

HIGHLIGHTS

AUDIENCE

We interacted with over 2.3 million people.
Nearly 300,000 people paid to visit our programs.

Our audiences grew in the following areas:

- general public – up 6%
- education – up 16%
- touring exhibitions – up 260%

ACQUISITIONS

Two major collections were donated under the Federal Government's Cultural Gifts Program.

AWARDS

We won four awards for our work.

CONSERVATION

The building of our new head office at The Mint, 10 Macquarie Street, was our major conservation project for the year. The project includes the conservation of the internationally significant 1850s coining factory buildings, accommodation of head office staff, a new auditorium, facilities for the library and research collection and new areas of public open space. New buildings designed by fjmt Architects have been carefully integrated with the surviving historic buildings. The NSW Government provided \$14.7m for this project over three years.

FINANCES

We ended the year with a balanced budget.

PAID ADMISSION

PAID ADMISSION NUMBERS	2004	2003	2002
General public	152,881	144,862	159,583
Education	56,839	49,005	48,208
Public programs	38,882	38,527	31,019
Venue hire	51,347	64,183	49,111
TOTAL	299,949	296,577	287,921

PROGRAMS

- We produced 391 public programs across our properties attended by over 38,000 people
- We offered 61 education programs attended by over 56,000 students
- We toured five exhibitions to 17 venues in New South Wales and around Australia
- We presented eight major exhibitions
- We published four books

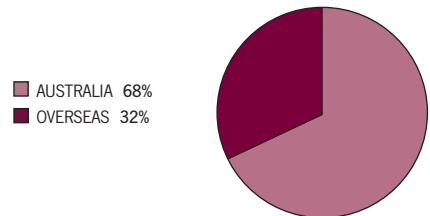
STAFF

- We offered our staff a new flexible working agreement to allow them more ways to balance work and family life
- 42 staff attended training courses during the year

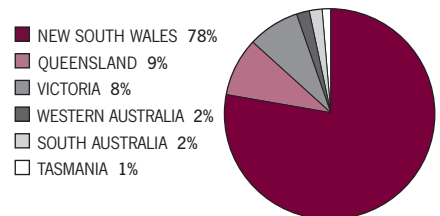
TECHNOLOGY

We introduced a new point-of-sale system at our 11 museums and four shops.

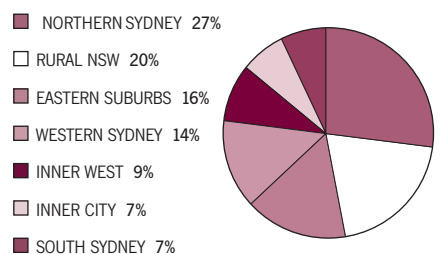
WHERE DID OUR VISITORS COME FROM?



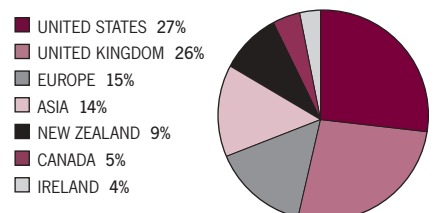
AUSTRALIAN VISITORS



SYDNEY/NEW SOUTH WALES VISITORS



INTERNATIONAL VISITORS



YEAR IN BRIEF



JULY 2003

Two major school holiday programs held for young people:

- a music workshop *Different Rhythms* at Government House.
- a theatre production *Secret of the Seven Marbles* at the Museum of Sydney

NAIDOC (National Aboriginal and Islander Day Observance Committee) Week celebrations held at the Museum of Sydney.

Major construction work commences on our new head office at The Mint.



AUGUST 2003

The ever-popular *Fifties Fair* attracts 3,795 visitors to Rose Seidler House in one day.

An exhibition celebrating the contribution of Italians to Sydney's cultural life *Italiani di Sydney* opens at the Museum of Sydney.

Stephen and Yuana Hesketh advise that they will bequeath the Woolley House, designed by Ken Woolley in 1962, to HHT.

SEPTEMBER 2003

An exhibition charting the bohemian phase of Elizabeth Bay House *Kings Cross – Bohemian Sydney* closes after attracting large audiences.

Anna Griffiths wins the *Meroogal Women's Arts Prize* for her work *Garden Coat*, and an exhibition of a selection of entries for the prize commences its regional tour.

The *Art of Flowers* festival at Government House attracts 11,311 visitors over two and a half days.

A free open day entitled *Made in Italy*, to coincide with the *Italiani di Sydney* exhibition, attracts 2,256 visitors to the Museum of Sydney.

OCTOBER 2003

The *Festival of the Olive* at Elizabeth Farm attracts 4,465 visitors during a single weekend.

A major exhibition *Drugs: a social history* opens at Justice & Police Museum and is immediately in demand to travel to regional areas.

Rouse Hill estate is battered by a freak hailstorm and sustains major damage, especially to the garden.

The re-shingling of the kitchen wing roof at Vaucluse House is completed.

NOVEMBER 2003

Vaucluse House acquires a drawing room table with Wentworth provenance from a family member following the filming of a program on the Wentworth family for the ABC TV series *Dynasty*.

A display entitled *Asylum Women: Aged, Infirm, Destitute* opens at the Hyde Park Barracks Museum, exploring the experiences of women housed in the Hyde Park Barracks Asylum between 1862 and 1886.

THIS PAGE CLOCKWISE FROM TOP LEFT: HYDE PARK, 1964. PHOTOGRAPH JOHN WILLIAMS. FROM JOHN WILLIAMS' SYDNEY DIARY 1958–2003 | FIFTIES FAIR AT ROSE SEIDLER HOUSE. PHOTOGRAPH PENNY CLAY | WELCOME TO SYDNEY BY ANNE ZAHALKA. MUSEUM OF SYDNEY COLLECTION | PROFESSOR PETER SPEARRITT AT THE MUSEUM OF SYDNEY PICTURED WITH PART OF HIS COLLECTION OF SYDNEY HARBOUR BRIDGE MEMORABILIA. MUSEUM OF SYDNEY COLLECTION. HISTORIC HOUSES TRUST IMAGE LIBRARY | OPPOSITE FROM LEFT TO RIGHT: THE SHELL GATHERERS, C1922, GELATIN SILVER PHOTOGRAPH. PHOTOGRAPH KIICHIRO ISHIDA, COLLECTION OF THE SHOTO MUSEUM OF ART, FROM KIICHIRO ISHIDA AND THE SYDNEY CAMERA CIRCLE 1920s–1940s | ELIZABETH BAY FROM POTTS POINT, SYDNEY URE SMITH, 1914, ETCHING, EDITION 25. ELIZABETH BAY HOUSE COLLECTION



DECEMBER 2003

Kiichiro Ishida and the Sydney Camera Circle 1920s–1940s, an exhibition from the Shoto Museum of Art, Tokyo, Japan, opens at the Museum of Sydney.

Professor Peter Spearritt donates his collection of artefacts and books associated with the history of Sydney to the Museum of Sydney.

Carols by Candlelight at Vaucluse House and Elizabeth Farm attracts approximately 2,500 visitors.

Exploring the Modern City, a book on recent research in urban history and archaeology, is published in association with the Archaeology Program, La Trobe University, Melbourne.

JANUARY 2004

The world premiere of Legs on the Wall's production *Eora Crossing*, performed on and around the Museum of Sydney as part of the 2004 Sydney Festival, attracts approximately 18,000 people to five performances.

The Sydney Festival holds its opening night party and hosts its Becks Bar at the Hyde Park Barracks Museum, attracting over 13,000 visitors to the site during January.

A school holiday program *Crash Course for Young Filmmakers* is held at the Museum of Sydney, Susannah Place Museum and the Hyde Park Barracks Museum.

Over 31,000 people visit HHT properties on Australia Day when entry is free.

Chair of the Members of the HHT Dr Gaye Gleeson and longstanding volunteer Rae McClintock receive OAM awards for their volunteer work.

