mammal, 1,000 bird and 100 reptile specimens recovered during the ICAC raids of late 2002 were finally returned to the Museum. Registration tags had been removed from the stolen specimens resulting in an enormous loss of scientific value. Charges have been laid and some remaining specimens are being held as part of the impending court case.

A permanent technical officer was appointed to the Ornithology Section for two days per week from the existing pool of technical resources to assist with curating the bird collections.

Herpetology

Ross Sadlier co-authored *A Field Guide to the Reptiles of New South Wales* in collaboration with Herpetology Associates Gerry Swan and Glenn Shea. This guide was published during the year and provides an account for each species of reptile in the state, including distribution maps based primarily on the Australian Museum collection.

Allen Greer's *Encyclopaedia of Australian Reptiles* is on the web. This summarises biological information on the reptiles of Australia that may be of interest to a general reader, and is intended for herpetologists and naturalists; students at a secondary, tertiary and post-graduate level; researchers, and bureaucrats involved with Australian reptiles.

Arachnology

The Therophosid (tarantula) spider collection was identified to genus, and in some cases to species, by Dr Robert Raven of the Queensland Museum. This has greatly enhanced the scientific value of the spider collection.

Dr Mike Gray and Dr Geoff Isbister (Newcastle Mater Hospital, University of Newcastle) published results of a study finally debunking the alleged 'skin eating' necrotic effects of bites by the infamous white-tailed spiders (*Lampona* spp).

Entomology

The refurbishment of the Vernon Wing and Old Carpentry Shop was substantially completed during the year. When complete in August 2004, the Entomology collection and staff will move back to the main Museum site. This will ensure that the Entomology collections are housed in better conditions. Curation will be further assisted by the appointment of a new permanent Technical Officer, who will assist with curation and incorporation of the CBCR-collected specimens into the Entomology collection.

The Museum has received a three-year National Science Foundation Biotic Surveys and Inventories Program grant to initiate a survey of Terrestrial Arthropods of Fiji. The program will produce taxonomic and biogeographic monographs. One of the major goals of the program is local capacity building in conjunction with the Fijian government and the University of the South Pacific.

Entomology staff spent three weeks on field work in northern Argentina and southeastern Brazil working with the South American Biological Control Laboratory, Buenos Aires, on potential biological control agents of water hyacinth, one of the world's worst invasive aquatic weeds. A joint paper with an Argentinean colleague, describing nine new species of *Thrypticus*, a fly whose larvae feed on water hyacinth, has been recently published.

Public Programs

The Public Programs division is responsible for the development, design, production, installation and maintenance of exhibitions and public programs. Following the restructure which took effect in March 2004, Photography, Publishing, Science Communication and Web Development were added to the existing Public Programs branches of Education Services, Exhibition Design, Exhibition Production and Installation, House Services, Touring and Outreach Services and Visitor Services.

The Museum's public programs are delivered to the community onsite at College Street, to regional centres, to students in regional NSW, via the Museum's website and in response to phone enquiries. Public Programs aims to enhance the visitor experience while facilitating research, learning and knowledge.

2003–2004 saw 283,432 visitors attend public programs onsite at College Street while a further 2,389 attended related events of The Australian Museum Society. Of the total, 34,409 (12%) were students and teaching staff while 46,084 (16%) were granted complimentary admission. A further 19,237 people enjoyed the Museum while attending private functions. Attendance for 2003–2004 was down 22% on 2002–2003 but is equal to the five-year average attendance. The figures reflect that 2002–2003 was a particularly successful year with a program that included two major travelling exhibitions: *Chinese Dinosaurs* and *Two Emperors: China's Ancient Origins*. By comparison, the Museum mounted a more modest exhibition program during 2003–2004.

Offsite the Museum reached diverse audiences through:

- › Museum in a Box (over 50,000 students),
- › Museum on the Road (approximately 48,000 to the two exhibitions)
- › four travelling exhibitions
 - *British Gas Wildlife Photographer of the Year 2002 and 2003*
 - *Chinese Dinosaurs*
 - *Up Close and Spineless* photography exhibition.

The Museum's web site, Australian Museum Online, now has 14 active domain names and logged 5,129,451 user sessions (up 62% on 2002–2003).

Nature Australia, the premier nature periodical in Australia, reached 18,500 through sales and subscriptions.

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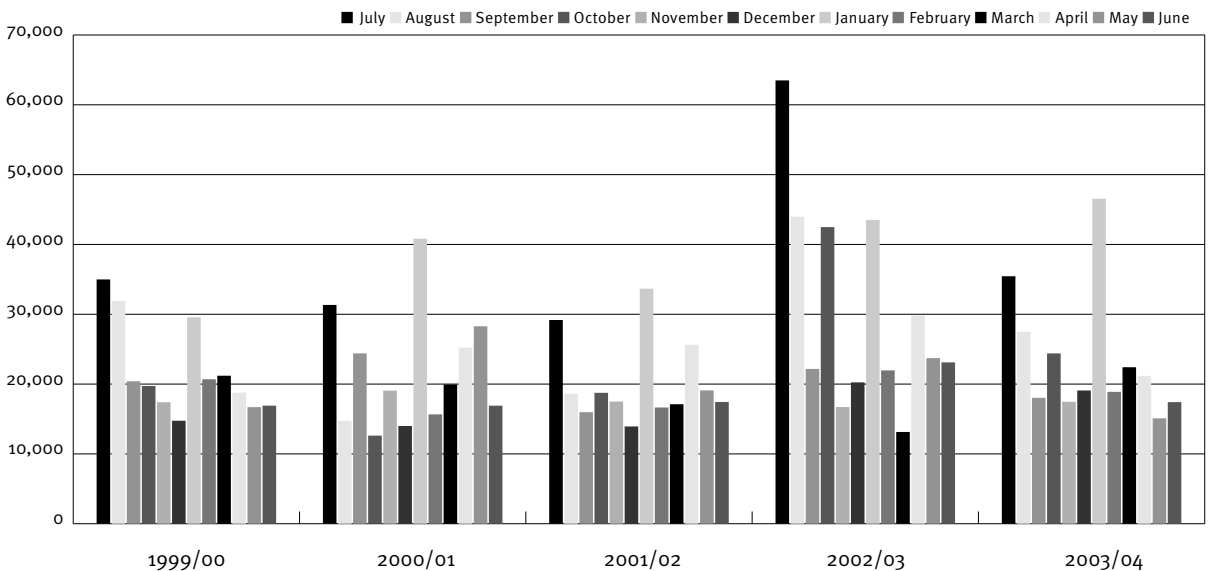
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Visitors 2003–2004 College St, Sydney

MONTH	1999–2000	2000–2001	2001–2002	2002–2003	2003–2004	2003–2004	
						PAID	FREE
July	34,988	31,336	29,176	63,494	35,446	31,446	4,000
August	31,888	14,727	18,608	43,977	27,492	22,244	5,248
September	20,402	24,405	15,975	22,171	18,034	15,635	2,399
October	19,728	12,619	18,749	42,484	24,393	19,927	4,466
November	17,401	19,068	17,496	16,712	17,462	15,648	1,814
December	14,750	13,997	13,932	20,244	19,084	17,030	2,054
January	29,565	40,811	33,660	43,508	46,542	36,956	9,586
February	20,686	15,660	16,647	21,959	18,887	16,405	2,482
March	21,199	19,940	17,113	13,141	22,413	18,762	3,651
April	18,769	25,210	25,630	29,812	21,170	16,648	4,522
May	16,697	28,277	19,095	23,717	15,094	12,262	2,832
June	16,909	16,904	17,440	23,107	17,415	14,385	3,030
TOTAL	262,982	262,954	243,521	364,326	283,432	237,348	46,084

Notes: Includes figures for Djamu Gallery from July 1999 – June 2000 and from September – November 2000
 Djamu Gallery was closed in December 2000
 Figures do not include visitors to TAMS events or private functions (approximately 2,400 and 19,000 respectively)

Visitors by month 1999–2000 to 2003–2004 College St, Sydney



Previous Year's Totals College St, Sydney

YEAR	1994–1995	1995–1996	1996–1997	1997–1998	1998–1999
Visitors	396,434	260,181	249,089	340,496	399,830

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Exhibitions

The Australian Museum offered onsite visitors a wide range of educational and entertaining experiences in 2003–2004, consisting of:

- › 8 galleries;
- › 7 major exhibitions and 1 exposition;
- › 4 activity and resources centres;
- › 12 community group displays on biodiversity;
- › 6 *Changing Ways* displays in the *Indigenous Australians* gallery;
- › several minor displays.

Galleries

The Museum has eight galleries organised along thematic or taxonomic lines, *Skeletons*, *Indigenous Australians*, *Planet of Minerals*, *the Chapman Mineral Collection*, *Birds & Insects*, *Biodiversity*, *Tracks Through Time* (human evolution), *More than Dinosaurs* (Australia's megafauna).

Major Exhibitions and Expositions

The Museum presented seven exhibitions and one exposition during 2003–2004:

Two Emperors: China's Ancient Origins

29 March 2003 – 20 July 2003

Death: the last taboo

10 May 2003 – 2 November 2003

Gold and sacrifice: treasures of Ancient Peru

25 October 2003 – 26 January 2004

Uncovered: treasures of the Australian Museum

13 March 2004 – 10 October 2004

The Waterhole 14 February 2004 – 18 July 2004

John Gould Inc. 9 April 2004 – 18 July 2004

British Gas Wildlife Photographer of the Year 2003

13 December 2003 – 20 March 2004

Science in the City exposition August 2003

Activity and Resources Centres

Indigenous Australians

Animals Past & Present

search & discover

Kid's Island

Biodiversity Exhibition Community Space

In conjunction with community groups and other partners the Museum presented 12 biodiversity displays:

Field of Brush-tailed Rock Wallaby (July)

Australian Bush Heritage Fund (August)

Future of Australia's Threatened Ecosystems (September)

Sydney Water (October)

Wirrimbirra Sanctuary (November)

Nature Conservation Council (December)

Surf Riders Foundation (January)

Sydney Olympic Park (February)

Australian Marine Conservation Society (March)

University of Sydney – Marine Symbiosis Research (April)

Blue Mountain City Council (May)

Australian Conservation Foundation (June)

'Changing Ways' Display

These displays focus on contemporary indigenous culture and issues. There were 6 displays during the year;

Yikwani: Contemporary Tiwi Ceramics

May 2003 – August 2003

Mukatinji Ngari (a photographic exhibition by Aboriginal women from Barrwarrina)

August 2003 – September 2003

Chicka Dixon: the struggle in black & white

December 2003 – February 2004

Gordon Syrons: private clubs & politics

February 2004 – May 2004

Michael Riley: a series of photographs

May 2004 – August 2004

Each Sunday, performances were conducted by Yadaki Didj and Dance.

Minor Displays

Seed grinders from semi-arid NSW

July 2003 – February 2004

Marthias Kauage

August 2003 – November 2003

Minerals Collection

July 2003 – May 2004

Uncovered: treasures of the Australian Museum

May 2004 – October 2004

The Research Library also mounted several displays from the rare book collection.

Australian Museum Audience Research Centre

Customer Response

Exit surveys undertaken throughout the year indicate that visitors were mainly Australian born, Sydney-based families, educated at graduate/post graduate levels, aged between 25 and 49 years and spent one to three hours in the Museum. In January 2004, 33% were tourists (domestic and international) which is comparable to 2003 (34%). The exhibitions *Death: the last taboo* and *Wildlife Photographer of the Year 2003* attracted a younger audience.

In January 2004 visitors were asked to rate aspects of the Museum's services. On the whole, visitors were highly satisfied with staff interactions (both front-of-house and admission staff), the exhibitions, the range of things to see and do, the range of shop merchandise and the cleanliness of facilities. Visitors were less satisfied with getting information prior to their visit and were most dissatisfied with the quality of food.

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Program Evaluation

The Australian Museum Audience Research Centre conducted a range of evaluation studies during 2003–2004. These included a study of family audiences to the Museum, resulting in the release of *Knowledge Quest: Australian families visit museums*, the second in the audience research publication series undertaken in partnership with the National Museum of Australia. Exit surveys were conducted during the July and January holidays to obtain a visitor profile, as well as feedback about the *Gold and Sacrifice* exhibition (January 2004). A study was also undertaken of *Science in the City* using a web-based survey which 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. A detailed evaluation was conducted for *Death: the last taboo* which used a range of new methodologies to elicit detailed visitor responses to this exhibition. Additionally, evaluations of the *The Waterhole*, *Wildlife Photographer of the Year* and *John Gould Inc.* exhibitions were also completed to seek feedback from visitors about their experiences with a range of small exhibitions on Level 1. A front-end evaluation was conducted for a potentially controversial traveling exhibition from Italy about medieval torture. Based on this, it was decided not to proceed with the exhibition. Although there was interest expressed in the exhibition, evaluators felt the content matter wasn't relevant to the Museum.