Elizabeth Farm wins the Community Event of the Year award from Parramatta City Council for *Festival of the Olive*.

A revised and updated *Hyde Park Barracks Museum Guidebook* is published.

FEBRUARY 2004

A miniature bronze bust of Lord Augustus Loftus, Governor of NSW from 1879 to 1885 by French born artist and teacher Lucien Henry is acquired for the Government House collection.

Rouse Hill estate provides the backdrop for the first part of the re-enactment of the 1804 *Battle of Vinegar Hill*, which attracts over 6,000 visitors.

A new interactive interpretation database is launched at Susannah Place Museum, allowing visitors access to collection and archival material not on display.

A film featuring Harry Seidler talking about his life and work is completed and goes on display at Rose Seidler House.

MARCH 2004

The *Kitchen Garden Festival* at Vaucluse House attracts 2,915 visitors.

The first two concerts of *House Music Concert Series* at Government House, featuring contemporary artist Paul Capsis and the Australian Bach Ensemble, sell out.

Work commences on the reinstatement of the important 1840s Rampart Garden at Government House.

Free entry at all properties is offered to young people as part of Youth Week and to seniors as part of Seniors Week.

A series of photographs entitled *Inside Hill End*, documenting the conservation of houses in the gold mining community at Hill End, goes on display in the Members Lounge at The Mint.

Thirty vintage photographs of Sydney, taken by Max Dupain, are acquired for the Museum of Sydney collection.



APRIL 2004

A 1914 Sydney Ure Smith etching *Elizabeth Bay from Potts Point* is acquired for the Elizabeth Bay House collection.

Susannah Place Museum hosts *Grandparents' Day* which attracts 356 visitors.

A historically important painting is stolen from the Museum of Sydney: George Edwards Peacock's *Old Government House as it appeared when vacated by Sir George Gipps in 1846*.

Rouse Hill estate wins the National Trust EnergyAustralia Heritage Award for its Curtilage Study.

Government House, Hyde Park Barracks Museum, Justice & Police Museum, Museum of Sydney and Susannah Place participate in *Museums Light Up* which attracts 3,037 visitors across the five properties.

MAY 2004

A series of photographs *John Williams' Sydney Diary 1958–2003* goes on display at the Museum of Sydney.

A major exhibition *Red Cedar in Australia* opens at the Museum of Sydney.

Two books are published, *The Art of Keeping House* and *Red Cedar in Australia*.

Professor Richard Clough donates his library of garden history books to the Library & Research Collection.

Out of the Woodwork festival at Rouse Hill estate attracts 3,178 visitors.

JUNE 2004

A contemporary art installation *Reading Arcadia* by Pip Stokes, exploring the world of Fanny MacLeay, an original occupant of the house, opens at Elizabeth Bay House.

A display on *The Stamp Office*, which occupied part of the Hyde Park Barracks in 1856, opens at the Hyde Park Barracks Museum.

FINANCIAL ANALYSIS

Our net cost of services increased by \$1.8 million to \$17.6 million. Our net asset position has increased by \$8.8 million to \$138.9 million, due to the revaluation of certain collections and the redevelopment of the new head office at The Mint.

Below is a summary of our income and expenditure for the current year compared with the previous four years.

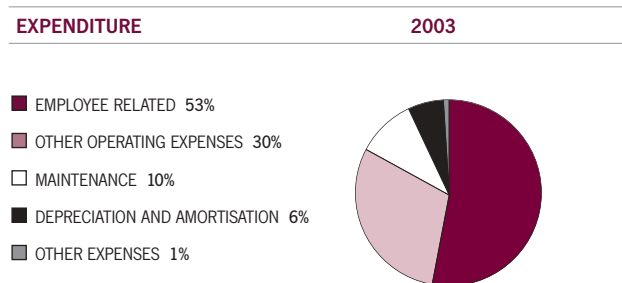
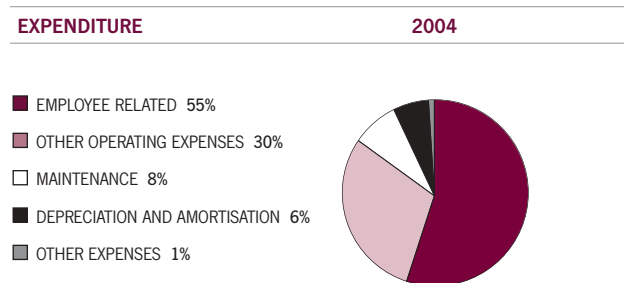
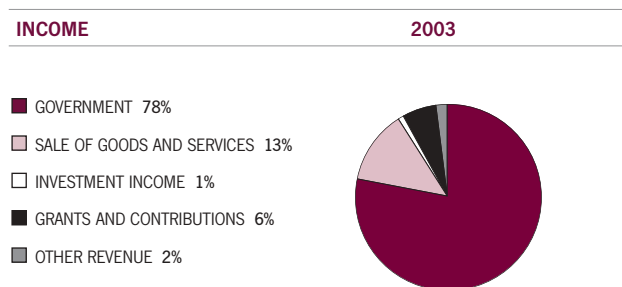
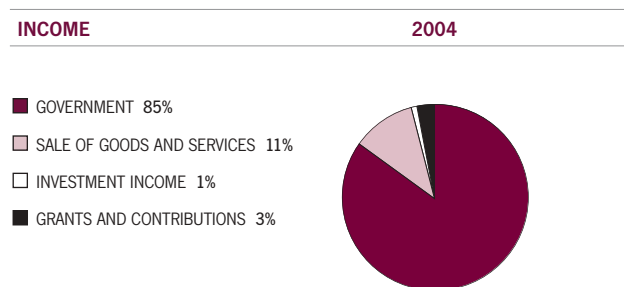
	2004 \$'000	%	% DIFFERENCE	2003 \$'000	2002 \$'000	2001 \$'000	2000 \$'000
INCOME							
Government	26,083	84.9	35.6	19,241	18,436	14,876	13,919
Sale of Goods and Services	3,414	11.1	0.9	3,384	2,987	3,003	2,801
Investment Income	289	0.9	-9.7	320	263	301	260
Grants and Contributions	949	3.1	-40.4	1,593	1,454	902	518
Other Revenue	–	0.0	-100.0	575	0	0	0
	30,735	100.0	22.4	25,113	23,140	19,082	17,498
EXPENDITURE							
Employee Related	12,432	55.7	8.4	11,472	10,251	9,470	9,211
Other Operating Expenses	6,589	29.5	-0.3	6,609	5,692	5,450	5,381
Maintenance	1,774	7.9	-16.1	2,115	2,576	2,594	1,782
Depreciation and Amortisation	1,378	6.2	1.7	1,355	1,283	1,380	889
Other Expenses	156	0.7	3.3	151	167	0	2 300
	22,329	100.0	2.9	21,702	19,969	18,894	19,563

KEY FEATURES – 2004

Government funding increased by 35.6%, primarily in capital funding to cover the development of The Mint as the new head office.

Investment income is down by 9.7% due to a low rate of return.

Expenditure is up by 2.9% due to the general public sector pay increase awarded in 2003.



CHAIRMAN'S FOREWORD



The atmosphere of peace and harmony is wonderful. The portraits and photographs in the drawing room add a compelling atmosphere to the considerable history of this remarkable place. Thank you!

COLLIN HILLS, GLEBE NSW, FEBRUARY 2004,
AFTER A VISIT TO ELIZABETH FARM

CHAIRMAN'S LETTER

1 July 2004

The Hon Bob Carr MP
Premier, Minister for the Arts and
Minister for Citizenship
Parliament House
Macquarie Street
Sydney NSW 2000

Dear Premier

In accordance with the requirement of the Annual Report (Statutory Bodies) Act 1984, I have pleasure in submitting this Annual Report for the Historic Houses Trust of New South Wales for the year ended 30 June 2004 for presentation to Parliament.