Education Services

More than 34,409 students and teaching staff from early childhood, primary, secondary and tertiary education settings visited the Museum for self-guided visits and staffed programs during the year. This is down only 2.5% on last year and is largely due to the exhibition program being less relevant to mainstream syllabuses compared to last year. Other programs and achievements of Education Services included:

- > 'Evolution of Australian Biota Study Day': a collaborative venture for senior students involving Taronga Zoo and the Royal Botanic Gardens (attendance 1,637 – double last year);
- > a successful series of art workshops linked to *The Waterhole* exhibition attracted 1,658 students over six weeks;
- > guided tours for 8,959 primary school students through activities in the *Biodiversity* exhibition and the *Animals Past and Present* and *Indigenous Australians* hands-on rooms;
- > the development of programs and materials to support HSC Biology and Earth and Environmental Science syllabuses which catered for over 2,031 students;
- > the introduction of a new self-guided initiative for the whole Museum called 'Funky Feet', and a new whole-day program for upper primary and lower secondary to be known as 'Investigations Day';

- > collaboration with the Coalition of Knowledge-Building Schools, an initiative which involves students as consultants;
- > the development of a new set of activities for secondary (Stages 4–5) History and Geography students based around the *Indigenous Australians* exhibition which is close to completion;
- > co-ordination of the Museum's work experience program involving placements for 20 students across the Museum;
- > input to various exhibitions including the new *Human Evolution* exhibition, *Gold and Sacrifice*, *Uncovered* and *The Waterhole* exhibitions and supported Visitor Services staff on holiday programs.

Visitor Services

The Visitor Services section has continued to offer an extensive range of interpretive programs this financial year. The programs implemented and developed in this section cater for diverse audiences, from the under fives 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.

Holiday Programs

Period	Activity	Attendance
5 – 20 Jul	Reptiles	26,001
27 Sept – 12 Oct	Rock around the Clock! (Supercroc)	18,862
1 – 26 Jan	<i>Gold and Sacrifice</i> exhibition	46,542
9 – 26 Apr	Collectomania – <i>Uncovered</i> Exhibition	14,740

Other programs and achievements of Visitor Services included:

- > tours of both public and non-public areas;
- > three workshops – science illustration, science made easy and nature photography;
- > 17 events including Science Week, Australian Museum Open Day, National Tree Planting Day;
- > six environmental displays.

search & discover

The number of visitors to *search & discover* during the year was 75,380 and 4,934 enquiries were dealt with by *search & discover* staff. Apart from assistance to students in primary and secondary schools and universities, we provided specialist assistance for home schoolers, and TAFE Tertiary Preparation and Adult Migrant English groups.

In August the NSW Committee of the Australian Skeptics Inc. donated a DVD player and two DVDs (*The Great Water Divining DVD* and *Walking with Dinosaurs*) to The Australian Museum Society for use in *search & discover*.

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Early Childhood Program

Kids' Island turned five on 29 May 2004! It continues to be used constantly by young visitors and their carers and consistently attracts new users of the Museum. The Time to Play program, offering hour-long workshops for children aged 18 months to five years old has had another successful year. A total of 1,813 children and their carers attended the five weeks of programs run during the year. Of these 62% were new users. The Family Day program, which runs each Thursday morning during school terms, also continues to be popular. A total of 1,142 children and their carers accessed 34 sessions.

Volunteers Program

There were 173 people actively volunteering across most sections of the Australian Museum during 2003–2004. Of these, 45 volunteers worked in the Public Programs area of the Museum interacting with general Museum visitors as well as working on specific Visitor Services programs and 128 worked behind-the-scenes, working with scientists and administrative services.

Overseas Visitors

Visitor Services staff catered for the needs of special groups of overseas visitors including student tourists from Contiki tours and the Japan Travel Board.

Outreach

As well as our website, the Museum delivers two programs to serve the community in regional and rural NSW: Museum in a Box and Museum on the Road. Touring exhibitions also served Newcastle, as well as interstate and international destinations.

Museum in a Box

Museum in a Box was used by more than 50,000 NSW primary and secondary school students during the year. Two new preschool boxes, *Minibeasts* and *Rocks*, were nearing completion with first use scheduled for July 2004. These boxes for preschool-aged children complement the new Curriculum Framework 'The Practice of Relationships'.

Museum on the Road

This year the *More than Dinosaurs* exhibition toured some of the most remote locations in New South Wales, including Broken Hill. The exhibition travelled through areas to the far west, south and north, including the following towns, Wentworth, Deniliquin, Albury, Narrabri, Coffs Harbour and Young. Approximately 40,000 people viewed the exhibition. The *Indigenous Australians* travelling exhibition toured the north coastal and inland areas of New South Wales including the following towns: Coffs Harbour, Armidale, Ballina, Tweed Heads, Foster, Ourimbah, Maitland and Port Macquarie. Approximately 8,000 people viewed the exhibition.

Touring Exhibitions

The Australian Museum again managed the Australian tours of the *Wildlife Photographer of the Year* exhibitions from the Natural History Museum in London. After leaving Sydney in late June 2003, the 2002 exhibition travelled to Newcastle Regional Library, Geraldton Museum in Western Australia and Melbourne Museum. The exhibition was viewed by approximately 150,000 people. The 2003 exhibition

travelled to the South Australian Museum, Western Australian Museum and Newcastle Regional Library.

Chinese Dinosaurs toured throughout 2003–2004 commencing with the Newcastle Regional Museum until 20 July (attendance 24,253). It then began its NZ tour visiting Otago Museum in Dunedin from 30 August to 2 November 2003 (attendance 50,196) and Te Papa Museum in Wellington from 6 December 2003 to 12 April 2004 (attendance 103,640). *Chinese Dinosaurs* completed its year in Brisbane at the Queensland Museum where it has been on display from 22 May until 10 October 2004 (attendance not available).

The Australian Museum's *Up Close and Spineless* invertebrate photographic travelling exhibition was on show at the Queen Victoria Museum in Launceston, Tasmania, from December 2003 to September 2004. By the end of June 2004, 17,367 people had visited the exhibition.

Publishing

Access to the research and collections of the Australian Museum is enhanced by the activities of the Publishing Unit. Publishing again produced four issues of *Nature Australia* and *Muse*. *Nature Australia* reached 18,500 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 2003.

In addition, a wide range of other publications were produced including corporate brochures, flyers, exhibition-based activities, marketing literature and reports for internal and commercial clients. 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.

Science Communications

Highlights for Science Communications during the year were:

- > *Science in the City* which drew thousands of visitors, mainly high school students, interested in careers in science. A new agreement between the Museum and its partners, the University of New South Wales, the University of Sydney and the University of Technology, Sydney, and its major supporter, the Australia Government Department of Education, Science and Training will assure the next three years of the event;
- > In partnership with Lend Lease the Australian Museum is presenting the *Snapshots through deep time* exhibition at Lend Lease shopping centres where a Giganotosaurus model is on display for the many thousands who visit these centres each week.

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Web Development

This financial year Web Development has focused attention on web standards in two key areas – usability and accessibility. As regular site maintenance is carried out, content areas requiring it are being updated in line with accessibility and usability standards to ensure our site performance is compliant and accessible to the greatest number of users. In June 2004 the Web Steering Committee was established to guide the overall direction of the unit and future projects.

Total site visitors for all domains for 2003–2004 showed a significant increase over the previous financial year.

	2001–2002	2003–2004	Difference
User sessions	5,129,451	8,308,826	+62%
Page views	16,762,887	24,270,474	+45%

Note: The Museum no longer records ‘page hits’ as it regards it an unreliable measure of web site usage.

The number of domain names at the end of the year was 14. As well as ongoing work on the General Enquiries section and the Web Image Database, 26 major content additions were made to amonline this year.

House Services

The Museum’s new admission system, introduced in 2002, was upgraded to enable other branches within the Museum to have access to the system’s data. The cleaning contract, which has been in operation for four years, has been put out to tender.

In September 2003, the ICAC delivered its recommendations on thefts from the Museum’s collections. House Services made good progress in implementing them. During the past 12 months House Services has continued to introduce and carry out improvements to the Museum’s physical security systems including improvements to alarms and CCTV equipment in galleries and collection areas of the Museum. A database system for recording, tracking and reporting on security and other incidents within the Museum has had several new additions. A new module is due to be added in July 2004 enabling staff to schedule maintenance requests.

Corporate & Commercial Services

The Corporate and Commercial division provides corporate support to the management and divisions of the Museum and a range of commercial services to customers. Following the restructure, which took effect in March 2004, Archives and Records Management, Information Technology and the Research Library joined the existing units in the Division: Australian Museum Business Services, Facilities Management, Finance and Stores, Organisational Development, Museum Shop and Museum as a Venue.

Archives and Records

Archives and Records Management continued to provide limited services during 2003–2004. Over 700 internal and external enquiries were completed with significant archival assistance given to Anthropology staff in their collection databasing project and to a range of external national and international researchers. Images, information and research were provided for Museum exhibitions and displays. Assistance was also given to the National Library’s Oral History Collections (Science).

The processing and describing of recently acquired archival material continued, including the initial deposit of a bequest from distinguished zoologist David Fleay and valuable research papers from Dr Ronnie Harding. The preservation microfiche project was also continued with emphasis on the copying of fragile collection registers.

Requests for research into and images from the Museum’s Archival Photographic Collection were attended to, including assistance given to a visiting researcher in the identification of rare ethnographic images from Erromanga (Vanuatu). Temporary part-time assistance enabled some continuing work on the Archive’s photographic database, but the digitising project to preserve historic photographic collections ceased. A significant amount of digital imaging of important anthropological collections remains to be done.

The TRIM records management system was extended to several new divisional areas within the Museum and limited training was provided to these new users. However, deficiencies identified in the Museum’s records management program by the 2002 Compliance Audit under the *State Records Act 1998* were not addressed due to limited resources in the Records section. Consideration is being given to how this will be addressed.

Australian Museum Business Services

Australian Museum Business Services (AMBS), the Australian Museum’s professional environmental consulting arm, has been trading since 1991 and currently undertakes over 100 consultancy projects a year in the fields of ecological and archaeological assessment and management, and cultural and exhibition management. The three sections of AMBS work independently and collaboratively and have complementary skills. A number of clients use the services of all three divisions, benefiting from the in-house expertise of AMBS and the additional services and benefits that AMBS can offer given its links and access to the skill base and resources of the Museum’s various divisions.

AMBS achieved total income of nearly \$1.7 million and an operating profit of over \$114,000.

Hailey Enterprises was commissioned to review AMBS’s current structure, operations and performance and to assist in the development of a three-year business plan that will establish business objectives and the direction for business growth.

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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. Ecology works with Science Division staff, including Herpetology, Mammals, Malacology and Ichthyology. Some of the more notable projects for the 2003–2004 financial year included:

- › monitoring and management of the Green and Golden Bell Frogs at Sydney Olympic Park – Sydney Olympic Park Authority;
- › investigation of the impact of roads on Koalas – Roads and Traffic Authority;
- › provision of draft survey guidelines for nationally threatened non-flying terrestrial mammals, bats, reptiles and fish – Department of Environment and Heritage;
- › biodiversity survey of the Coleambally Irrigation Area – Coleambally Irrigation Co-operative Ltd;
- › survey of lizard fauna of proposed mine site on the Plaine des Lacs, New Caledonia – Goro Nickel.

Archaeology Unit

AMBS Archaeology specialises in all aspects of Aboriginal archaeological assessment and management. Archaeology works closely with the staff of Anthropology. Some of the more notable projects for the 2003–2004 financial year included:

- › Newcastle Aboriginal heritage study – Newcastle City Council;
- › Aboriginal heritage survey of sites on Harbour Trust land – Sydney Harbour Federation Trust;
- › Royal Botanic Gardens conservation management plan – Conybeare Morrison & Partners;
- › Tenterfield School of Arts indigenous collection documentation project – Tenterfield Shire Council.

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 can involve input from staff across the Museum. Some of the more notable projects for the 2003–2004 financial year included:

- › Australia and New Zealand tour management for the *Chinese Dinosaurs* exhibition;
- › National Opals Collection – Cody Opals;
- › Townsville Aboriginal Cultural Centre – Townsville Aboriginal and Torres Strait Islander Cultural Centre.