This last year has been spent readying the HHT for an exciting period of change and development. In late 2004 all head office staff, presently housed in a variety of locations across the city, will be united in what was the old coining factory building directly behind The Mint on Macquarie Street. For this boon in the life of the HHT we owe a considerable debt of gratitude to your foresight, Premier, and that of the Ministry for the Arts and the Treasury of New South Wales. Your support for this vanguard development – the reclamation of the last unrestored Macquarie Street site and its redevelopment with a contemporary edge – is, I believe, a ringing endorsement of the management of the HHT and its husbandry of a large part of the state's heritage.

Similarly, a number of highly significant gifts and bequests, together with a host of new Foundation donors and subscribers to Membership, suggest an ever-widening level of support for the HHT's ideas and ideals. As we come up to the HHT's 25th birthday in 2005, such beneficence is very gratifying indeed.

Through the generosity of supporters, the Foundation for the Historic Houses Trust has raised over \$1 million for the Endangered Houses Fund, and the Fund's first purchase is now imminent. This will be our primary focus once the move to The Mint is settled. You will recall launching the Fund on behalf of the Foundation at a luncheon in 2001 as part of our 21st birthday celebrations. You will also be aware that the purpose of the Fund is to

help save houses in danger of being demolished or changed beyond recognition by using a model of purchase, conservation and resale. This approach does not create another museum; instead it encourages houses to live with continued occupation by generations to come.

Mindful of the emphasis on corporate governance reforms throughout both profit and not-for-profit sectors, the Board gave thorough attention to this matter during the course of its annual Planning Day in October 2003. At this time Trustees reviewed the then existing regime including the NSW Government's Conduct Guidelines for Members of NSW Government Boards and the HHT's own Code of Conduct for staff. As a result a Board Charter was drafted together with a Code of Conduct for Board Members whereby new custom-built arrangements were established for the particular purposes of the HHT. Both documents were formally adopted by the HHT in November 2003.

One measure of the HHT's success is the volume, diversity and quality of its activities. An indication of the range of events, exhibitions, publications and programs offered during the past year is set out in the previous pages.

I wish to thank my fellow Trustees for a year of unstinting and expert attention to the affairs of the HHT. I also wish to thank the hardworking Directors of the Foundation, the Executive Committee and staff of the Members of the Historic Houses Trust and, not least, all our volunteers for their many and varied contributions to the year's creditable record of activities and results. Above all, my congratulations go to the Director and staff. It is a continuing pleasure to work with such a dedicated group of professionals who at every level show a heartfelt commitment to their work.

Yours sincerely

Jill Wran
Chairman

DIRECTOR'S OVERVIEW

Brilliant! Such informed imagination is very powerful! Thank you!

ELAINE MAYOR, LANE COVE, NEW SOUTH WALES, FEBRUARY 2004, AFTER VISITING HYDE PARK BARRACKS MUSEUM



It has become fashionable for Australian intellectual life and culture to be derided as being the province of the privileged few, pejoratively called the 'chattering classes'. In recent times the battle lines have been drawn between the 'battlers' and the cultural and intellectual 'elites'. I feel that this ignores the pride Australians feel in our culture, our history, our stories. It ignores the fact that art and nature are part of our daily lives, that culture and heritage are not separate from what we do but are part of who and what we are. They are part of our national identity and help us to conceptualise the world in which we live.

I have always believed that museums must be places for debate and discussion; they must allow the many voices of our community to be heard. They must not be places just for the elite. The HHT welcomes everyone. We do our best to provide services that will attract all sectors of the community.

History has much to teach if we allow it to speak to us and speak it did to over 2.3 million people who engaged with some aspect of our work this year, be it a picnic in the beach paddock at Vaucluse House, a walk in the gardens at Rouse Hill estate, a schools program at the Hyde Park Barracks Museum, a walk across First Government House Place and sensing its extraordinary significance, lunch on the 1811 verandah at the Sydney Mint Cafe, a visit to the *Festival of the Olive* at Elizabeth Farm or a visit to one of our eleven museums. We hope that all who participated left enriched by the experience.

MAJOR PROJECTS

As I write we are in the final stages of the preparations for our move to The Mint. It is a mammoth task for the organisation as we stretch our resources to move our scattered head office staff to one location.

The project at The Mint, 10 Macquarie Street Sydney, provides for both the conservation of the surviving 1850s coining factory buildings, accommodation of head office staff, a new auditorium, new facilities for the library and research collection, and new areas of public open space. New buildings, designed by fjmt Architects, were carefully designed to complement the existing buildings. It has been a complex and difficult project in so many different ways but I am sure it will surprise and delight when it is completed.

As part of the conservation work, some 20th century additions to the historic coining factory were removed, revealing the original industrial spaces and an extraordinary structure of prefabricated cast iron imported from England in 1853. This structure, closely related to the Crystal Palace building of the 1851 Great Exhibition in London, is of international significance as an example of mid-Victorian technology. These structures, and other features revealed during the archaeological excavations that preceded building work, have been integrated into the development, helping to realise our aim of combining leading conservation practice with the best in contemporary architecture.

We are most grateful to the NSW Government for providing \$14.7m for this project over three years.

CONSERVATION

Planning issues at Rouse Hill estate have been a focus for the year as we took over the former Rouse Hill Public School, which will be developed as a Visitors Centre for the property and the Rouse Hill Regional Park. The HHT has worked hard during the year to ensure the property and its setting are

protected. A report we commissioned, which outlined a range of approaches from land acquisition, planning controls, zoning controls and vegetation programs, won a National Trust EnergyAustralia Heritage Award.

We have worked very closely with the Roads and Traffic Authority on the diversion of Windsor Road which will see major benefits for Rouse Hill estate by removing noisy traffic and ensuring safe and easy access to the property.

We are also about to acquire our first Endangered Houses Fund property, which will become our focus once the move to The Mint is settled. The Endangered Houses Fund was launched by the Premier for the Foundation for the Historic Houses Trust in 2001 as part of our 21st birthday celebrations.

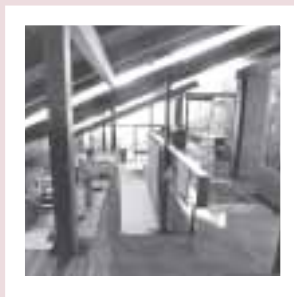
The inspiration for the Endangered Houses Fund came from a project we undertook in 1993 in which we acquired a house designed by Walter Burley Griffin and Marion Mahony in Castlecrag, which was meticulously conserved and then re-sold after arranging statutory protection and private covenants for its future, winning us three heritage awards.

Through the generosity of our supporters the Endangered House Fund has raised over \$1 million towards the first purchase.

AWARDS

We won four awards for our work:

- Community Event of the Year Award in Parramatta City Council's Australia Day awards for *Festival of the Olive* 2003, Elizabeth Farm
- 2004 Australasian Reporting Awards Silver Award for the 2002–2003 Annual Report
- Parramatta City Council Heritage Award 2004 Certificate of Merit Suburban Category Award to Elizabeth Farm Introductory Video



LEFT TO RIGHT: THE GOVERNOR'S HOUSE AND FORT MACQUARIE, SYDNEY, (DETAIL), GEORGE EDWARDS PEACOCK, 1848. GOVERNMENT HOUSE COLLECTION | DEMOLITION OF THE CORRUGATED IRON CLADDING ON THE SUPERINTENDENT'S OFFICE AT THE MINT. PHOTOGRAPH ROBERT GRIFFIN | THE WOOLLEY HOUSE. PHOTOGRAPH RAY JOYCE | PROFESSOR RICHARD CLOUGH. PHOTOGRAPH BARBARA KONKOLOWICZ

- EnergyAustralia National Trust Heritage Award 2004 for the category Conservation – Landscape Heritage (Corporate/Government) for the Visual Curtilage Study for Rouse Hill estate

FINANCES

In a particularly tight and busy financial year, with a major building project in progress, we finished the year on budget. This is an excellent result as we maintained our program, did not cut any services and achieved the result without using any of our reserves. We are particularly grateful to our two associated organisations, the Members and the Foundation, who contributed so generously to our acquisition program again this year.

INTERPRETATION

Our aim to have many voices heard in our museums was amplified by a range of programs and exhibitions, which covered issues from the use of drugs in our society to the history of the red cedar. We ran a variety of programs to bring the non-museum user into our realm, from *Out of the Woodwork* at Rouse Hill estate to the *Art of Flowers* at Government House, from lectures and tours to the large outdoor event *Eora Crossing* on First Government House Place, which attracted over 18,000 people.

COLLECTIONS

Stephen and Yuana Hesketh advised us that they would very generously bequeath their important 20th century house at Mosman, widely known as the 'Woolley House', designed by architect Ken Woolley in 1962. Professors Peter Spearritt and Richard Clough donated their libraries and collections of Sydney artefacts and garden history books respectively. These bequests and donations will serve us all well into the future. Bequests and donations like these show how the passion of an individual can benefit the public at large.

MECHANICAL SERVICES

There have been some problems with mechanical services at a number of properties. The redevelopment at The Mint will see new airconditioning systems installed for both the Hyde Park Barracks Museum and The Mint.

SECURITY

Our world has become more vulnerable in the last few years and security has become a major issue we have had to grapple with. The theft of an important historic painting from the Museum of Sydney made that vulnerability more potent to us this year. Our collections are driven by the stories they tell rather than their value as 'art'. The oil painting of first Government House (now the site of the Museum of Sydney) was just such a treasure as it was one of the last views of the first Government House painted before the building was demolished.

VALE

I am saddened to record the death of Dr Phillip Kent, who, until his death, was Chairman of the Members. I also record the death of Professor Joan Kerr AM who had been a Trustee from 1991 to 1999 and served on many HHT committees. Both were outstanding academics and made very considerable contributions to the HHT. They are greatly missed.

The Hon WC Wentworth AO also passed away. As the great-grandson of the first WC Wentworth who acquired Vacluse House in 1827, he had maintained a deep interest in the property and had returned many family owned objects to the house over many years. He had also served as Patron of the Friends of Vacluse House for many years. Bill's wife, Barbara, also passed away this year; she too had been a great supporter of the HHT's work and both are missed.

THANK YOU

The HHT can only be as good as its team and my gratitude as always goes to the team: the Trustees whose guidance and support is invaluable; the staff who work so hard to provide the best possible outcome for the public and the organisation; and our sponsors, donors, supporters, Members, and the Foundation who contribute so generously to our programs. My thanks go to all the staff at the Ministry for the Arts who assist us in so many ways and to our Minister, The Hon Bob Carr MP, for his enthusiastic support for our work.

Each year as I write this report I marvel at our achievements, and each year I think it was the most fruitful and the busiest. But each year our achievements grow. Next year will be an important milestone as our hopes and dreams of working together in our new head office are realised. It will also be our 25th anniversary. As we move into a new era I am confident that the deep foundations we have built – of integrity, scholarship, professionalism and community service – plus the culture that exists within the organisation, will stand us in good stead for the next quarter century.

Peter Watts
Director

CORPORATE GOVERNANCE

Absolutely fascinating glimpse into the past and the lives of ordinary people. Thank you for conserving it as you have.

SUE GLASE, SUFFOLK, ENGLAND, APRIL 2004, AFTER VISITING SUSANNAH PLACE MUSEUM

The Historic Houses Trust of New South Wales is a statutory body established by the Historic Houses Act 1980. The legislation defines the objectives, powers and functions of the HHT. The Historic Houses Trust's mission, derived from the 1980 Act, is to: conserve, interpret and manage places of cultural significance in the care of the Trust with integrity and imagination, and in doing so to inspire an understanding of New South Wales histories and diverse cultural heritage for present and future audiences.

CORPORATE PLANNING

The Corporate Plan 2001–2006 is our primary planning tool. Using the goals and strategies set out in the plan, the divisions, units and museums develop annual action plans. Each action plan is presented to the Executive in tandem with internal budget bids in May each year. These action plans set the direction and budget for the operational business year. The progress of the action plan against the corporate plan is reported quarterly to the Trustees.

Although a not-for-profit organisation the HHT has been very mindful of corporate governance reforms promoted and guided by the Australian Stock Exchange among corporate entities. At its annual Planning Day in October 2003 Trustees reviewed the then existing regime, including Conduct Guidelines for Members of NSW Government Boards published by the NSW Government in November 2001 and the Code of Conduct established by the HHT in March 2000. With a view to establishing new and custom-built arrangements for this organisation a Board Charter was drafted together with a Code of Conduct for Board Members, both of which were subsequently adopted at a formal meeting of the HHT in November 2003.

DELEGATIONS

The occupants of key managerial positions are authorised by the Minister for the Arts under Section 12 of the Public Finance and Audit Act 1983 to exercise financial delegation to specific limits. The Director also holds delegation from the Director-General, Ministry for the Arts, in relation to personnel, administration and financial matters.

COMMITTEES*

We have eight standing committees that help make decisions on both policy and management. The Trustees and the Director form ad hoc committees from time to time. Standing committees operating at the close of the year are:

EXHIBITIONS ADVISORY COMMITTEE (EAC)

The EAC comprises Trustees, staff and external experts and meets quarterly to give broad-based advice on our exhibition program.

FINANCE & AUDIT COMMITTEE

The Finance & Audit Committee comprises Trustees and senior staff and meets quarterly to monitor issues relating to finance, audit, risk management, OH&S, insurance, investments and other relevant issues. This year we have revitalised this committee and broadened its brief to include risk management issues.

FINANCE COMMITTEE

The Finance Committee comprises the Executive and the Manager, Finance & Systems and meets monthly to monitor all financial issues.

OCCUPATIONAL HEALTH & SAFETY (OH&S) COMMITTEE

The OH&S Committee comprises 16 members of staff and meets every two months to conduct workplace inspections and act as the consultant group on OH&S issues.

PUBLICATIONS COMMITTEE

The Publications Committee comprises staff and external experts and meets quarterly to give broad-based advice on our publishing program.

PUBLIC PROGRAMS COMMITTEE

The Public Programs Committee comprises staff and meets quarterly to give broad-based advice and direction on our events program.

SECURITY COMMITTEE

The Security Committee comprises staff and meets as required to identify general property risks, develop plans for managing risks and develop emergency strategies to manage risks for each museum and site.

STAFF AND MANAGEMENT PARTICIPATORY AND ADVISORY COMMITTEE (SAMPAC)

SAMPAC comprises six elected staff from various employee categories, two management representatives, one union representative and an ex officio member and meets monthly. SAMPAC participates in the discussion of issues such as flexible working hours and the Code of Conduct, and acts as the Classification and Grading Committee in reviewing the grading of staff positions.

ADMISSION CHARGES

Admission fees remained the same as the previous year: general entry \$7, concession entry \$3, family ticket \$17.

Entry is free to Government House and grounds, and to Vaucluse House's garden, parklands and beach paddock.

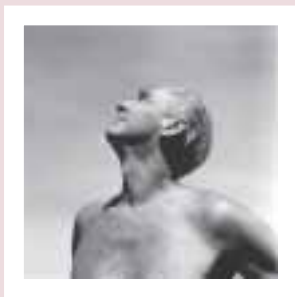
RISK MANAGEMENT AND INSURANCES

We are responsible for the conservation and management of 15 historic properties, some of which have limitations on building works due to their heritage status, giving rise to possible risk exposure when necessary works have to be carried out.