Facilities Management

During 2003–2004, significant resources were directed at completing a major accommodation upgrade begun in 2003–2004. Funding of \$3.5 million over two years was allocated to this project to address serious occupational health, safety and security issues for both staff and collection material. This funding was further supplemented by the NSW Ministry for the Arts by an amount of \$750,000. The final stages for this program are expected to be completed in August 2004.

The program has resulted in a number of significant outcomes for the Museum, including:

- › establishment and fitout of a new exhibition design and preparation facility at leased premises in Doody Street, Alexandria;
- › relocation of significant collection holdings from Homebush to new facilities in Maddox Street, Alexandria. The new facility provides vastly improved storage conditions for the collection material as well as significantly improved security;
- › transfer of collection material and staff from substandard leased premises in Yurong Street to upgraded premises on the College Street site. These works included refurbishment and upgrade to facilities in the Vernon Wing, Old School Building, Old Church Building and the Carpenters Shop. The works also involved a level of heritage restoration work to these buildings;
- › construction of approximately 640 square metres of new accommodation space on the College Street site to house staff from the Anthropology and Australian Museum Business Services units. This building will also house the Museum's archaeology collection, previously housed in substandard accommodation in rented premises;
- › restoration of one level of the Spirit House as devoted collection storage space for a range of collection material.

In addition to these works, the Museum continued its Fire Safety Upgrade project. The works undertaken throughout the year focused on minimisation of smoke hazard risks within the public spaces of the Museum. Various smaller projects were also undertaken throughout the year, including:

- › upgrades to water reticulation facilities on Lizard Island;
- › refit of toilet facilities in the Lewis Wing.

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Information Technology

The Museum's computing backbone still maintains an enviable level of reliability (less than 1% unscheduled downtime) despite limited resources. This last year has been a care and maintenance year with the networking staff concentrating on achieving the same levels of service to some 250 staff as in previous years. This has, at times, required the recycling of parts in order to maintain the environment and minimise costs.

Organisational Development

Organisational Development continued to explore opportunities for improved management controls and associated management information systems. The Museum has continued participation in the Government's Shared Corporate Services Strategy which is being facilitated through the NSW Ministry for the Arts. The final outcome of this participation is still to be determined. The Australian Museum underwent a major restructure of its services in the financial year of 2003–2004 involving the restructure of the executive administration, deletion and creation of new divisions and the acceptance of voluntary redundancy by 33 staff. Organisational Development administered this process and the last of the 33 staff left the Museum on 30 June 2004.

Code of Conduct

The Museum's Code of Conduct was reviewed and amended in line with recommendations from the Independent Commission against Corruption (see Appendix K). The Code has been made available on the Museum's intranet. A copy of the Code has been provided to every Museum employee and non-salaried employees such as Research Associates, Associates and Volunteers.

Disability Action Plan and the NSW Action Plan for Women

The Museum underwent a significant structural change in 2003–2004. These changes are to be finalised in 2004–2005. The Disability Action Plan and the NSW Action Plan for Women will be reviewed more fully at the completion of the restructuring process.

Occupational Health and Safety

The Occupational Health and Safety Committee was re-established and Committee members underwent mandatory Occupational Health and Safety training. The Committee has commenced evaluations of work areas in accordance with the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulations 2001. Occupational Health and Safety risk management training seminars will be delivered to all available managers and supervisors in the next financial year.

Equal Employment Opportunity

The Museum continued to meet its EEO obligations throughout the financial year. Achievements in 2003–2004 include:

- > inclusion of clear accountability requirements for EEO in all management position descriptions including accountability measures in SES performance contracts;
- > the continued review and development of Human Resource policies to ensure equity and fairness in employment practices. In accordance with internal audit recommendations and ICAC recommendations, copies of relevant policies are available to all staff of the Australian Museum via the internet;
- > review of the Museum's recruitment policy and procedures to include Police Criminal record checks where applicable. This includes Child Protection policy and procedures, pre employment checks, induction procedures and the induction handbook;
- > regular meetings between Executive management and staff as well as regular meetings of the Joint Consultative Committee (JCC) providing an effective means to resolve employee and EEO issues.

Staffing, Salaries and Wages Statistics

Statistics on staffing, salaries and wages as well as data on the Museum's Senior Executive Service officers are set out in Appendix B.

Research Library

The library has continued to introduce and develop services that meet the objectives of increasing user access to its collections while protecting material for future generations of researchers.

Retrospective cataloguing project

The funding for the Library's retrospective cataloguing project ceased at the end of the 2003–2004 financial year. Over the three years of the project, more than 10,000 items (representing nearly 6,000 books, 2,045 rare books, and 4,173 serial titles) were catalogued and added to the Library's online catalogue. Holdings statements were also added to the National Bibliographic database KINETICA. The project has had many benefits for the Library and has gone a long way to help improve access and visibility of the Library's unique collections not only to the staff of the Australian Museum, but also to the broader scientific community.

Indexing and Abstracting Scientific Journals

Thanks to a generous funding grant secured from The Australian Museum Society (TAMS), the Research Library this year was able to index and abstract journal articles contained in early Australian Museum publications. This very important body of Australian Museum scientific publications dating back to the mid 1800s had remained largely hidden and under-utilised because it was not indexed or abstracted in any way. The Research Library recognised the importance of this literature and initiated a project to abstract and index these publications to provide

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greater access to all the wonderful work that has been done in the Museum since it began. Individual journal articles are now all searchable via the Library's catalogue.

John Gould Inc. Exhibition

For the first time, the Australian Museum Research Library proposed, developed and researched a major in-house exhibition. Inspired by the Library's collection of the works of ornithologist John Gould, library staff developed the exhibition to mark the bicentenary of the birth of Gould (1804–1881). In what was a highly acclaimed exhibition, library staff undertook background research and wrote exhibition and Web text, coordinated object loans with institutions such as the National Library of Australia, the State Library of NSW, Museum Victoria and the Academy of Natural Sciences, Philadelphia, and prepared a well-received exhibition catalogue.

A key objective of the exhibition was to display objects sourced from disparate collections within the Australian Museum and linked through primary research. Collections from the Library, Archives, Birds and Mammals were displayed alongside material from NSW, and other State and International collections. *John Gould Inc.* not only highlights the significance of the Australian Museum Research Library's book collections but also the research, information and administrative skills of its staff.