Formal policies and procedures are in place for our collections and properties to address various risk management issues:

- Disaster Preparedness Plans
- Occupational Health and Safety (OH&S)
- Total Assets Management Strategy

* for Committees Representation List see page 49



LEFT TO RIGHT: AUSTRALIA DAY AT THE MUSEUM OF SYDNEY. PHOTOGRAPH PENNY CLAY | MAX AS TAKEN BY REX, C1982. PHOTOGRAPH REX DUPAIN. FROM REX AND MAX DUPAIN'S SYDNEY | EORA CROSSING AT THE MUSEUM OF SYDNEY. PHOTOGRAPH WILLIAM NEWELL | CRAIGMOOR, HILL END (DETAIL). PHOTOGRAPH ALISON BENNETT

These policies are reviewed every two years. The next review is due in 2005–2006.

As well as these policies and procedures, we use the Internal Audit Bureau to review our internal controls on an agreed annual cycle (see below).

We also use the Treasury Management Fund's risk management advisory consultative service to train and advise staff involved in our financial management area.

This year we gave the Finance & Audit Committee, chaired by Trustee, Rob Ward, the responsibility of overseeing this area and a number of other matters including building code compliance, insurance and OH&S.

This year we reviewed our OH&S management plan and developed an OH&S action plan.

AUDIT REVIEWS

As part of the ongoing management of the HHT's operations, a series of audit reviews was undertaken by the Internal Audit Bureau:

ADMINISTRATIVE PROCEDURES AT HYDE PARK BARRACKS MUSEUM

The purpose of the review was to determine whether the system of internal control of administrative procedures was adequate. The review recommended minor changes which have been implemented.

ADMINISTRATIVE PROCEDURES AT THE MUSEUM OF SYDNEY

The purpose of the review was to determine whether the system of internal control of administrative procedures was adequate. The review recommended minor changes which have been implemented.

ADMINISTRATIVE PROCEDURES AT MEROOGAL

The purpose of the review was to determine whether the system of internal control of administrative procedures was adequate. The review concluded that the system of internal control is well established and running effectively.

ADMINISTRATIVE PROCEDURES AT ROSE SEIDLER HOUSE

The purpose of the review was to determine whether the system of internal control of administrative procedures was adequate. The review recommended minor changes which have been implemented.

ADMINISTRATIVE PROCEDURES AT SUSANNAH PLACE MUSEUM

The purpose of the review was to determine whether the system of internal control of administrative procedures was adequate. The review recommended minor changes which have been implemented.

PERSONNEL AND PAYROLL PROCEDURES

The purpose of the review was to determine whether our personnel and payroll procedures are adequate and we are complying with relevant government policies and procedures. The review concluded that our processing of payroll and employee data, the extensive level of checking of reported salary and allowances, and our collection of statistics are of a high standard. The review identified some minor areas of improvement which have been implemented.

WIDE AREA NETWORK (WAN)

The purpose of the review was to analyse the computer WAN focusing on its network performance. The review identified network and connection problems at remote sites. This will be dealt with as part of our network upgrade when we move to our new head office at The Mint in September 2004.

OPERATIONAL REVIEWS

We conducted operational reviews at:

- Elizabeth Farm Tearooms
- Collections Management Unit
- Meroogal

STAFF REVIEWS

We conducted staff reviews at:

- Government House
- Marketing & Business Development Division
- Museum of Sydney

ENVIRONMENTAL MANAGEMENT

We are committed to the Government's Waste Reduction and Purchasing Policy and have developed our policy in line with it. We have nominated a staff member to further develop our Waste Reduction and Purchasing Policy in the coming year.

Since 1996 we have cut our energy bills by 16% despite having added three properties to our portfolio over this period. This year's energy cost saving was \$22,000, a 9% reduction.

We have maintained a rigorous recycling program:

- used re-manufactured toner cartridges for printers and fax machines
- returned all toner cartridges for recycling
- increased the range and quantity of recycled materials purchased
- composted materials from gardens and kitchens
- used a wide range of recycled fertilisers such as fish, seaweed and pelletised chicken manure
- used pruned and dead timber as firewood for wood heaters or as compost
- used offcuts from carpenters' operations as kindling for wood heaters
- used ashes from wood heaters as compost
- designed our new head office at The Mint building to take advantage of the latest energy-saving technologies
- renegotiated new energy provision contracts to include 6% green energy

OVERVIEW OF STRATEGIC PRIORITIES

GOALS	STRATEGIES	OUTCOMES
AUDIENCE To expand audiences for HHT properties and programs (Detailed information pages 12–14)	Provide improved access to HHT products and services for virtual audiences	We undertook research and development to publish three major online databases: <ul style="list-style-type: none"> • Colonial Plant database • Library & Research Collection • Museum Collections catalogue
	Prioritise interpretation where it will result in expanding audiences	We attracted 2.3 million people to our properties and events. We toured five exhibitions to regional New South Wales and other parts of Australia. We improved interpretation by: <ul style="list-style-type: none"> • extending display space at the Justice & Police Museum • commissioning a free outdoor event, <i>Eora Crossing</i>, as part of the Sydney Festival • adding extra interpretation to Rose Seidler House with a video on Harry Seidler • adding an interactive database to Susannah Place Museum
COMMUNICATION To continue to communicate the HHT's mission of conservation and interpretation of the state's cultural heritage using a diversity of mediums (Detailed information pages 15–18)	Continue to research and develop relevant and contemporary exhibitions, events, publications, education programs and other projects	We researched and produced: <ul style="list-style-type: none"> • 8 major exhibitions • 5 displays • 391 events • 6 major outdoor events • 61 education programs • 3 major publications • 5 travelling exhibitions
	Publish HHT-generated research using various media	We published: <ul style="list-style-type: none"> • 1 major exhibition catalogue • 1 book of edited symposium papers • 1 revised and updated guidebook • 1 'how to' housekeeping manual • 4 room guides for exhibitions/displays • updated web pages on collections and exhibitions • 1 oral history film
	Pursue partnerships with other institutions with a particular emphasis on building relationships in regional New South Wales	We developed partnerships with: <ul style="list-style-type: none"> • Australia's Museum of Flight, Nowra • Berry Museum and Historical Society • Bundanon Trust, Nowra • Lady Denman Maritime Museum, Huskisson • National Parks Service, Hill End • Newstead Homestead, Inverell • Nowra Museum and Shoalhaven Historical Society • Pioneer Farm & Historical Settlement Museum, Kangaroo Valley • RAN College and HMAS Creswell, Jervis Bay • Shear Outback Museum, Hay • Tabourie Lake Museum We continued major partnerships with: <ul style="list-style-type: none"> • DOCOMOMO Australia • Eryldene Trust • Legs on the Wall • Royal Australian Institute of Architects • Sydney Festival

GOALS	STRATEGIES	OUTCOMES
PORTFOLIO Critically examine the HHT's portfolio and programs and explore opportunities to develop a balanced portfolio of properties and projects that better represents the diversity of New South Wales cultural heritage (Detailed information page 19)	Develop and respond to opportunities for changes to the HHT's property portfolio, including exploration of ways to provide short-term, appropriate and effective solutions to conservation and interpretation issues without long-term ownership	We worked on acquiring a new property for the Endangered Houses Fund. We offered advice and direction about: <ul style="list-style-type: none"> Newstead Homestead, Inverell Patrick White's house
	Develop and manage the conservation of The Mint site as a new Head Office for the HHT and as a model project	Project three-quarters complete and on budget.
	Continue a rigorous program of operational reviews and internal audits of all areas of activity, including annual audits of HHT assets at individual properties	Operational reviews were conducted at: <ul style="list-style-type: none"> Collections Management Unit Elizabeth Farm Tearooms Meroogal Staff reviews were conducted at: <ul style="list-style-type: none"> Government House Marketing & Business Development Division Museum of Sydney Audit reviews were carried out for: <ul style="list-style-type: none"> Hyde Park Barracks Museum Museum of Sydney Meroogal Personnel and payroll procedures Rose Seidler House Susannah Place Museum Wide Area Network
PUBLIC RESPONSIBILITY Responsibly manage the public resources used by the HHT in conserving and interpreting the significant places in its care (Detailed information page 20)	Ensure that staff are recruited and trained appropriately to maintain and develop expert and specialist skills and knowledge about the HHT's properties and programs	Forty-two staff attended a variety of training programs including conferences, symposiums and skills-based courses.
	Encourage staff and volunteers to be more accountable for the quality and delivery of their work	We held induction training and provided staff with various development opportunities: <ul style="list-style-type: none"> secondments opportunities to act in higher positions on-the-job training study leave conferences and seminars
MANAGEMENT Continue to develop a more effective, flexible and creative management structure (Detailed information page 20)	Investigate new ways of employing people to create an environment that encourages a constant influx of new skills and ideas	We have used a variety of employment options to create an influx of new skills and ideas into the organisation and kept our staffing structure flexible by using a mix of: <ul style="list-style-type: none"> casual staff contractors permanent employees temporary/short-term contracts secondments opportunities to act in more senior positions development opportunities internships
	Review the Historic Houses Act so that it appropriately reflects the current activities and future directions of the HHT	Reviewed and sent to government
	Commission the development of a long-term information technology strategic plan	Commissioned results are pending

AUDIENCE

A marvellous example of life in bygone lives and extremely well preserved and presented. Thank you for allowing me to visit this national treasure.

TONY & JOANNA, MANCHESTER, ENGLAND, FEBRUARY 2004, AFTER A VISIT TO SUSANNAH PLACE MUSEUM

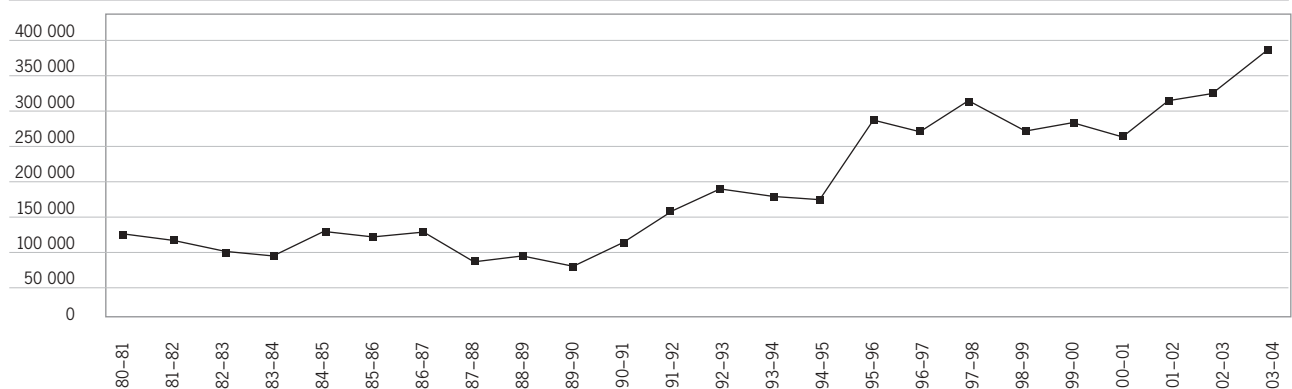
VISITOR BREAKDOWN	2004	% DIFFERENCE	2003	2002
Paid admission*				
General public	152,881	6	144,862	159,583
Education	56,839	16	49,005	48,208
Public programs	38,882	1	38,527	31,019
Venue hire	51,347	-20	64,183	49,111
Subtotal	299,949	1	296,577	287,921
Free entry				
Complimentary tickets	48,603	11	43,866	57,888
Free public programs	32,292	485	5,520	–
Government House	86,166	1	85,681	96,575
Other ⁺	546,261	-1	554,289	676,186
Subtotal	713,322	3	689,356	830,649
Touring exhibitions				
<i>Bush Lives: Bush Futures</i>	–		–	38,966
<i>Meroogal Women's Arts Prize</i>	14,099	1,286	1,017	5,272
<i>Leunig Animated</i>	141,046	371	29,927	–
<i>Cops on the Box</i>	12,967	–	–	–
<i>Radical Architect John Horbury Hunt 1838–1904</i>	23,398	591	3,384	–
<i>Crime Scene</i>	10,471	-76	43,178	3,175
Subtotal	201,981	161	77,506	47,413
Total	1,215,252	14	1,063,439	1,165,983
Grounds (through traffic)^				
Hyde Park Barracks Museum Forecourt	475,351	-7	509,964	490,911
First Government House Place – Museum of Sydney	658,800	0	657,000	760,500
Vaucluse House – parklands and beach paddock	4,444	-17	5,328	5,030
Subtotal	1,138,595	-3	1,172,292	1,256,441
Outreach				
Public programs	1,110	-69	3,630	–
Education	932	-53	1,973	–
Properties	1,431	85	775	–
Subtotal	3,473	-46	6,378	–
GRAND TOTAL	2,357,320	5	2,242,109	2,422,424

* paid admission also includes education visits, public programs and venue hire at Government House. General admission to Government House is free so these numbers are reported under free entry. Paid admission also includes the following visitor statistics from The Mint: public program 840 and venue hire 591. Free entry also includes the following statistics from The Mint: complimentary tickets 9,904 and under Other, Sydney Mint Cafe 7,004

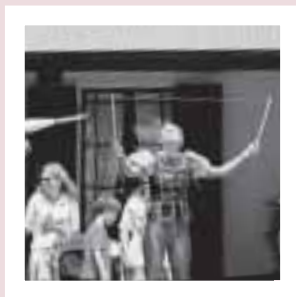
⁺ includes site visits, cafes, shops, public sculptures and a percentage of people visiting the parklands and beach paddock at Vaucluse House

[^] Grounds, cafe and shop figures are as accurate as possible; calculations are based on estimated numbers

ADMISSION 1980–2004*



* includes paid admissions – general admission, public programs, venue hire, and education (see page 1) – as well as House Tours at Government House, which are currently free to the public. 2004 paid admissions equals 299,949; House Tours equals 86,166; total admissions as reported in chart equals 386,115



LEFT TO RIGHT: FESTIVAL OF THE OLIVE AT ELIZABETH FARM | AUSTRALIA DAY AT THE MUSEUM OF SYDNEY | AUSTRALIA DAY AT ELIZABETH BAY HOUSE | FIFTIES FAIR AT ROSE SEIDLER HOUSE. PHOTOGRAPHS PENNY CLAY

GOAL

To expand audiences for HHT properties and programs.

STRATEGIES

We identified two strategies in last year's report.

Provide improved access to HHT products and services for virtual audiences

Computer terminals were introduced at the Justice & Police Museum to allow visitors access to the museum's past exhibitions *Crime Scene*, *Crimes of Passion* and *Hard Boiled* through a range of virtual exhibits and interactive audiovisual materials.

Our new website launched last year provided more detailed and comprehensive information about our programs. Our intention with the website was to focus on two areas:

- marketing, to attract more visitors to our properties and programs
- research, to publish as much material as possible for students and researchers

We are confident that the marketing needs of our site have been met and therefore our concentration this year and in the coming years will be on updating our research services. To this end we have been working on publishing three major online databases which will be available in September 2004 as part of our head office move to The Mint:

- Colonial Plants database – of plants known to be available in the colony of New South Wales up to the 1860s. It has

been compiled from Botanic Gardens records, nursery catalogues and manuscript plant lists of colonists such as Alexander Macleay of Elizabeth Bay House.

- Library & Research Collection – includes material across a wide range of formats: architectural pattern books, architectural fragments, wall coverings, floor coverings, manufacturers' trade catalogues and sample books, garden ornaments, fittings (including curtain and blind hardware, door and window furniture), soft furnishings and trimmings, personal papers and manuscripts, photographs, books and periodicals.
- Museum Collections catalogue – the initial phase will be to publish our museum collection database on our intranet so staff have access to it. Once this project is completed we intend to publish aspects of this database for the general public to access. The first public project, which makes our wall and floor covering collections available, will go online in September 2004.