Museum Shop

The Australian Museum Shop continued to perform strongly in 2003–2004 producing a net profit of \$171,000. The dollar-per-visitor figure continued to be above \$3. The successful importation of a container of product from manufacturers in China contributed in particular to the high rate of profitability along with imports from Peru sold in conjunction with the *Gold and Sacrifice* exhibition. The shop produced two catalogues and a range of other merchandise for two exhibitions which provided significant profit and promotion for the museum.

Museum as a Venue

Over 19,000 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 supported charitable and community organisations including Malcolm Sargent Cancer Fund for Children and the Australian Childhood Foundation. The income raised by venue hire contributed to the maintenance of exhibition spaces and Museum programs.

Appendices

- A Access
- B Staff and EEO statistics
- C Ethnic affairs priority statement
- D Use of consultants
- E Energy management
- F Heritage management
- G Waste reduction
- H Privacy and personal information
- I Freedom of information
- J Overseas travel
- K Code of conduct

Appendix A – Access

The Australian Museum is committed to providing new and improved access to its research, collections and facilities. All Divisions of the Museum have been involved in a great variety of activities to achieve this aim and these are addressed in this report generally. Listed below are key access issues and where in this report further information can be found on these particular areas.

Public Access

Public Programs: pages 14–19

Science (Science Communications): page 18

Audience Research, search and discover, Research Library pages 16, 17 and 21

Community Access

Public Programs (*Biodiversity* community space): pages 16 and 17

Indigenous Access

Public Programs (*Indigenous Australians* gallery including the *Changing Ways* displays): page 16

Australian Museum online: pages 14 and 19

Regional and Rural Access

Public Programs (Museum on the Road, Museum in a Box): page 18

Australian Museum online: pages 14 and 19

Access to Collections

Science: pages 9–14

Australian Museum online: page 14 and 19

Access for Students and Educators

Public Programs (Education Services): page 17

search & discover: page 17

Australian Museum online: pages 14 and 19

Commercial Access

Corporate and Commercial Services (AMBS, Museum Shop and Museum as a Venue): pages 19 and 22

Virtual Access

Australian Museum online: pages 14 and 19

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Appendix B – Staff and EEO Statistics

Senior Executive Service

There are three SES positions within the Museum: the Director (SES Level 4), Assistant Director, Public Programs and Operations (SES Level 2) and Assistant Director, Science and Collections (SES Level 1). The Director, Mr Frank Howarth, took up his position in February 2004. The Assistant Director, Science and Collections, Dr Les Christidis, took up his position in June 2004. The Assistant Director, Public Programs and Operations, Ms Janet Carding, was appointed in 2004 and will take up her position in August 2004.

Table 1 Staff by salary level as at 30 June

Level	Total Staff (Number)	Respondents	Men	Women	Aboriginal people and Torres Strait Islanders	People from racial, ethnic, ethno-religious minority groups	People whose first language spoken is not English	People with a disability	People with a disability requiring work-related adjustment
< \$30,146									
\$30,146 - \$39,593	15	100%	47%	53%		13%	20%	20%	
\$39,594 - \$44,264	31	100%	48%	52%	3.2%	13%	10%	19%	3.2%
\$44,265 - \$56,012	76	100%	38%	62%	1.3%	3%	8%	16%	
\$56,013 - \$72,434	79	100%	46%	54%	2.5%	6%	5%	10%	1.3%
\$72,435 - \$90,543	29	100%	72%	28%		7%	10%	17%	3.4%
> \$90,543 (non SES)	15	100%	80%	20%		20%		27%	
> \$90,543 (SES)	2	100%	100%						
Total	247	100%	49%	51%	1.6%	7%	8%	15%	1.2%

Note: Does not include casual employees

Table 2 Staff by employment basis as at 30 June

Employment Basis	Total Staff (Number)	Respondents	Men	Women	Aboriginal People and 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	160	160	98	62	4	13	17	29	3
Permanent Part-time	20	20	2	18	0	3	1	2	0
Temporary Full-time	54	54	18	36	0	2	1	7	0
Temporary Part-time	11	11	2	2	9	0	0	0	0
Contract – SES	2	2	2	0	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	73	73	18	55	0	0	1	4	0
Total	320	320	140	180	4	18	20	42	3

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Table 3 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>2001</i>	<i>2002</i>	<i>2003</i>	<i>2004</i>
Women	50%	50%	52%	51%	51%
Aboriginal people and Torres Strait Islanders	2%	1%	3%	2%	2%
People whose first language is not English	20%	9%	9%	8%	7.7%
People with a disability	12%	7%	10%	8%	15%
People with a disability requiring work-related adjustment	7%	0%	0%	0%	1%

Table 4 Trends in the distribution of EEO groups as at 30 June
Distribution Index

<i>EEO Group</i>	<i>Benchmark or target</i>	<i>2001</i>	<i>2002</i>	<i>2003</i>	<i>2004</i>
Women	100	108	90	94	90
Aboriginal people and Torres Strait Islanders	100	n/a	n/a	n/a	n/a
People whose first language is not English	100	115	93	95	37
People with a disability	100	94	79	108	99
People with a disability requiring work-related adjustment	100	0	0	0	3

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.

Appendix C – Ethnic Affairs Priority Statement

Over the last year the Museum has continued to incorporate multicultural content into overall Museum initiatives. When conducting research for and implementing its programs, the Museum liaises with relevant ethnic communities both in exhibition development and any programs that are to accompany them. Where feasible the Museum involves ethnic communities in the location of objects, stories and images that can be incorporated in public programs. Often this interaction will enrich the Museum’s knowledge of objects kept in the collections.

The Museum’s public programs demonstrate its commitment to multiculturalism. Exhibitions with a cultural focus included *Two Emperors: China’s ancient origins* and *Gold and Sacrifice: treasures from Ancient Peru* while the *Death: the last taboo* exhibition explored the beliefs and rituals of many cultures.

The Visitor Services unit has met with the Adult Migrant English Service (AMES) and other English as a Second Language (ESL) organisations to discuss the types of services that the Australian Museum can offer. All Visitor Services staff will receive cross-cultural training in order to properly cater for ESL groups.