Prioritise improvement of interpretation where it will result in expanding audiences

Our audiences grew in the following areas:

- General public – up 6%
- Education – up 16%
- Touring exhibitions – up 260%

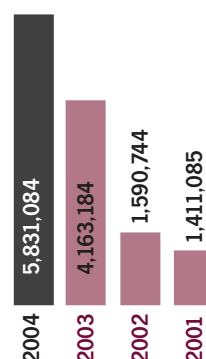
Innovations in interpretation included:

- Semi-permanent installations were added to the Justice & Police Museum to give the public greater access to the collection, especially new acquisitions.
- A free outdoor aerial performance *Eora Crossing* by Legs on the Wall was presented in partnership with the 2004 Sydney Festival on First Government House Place and the walls of the Museum of Sydney and the Young Street Terraces over five nights in January.
- A video on Harry Seidler was produced that incorporates archival images and film footage interspersed with an interview with Harry Seidler talking about his life and architecture, and outlines the significance of Rose Seidler House and its design philosophy. The video has added a strong new interpretive dimension for the general public and education visitors to Rose Seidler House.
- An interactive database at Susannah Place Museum that incorporates a range of material about the museum and its collection not on display to the public. The interactive database explores the archaeology collection, building fabric, photographic and oral history and film material to give the visitor a broader understanding of the history of the property and its occupants.

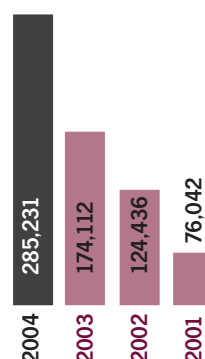
WHERE DID OUR WEB VISITORS COME FROM?

	2004	2003	2002
1	Australia	Australia	USA
2	USA	USA	Australia
3	UK	UK	UK
4	NZ	NZ	NZ
5	Canada	Canada	Canada
6	Japan	Japan	Singapore
7	Singapore	Singapore	Belgium
8	Netherlands	Netherlands	Japan
9	Germany	France	Germany
10	France	Belgium	Netherlands

WEB HITS



WEB VISITS





LEFT TO RIGHT: BLUEY FROM THE *COPS ON THE BOX* TRAVELLING EXHIBITION. COLLECTION SCREENSOUND AUSTRALIA. COURTESY CRAWFORDS AUSTRALIA | *KITCHEN GARDEN FESTIVAL* AT VAUCLUSE HOUSE. PHOTOGRAPH BRENTON MCGEACHIE | EDUCATION PROGRAM MUSEUM OF SYDNEY. PHOTOGRAPH PENNY CLAY | *CEDAR (CEDRALA TOONA): PORTION OF A GIANT TREE – AGE 350 YEARS, 1924*. PHOTOGRAPHER UNKNOWN. POWERHOUSE MUSEUM COLLECTION. FROM *RED CEDAR IN AUSTRALIA*

TOURING EXHIBITIONS

Leunig Animated, an exhibition that was developed in partnership with Michael Leunig, Freerange Animation, Bryan Brown and the Sydney Festival and originated at the Museum of Sydney, toured to:

- South Australian Museum, Adelaide
- Queensland Museum, Brisbane
- Melbourne Museum
- Bunker Cartoon Gallery, Coffs Harbour

Crime Scene, an exhibition that originated from the Justice & Police Museum's collection of glass plate negatives, toured to:

- Dubbo Gaol Museum
- Museum of the Riverina, Wagga Wagga
- Broken Hill GeoCentre
- Creative Arts Centre, Gunnedah
- Great Cobar Heritage Centre

Radical Architect John Horbury Hunt 1838–1904, an exhibition that originated at the Museum of Sydney, toured (in conjunction with the New England Regional Art Museum) to:

- Newcastle Regional Museum
- New England Regional Art Museum, Armidale and a number of its satellite venues

Meroogal Women's Arts Prize, an exhibition of selected pieces from the prize, toured to:

- School of Arts, Nowra
- Spiral Gallery, Bega
- Nowra Library
- Tea Club Cafe, Nowra
- Southern Highlands Regional Gallery, Bowral

Cops on the Box, an exhibition that originated at the Justice & Police Museum, toured to:

- ScreenSound Australia, Canberra

STRATEGIES 2004–2005

- Prioritise improvement of interpretation where it will result in expanding audiences
- Develop, promote and utilise volunteers more widely in event planning and delivery, and other areas of activity

TRAVELLING EXHIBITION	LOCATION	DATES	TOTAL VISITORS 2004	TOTAL DAYS	AVERAGE DAILY VISITORS
<i>Leunig Animated</i>	South Australian Museum, Adelaide	1 July – 26 July 2003	5,606	26	216
	Queensland Museum, Brisbane	23 August – 16 November 2003	100,306	86	1,166
	Melbourne Museum	5 December 2003 – 29 February 2004	32,056	90	356
	Bunker Cartoon Gallery, Coffs Harbour	10 March – 6 June 2004	3,078	96	32
<i>Crime Scene</i>	Dubbo Gaol Museum	1 – 6 July 2003	1,309	6	218
	Museum of the Riverina, Wagga Wagga	17 July – 5 October 2003	5,422	73	74
	Broken Hill GeoCentre	13 October – 10 November 2003	778	29	27
	Creative Arts Centre, Gunnedah	30 January – 8 March 2004	643	32	20
	Great Cobar Heritage Centre	26 March – 30 June 2004	2,319	95	24
<i>Radical Architect John Horbury Hunt 1838–1904</i>	Newcastle Regional Museum	4 July – 20 September 2003	18,560	70	265
	New England Regional Art Museum, Armidale	26 September – 16 November 2003	4,838	52	93
<i>Meroogal Women's Arts Prize</i>	School of Arts, Nowra	16 – 20 September 2003	599	5	120
	Spiral Gallery, Bega	26 September – 16 October 2003	610	17	36
	Nowra Library*	20 October – 6 November 2003	11,801	16	738
	Tea Club Cafe, Nowra ⁺	20 October – 6 November 2003	900	13	69
	Southern Highlands Regional Gallery, Bowral	6 February – 7 March 2004	189	15	13
<i>Cops on the Box</i>	ScreenSound Australia, Canberra	26 November 2003 – 30 June 2004	12,967	216	60
TOTAL			201,981	937	216

* exhibition of selected 3D works

⁺ exhibition of selected 2D works

COMMUNICATION

I thought that the archaeological website idea is fantastic. The museum is well laid out and has a good range of displays. Thank you.

LAURA BLUNT, LIVERPOOL, UNITED KINGDOM, 2003, AFTER A VISIT TO THE MUSEUM OF SYDNEY

GOAL

To continue to communicate the HHT's mission of conservation and interpretation of the state's cultural heritage using a diversity of mediums.

STRATEGIES

We identified three strategies in last year's report.

Continue to research and develop relevant and contemporary exhibitions, events, publications, education programs and other projects

We researched and developed the following programs:

HYDE PARK BARRACKS MUSEUM

Convicts: Life at the Barracks – an exhibition that looks at the daily life of the convict labour force of over 15,000 men who passed through the Barracks from 1819 to 1848.

Two displays:

- *Asylum Women: Aged, Infirm, Destitute* – exploring the experiences of women housed in the Barracks Asylum between 1862 and 1886

- *The Stamp Office* – which occupied part of the Hyde Park Barracks in 1856

MEMBERS LOUNGE AT THE MINT

An exhibition which featured a series of photographs *Inside Hill End* by Alison Bennett. The exhibition was timely as it focused on the conservation of Craigmoor, a property at Hill End which we have been working on in partnership with Hill End & Tambaroora Progress Association and the National Parks Service.