Appendix D – Use of Consultants

The Museum engaged one consultant where the fee was greater than \$30,000. Gale Planning Group was engaged to advise on the restructuring of the Museum’s administration and mastering planning for site development and exhibition refurbishment. The fee for this service was \$205,823. There were three other consultancies each worth less than \$30,000 with a total value of \$36,800.

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Appendix E – Energy Management

The ultimate aim of the Government Energy Management Policy is to achieve sustainable energy and cost reduction across the NSW Public Service. The following targets are established by the Policy in terms of energy usage:

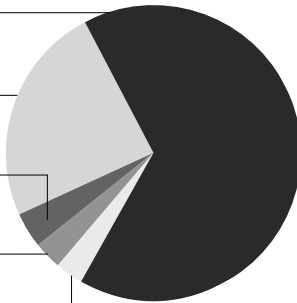
- > 15% reduction in energy usage, where cost effectively feasible by 2000–2001, against a 1995–1996 baseline of 25,107 Giga Joules;
- > 25% reduction in energy usage, where cost effectively feasible, by 2003–2004 (a 23% reduction was achieved and the entire reduction is expected to be met in 2004–2005).

A formal review, as part of the Policy, indicated that the Museum:

- > achieved a 6.2% reduction in energy use between 1998–1999 and 1999–2000, with a total reduction in energy use of 20% since 1995–1996;
- > achieved 24.4% reduction in greenhouse gas emissions since the Policy baseline reporting year. This has occurred in part because of the use of Green Power. This equates to 1,399 tonnes of carbon dioxide.

Energy Consumption by Fuel

Electricity	66%
Natural Gas	24%
Green Power	4%
Petrol	3%
Diesel	3%



Appendix F – 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, 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 G – Waste Reduction and Recycling Policy (WRAPP)

The Museum continued its commitment to waste reduction and recycling. Its recycling and waste system was implemented in late 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 2003–2004 year.

Waste type	2001–2002	2002–2003	2003–2004
General (cubic metres)	936	936	936
Paper (kg)	22,660	21,970	23,660
Cardboard (kg)	9,360	9,360	9,360
Plastic (kg)	832	680	260
Aluminium (kg)	1,040	950	936
Glass (kg)	12,480	12,480	12,480
Total Kilograms	47,308	46,376	47,632

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

Appendix H – Privacy and Personal Information

The Australian Museum's Privacy Management Plan outlines how the Museum complies with the NSW 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 on the intranet at www.amonline.net.au or can be obtained by contacting the Privacy Contact Officer, Archives and 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 2003–2004.

Appendix I – 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 2004.

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, No 43.

The organisation chart outlines the formal structure and responsibilities of the various divisions of the Museum. The Australian Museum's strategic directions, its programs and activities are based on 'learning from the past to understand the present to shape a sustainable future':

Learning from the past: research, learning and communication initiatives focused on the origins, early development, diversification and coevolution of Australia's environments, biotas and cultures.

Understanding the present: research, learning and communication initiatives focused on contemporary biodiversity, geodiversity, cultural diversity and the systems that interrelate all three.

Shaping the future: research, learning and communication initiatives focused on maximising the sustainability of Australia's environments and 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 the 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 <http://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. However, 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. Requests for access to these documents, which are not generally open for inspection, should be made to the FOI Coordinator.

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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 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 come under the *NSW 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 Organisational Development 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 Science division include: management of the collections, research, contributing to public programs, and disseminating information. The records created and maintained reflect these functions viz 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 programs functions include exhibition files, education files, teaching materials, public relations and marketing files, public program planning papers and reports, audience research surveys and reports and 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
- AMBS Commercialisation activities
- Communications Devices
- Conflict of Interest
- Corrupt Conduct Reporting
- Credit Card Use
- Directions for Science
- Electronic Messages (Email)
- 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 Management and Technology Strategic Plan
- Internet Access and Usage
- Media
- Motor Vehicles
- NSW Charter of Principles for a Culturally Diverse Society
- Occupational Health and Safety
- Overseas Travel
- Payment of Royalties
- Post-retirement Fellowships
- Privacy Management Plan
- Procurement Policy and Guidelines
- Public Programs Development Guidelines
- Records Management
- Remote Access
- Research Practice Guidelines
- Sick Leave
- Software Use
- Staff Development
- Study Time
- 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

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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 Organisational Development unit.

Policy and Planning Documents: These may all be accessed through the Australian Museum Archives, open by appointment. Tel: 9320 6145.

Archives: These may be accessed through the Australian Museum Archives, open by appointment. Tel: 9320 6145.

All other documents: To access all other records, applications in writing or in person must be made to the FOI Coordinator, Australian Museum, Archives and 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.

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Appendix J – Overseas Travel

Name	Division	Purpose	Country	Dates
Belov K	Science	Genomes and Evolution Conference 2004	USA	16–22 Jun 2004
Bickel D	Science	Collaboration in research on the biological control of water hyacinth	Argentina	17 Nov – 10 Dec 2003
Boles W	Science	Expert witness in trial on illegal trafficking in birds	New Zealand	10–12 Sep 2003
Carter G	Science	Project work on the systematics of the plant bug subfamilies	USA	18–31 Aug 2003
Cassis G	Science	Attend inaugural meeting Planetary Biodiversity Inventory	USA	16 Aug – 5 Sep 2003
Cassis G	Science	Meetings and fieldwork for the Planetary Biodiversity Inventory	South Africa	13 Oct – 10 Nov 2003
Cassis G	Science	Continue project work on Planetary Biodiversity Inventory	USA	15 May – 10 Jun 2004
Clark D	Science	Collaborative research at the National Museum of Marine Biology and Aquarium	Taiwan	3–28 May 2004
Cole E	Public Programs	Removal and relocation of <i>Chinese Dinosaurs</i> exhibition from Otago Museum to Te Papa Museum	New Zealand	2–29 Nov 2003
Cole E	Public Programs	Removal of <i>Chinese Dinosaurs</i> exhibition from Te Papa Museum	New Zealand	12–24 Apr 2004
Cowell E	Public Programs	Project manage <i>Gold and Sacrifice: treasures of ancient Peru</i> exhibition	New Zealand	14–16 Jul 2003
Daniel V	Science	Presentation to plenary session and negotiate collaborative projects at the ASEAN-COCI meeting	Philippines	9–13 Sep 2003
Donelly A	Science	Rio Tinto conference on the Australian Museum – Rio Tinto Strategic Partnership	UK	11 Sep – 3 Oct 2003
Faith D	Science	Working Group on Conservation Planning Tools and annual meeting of Society for Systematic Biology	USA	20 Jun – 9 Jul 2003
Faith D	Science	Fifth World Parks Congress	South Africa	8–19 Sep 2003
Flemons P	Science	Georeferencing Natural History Collections – Requirements Workshop and meetings at American Natural History Museum	USA	15–24 Sep 2003
Flemons P	Science	Taxonomic Data Working Group Annual Meeting.	Portugal	19 Oct – 3 Nov 2003
Hay A	Science	Research the development of larval fishes and planning for seventh International Indo-Pacific Fish Conference	Taiwan	3–28 May 2004
Hoggett A	Science	Fund raising dinner for the Coral Reef and Marine Science Foundation.	USA	12–13 Feb 2004
Howarth F	Director	Global Biodiversity Information Facility – Third Year Review Science Symposium and Committee Meeting	Mexico	22 Apr – 3 May 2004
Hutchings P	Science	Visiting Professorship in France, supervise PhD student and examine a PhD in Stockholm.	France and Sweden	17 Apr – 21 May 2004
Hutchings P	Science	Tenth International Coral Reef Congress, Eighth International Polychaete Conference and collection research at Madrid Museum	Japan and Spain	26 Jun – 16 Jul 2004
Jones R	Science	Excavate fossil dinosaur bones	Canada	12 Jun – 13 Jul 2004
Kelly L	Public Programs	International Council of Museums Committee for Education and Cultural Action International Conference	Mexico	26 Oct – 9 Nov 2003
Kelly L	Public Programs	American Association of Museums International Conference	USA	3–12 May 2004
Leis J	Science	Larval Fish Conference	USA	19–29 Aug 2003
Leis J	Science	International Coral Reef Symposium	Japan	26 Jun – 18 Jul 2004
Leis J	Science	Research on larval fishes and planning for Seventh International Indo-Pacific Fish Conference	Taiwan	3–28 May 2004
Lloyd Shepherd E	Corporate and Commercial	Negotiations regarding the <i>Chinese Dinosaurs</i> tour of New Zealand and Australia	New Zealand	26–31 Aug 2003
Lloyd Shepherd E	Corporate and Commercial	Meet Beijing Customs on the extension of the <i>Chinese Dinosaurs</i> exhibition	USA	5–12 May 2004
Lloyd Shepherd E	Corporate and Commercial	Annual American Association of Museums Meeting	New Zealand	25–27 Nov 2003
Pogonoski J	Science	Expedition to collect fish specimens	Fiji	11 Aug – 5 Sep 2003
Sadler R	Science	Field survey of lizards in the proposed Goro Nickel mine site	New Caledonia	7 Dec 2003 – Jan 2004
Smith M	Public Programs	Oversee removal, packing and installation of <i>Chinese Dinosaurs</i> exhibition	New Zealand	12 Aug – 4 Sep 2003
Taçon P	Science	Indigenous Mapping Forum	Canada	9–16 Mar 2004
Taçon P	Science	Archaeological fieldwork, give lectures and meet with the Australian Ambassador	Myanmar (Burma)	31 May – 14 Jun 2004
Torrence R	Science	Present papers to three conferences and board meeting of the World Archaeological Congress	USA, UK and France	19 Jun – 2 Aug 2003
Torrence R	Science	Field research, consultation with local communities on Fergusson Island, assist PhD student and assist the West New Britain Cultural Centre	Papua New Guinea	8 Jun – 16 Jul 2004

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Appendix K – Code of Conduct

The Museum amended its Code of Conduct 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*. The ICAC recommended amendments to the section on gifts and benefits and on secondary employment.

The section on gifts and benefits was amended to advise staff more explicitly about the risk of corrupt conduct. The amended section appears below:

Acceptance of gifts or benefits

Museum employees should not accept a gift or benefit that is intended to, or is likely to, cause them to act in a partial manner in the course of their duties.

Museum employees should not accept a gift of more than token value unless it would be perceived as rude or offensive to decline (e.g. gifts from a visiting overseas delegation). Any such gifts should be reported to the employee's Divisional Head.

Divisional Heads may approve the acceptance of token gifts or benefits under certain circumstances provided that there is no possibility that the recipient might be, or might appear to be, compromised in the process.

Gifts of more than token value are to be retained by the Museum for its purposes.

Museum employees should advise an appropriate senior member of staff if they believe they have been offered a bribe, or if they have been offered or received a favour or benefit.

Museum employees dealing with, or having access to, sensitive investigations or commercially sensitive information, should be particularly alert to inappropriate attempts to influence them.

In view of the nature of the Museum's business activities, offers of free or discounted tickets to performances, exhibitions, events or other arts and cultural activities are not uncommon. Acceptance of such offers in the course of work-related or personal development would normally be seen as reasonable. However, employees are asked to be mindful of the intent, extent and frequency of such offers and to consider the possible public perception that may be attached to their acceptance. If there is any possibility that these offers could be perceived as an attempt to influence decisions of Museum employees, or for gaining improper advantage, the issue should be brought to the attention of a supervisor before taking up the offer.

All gifts/benefits should be reported to the Divisional Head and recorded in a register.

The section on secondary employment was amended so that the provisions apply to all staff whether working full-time, part-time or are temporarily employed. The amended section appears below:

Secondary employment

This section should be read in conjunction with the Secondary Employment Procedures. The provisions of this section apply whether employees are working permanent or temporary, full-time or part-time.

Museum employees are subject to the Public Sector Employment and Management Act, 2002, which requires the approval of the Director before they engage in any form of paid employment outside their official duties. This includes permanent or temporary, full-time or part-time employees.

Museum employees must also carefully consider whether the organisation offering them secondary employment may adversely affect the performance of their Museum duties and responsibilities or give rise to a conflict of interest.

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Australian Museum
6 College Street Sydney 2010
www.amonline.net.au
Telephone (02) 9320 6000
Fax (02) 9320 6050
Email info1@austmus.gov.au
www.amonline.net.au

The Australian Museum is open from 9.30am to 5pm
seven days a week (except Christmas Day).
Business hours are 9am to 5pm Monday to Friday.



General Admission Charges
Family \$25, Child \$5, Adult \$10, Concession card holder \$5.
Australian Seniors, TAMS members and children under 5 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.

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