Photographs by Lindy Kerr from the exhibition *On the Macintyre*, now held in our Library & Research Collection.

MUSEUM OF SYDNEY

Italiani di Sydney – an exhibition about the contribution made to Sydney's cultural life by the Italian community.

Kiichiro Ishida and the Sydney Camera Circle 1920s–1940s – an exhibition from the Shoto Museum of Art, Tokyo, supported by the Art Gallery of NSW, which highlighted the exchange of art and friendship between Japan and Australia in the inter-war years.

Red Cedar in Australia – an exhibition which looked at the botanical, environmental and economic history of Australian red cedar and its use as building and furniture timber.

Two photographic displays on people in Sydney:

- *Welcome to Sydney* by Anne Zahalka
- *John Williams' Sydney Diary 1958–2003*

ELIZABETH BAY HOUSE

Kings Cross – Bohemian Sydney – an exhibition about the artists who lived and worked in the house and around Elizabeth Bay in the 1920s and 1930s.

Reading Arcadia – an art installation by Pip Stokes which explores the colonial world through the letters of Fanny Macleay, whose father built Elizabeth Bay House.

JUSTICE & POLICE MUSEUM

Crimes of Passion – an exhibition that looked at the facts and fiction that surrounded a series of sensational crimes from the 1860s through to the 1970s.

Drugs: a social history – an exhibition that explores our society's love-hate relationship with drugs.

EXHIBITION	LOCATION	DATES	TOTAL VISITORS 2004	TOTAL DAYS	AVERAGE DAILY VISITORS
<i>Convicts: Life at the Barracks</i>	Hyde Park Barracks Museum	1 July 2003 – 30 June 2004	68,105	363	188
<i>Kings Cross – Bohemian Sydney</i>	Elizabeth Bay House	1 July – 21 September 2003	7,498	72	104
<i>Crimes of Passion</i>	Justice & Police Museum	1 July – 12 October 2003	6,389	92	69
<i>Drugs: a social history</i>	Justice & Police Museum	25 October 2003 – 30 June 2004	23,754	220	108
<i>India, China, Australia: Trade and Society 1788–1850</i>	Museum of Sydney	1 July – 17 August 2003	9,035	48	188
<i>Italiani di Sydney</i>	Museum of Sydney	30 August – 7 December 2003	21,236	100	212
<i>Kiichiro Ishida and the Sydney Camera Circle 1920s–1940s</i>	Museum of Sydney	20 December 2003 – 25 April 2004	29,841	127	235
<i>Red Cedar in Australia</i>	Museum of Sydney	8 May – 30 June 2004	10,668	54	198
TOTAL			176,526	1,076	164



LEFT TO RIGHT: KITCHEN GARDEN FESTIVAL AT VAUCLUSE HOUSE. PHOTOGRAPH BRENTON MCGEACHIE | FESTIVAL OF THE OLIVE AT ELIZABETH FARM. PHOTOGRAPH PENNY CLAY | AUSTRALIA DAY GIANT BOOK SALE AT THE MUSEUM OF SYDNEY. PHOTOGRAPH PENNY CLAY | ART OF FLOWERS AT GOVERNMENT HOUSE. PHOTOGRAPH PENNY CLAY

PUBLIC PROGRAMS

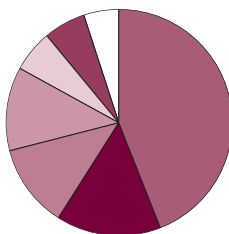
Over 71,000 people attended 391 public programs held across our properties, of whom over 38,800 people paid. Thirty-two thousand people came to free programs, an increase of 61% on last year.

Our major programs included:

- *Fifties Fair* at Rose Seidler House, which attracted 3,795 visitors
- *Art of Flowers* at Government House, which attracted 11,311 visitors
- *Festival of the Olive* at Elizabeth Farm, which attracted 4,465 visitors
- *Eora Crossing* at Museum of Sydney, which attracted audiences totalling over 18,000
- *Kitchen Garden Festival* at Vaucluse House, which attracted 2,915 visitors
- *Out of the Woodwork* at Rouse Hill estate, which attracted 3,178 visitors

FIFTIES FAIR

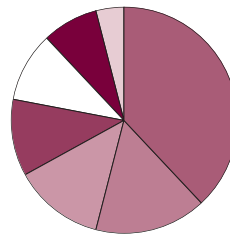
24 August 2003 – A definitive one-day 1950s experience held at Rose Seidler House



	2003	2002	2001
NORTH SYDNEY	44%	42%	37%
INNER WEST	15%	10%	14%
EAST SYDNEY	12%	16%	22%
WEST SYDNEY	12%	11%	7%
INNER CITY	6%	7%	11%
SOUTH SYDNEY	6%	5%	5%
RURAL NSW	5%	9%	4%

ART OF FLOWERS

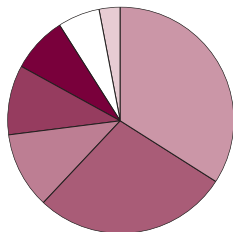
5–7 September 2003 – A festival of flowers and sculpture with an edge, held in the interior and grounds of Government House



	2003	2002
NORTH SYDNEY	38%	37%
EAST SYDNEY	16%	17%
WEST SYDNEY	13%	11%
SOUTH SYDNEY	11%	12%
RURAL NSW	10%	9%
INNER WEST	8%	10%
INNER CITY	4%	4%

FESTIVAL OF THE OLIVE

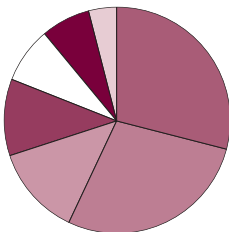
18 & 19 October 2003 – A Mediterranean feast to celebrate the planting of the first olive trees in Australia by John and Elizabeth Macarthur at Elizabeth Farm



	2003	2001	2000
WEST SYDNEY	34%	34%	42%
NORTH SYDNEY	28%	28%	23%
EAST SYDNEY	11%	11%	11%
SOUTH SYDNEY	10%	8%	7%
INNER WEST	8%	10%	9%
RURAL NSW	6%	5%	6%
INNER CITY	3%	4%	2%

KITCHEN GARDEN FESTIVAL

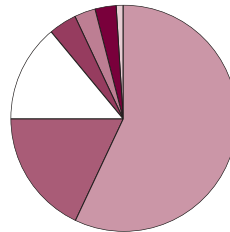
20 & 21 March 2004 – A gardening and food event with tastings, cooking demonstrations and tours of the house, gardens and grounds of Vaucluse House



	2004	2002	2001
NORTH SYDNEY	29%	31%	31%
EAST SYDNEY	28%	28%	25%
WEST SYDNEY	13%	10%	8%
SOUTH SYDNEY	11%	8%	9%
RURAL NSW	8%	8%	8%
INNER WEST	7%	11%	11%
INNER CITY	4%	4%	6%

OUT OF THE WOODWORK

1 & 2 May 2004 – A festival of traditional woodwork and rare trades at Rouse Hill estate



	2004	2002	2001
WEST SYDNEY	57%	58%	56%
NORTH SYDNEY	18%	18%	21%
RURAL NSW	14%	8%	11%
SOUTH SYDNEY	4%	5%	3%
EAST SYDNEY	3%	3%	3%
INNER WEST	3%	7%	4%
INNER CITY	1%	1%	2%



LEFT TO RIGHT: *OUT OF THE WOODWORK* AT ROUSE HILL ESTATE. PHOTOGRAPH BRENTON MCGEACHIE | *FIFTIES FAIR* AT ROSE SEIDLER HOUSE. PHOTOGRAPH PENNY CLAY | *THE ART OF KEEPING HOUSE* PUBLICATION | *RED CEDAR IN AUSTRALIA* PUBLICATION

FREE ENTRY ON AUSTRALIA DAY

PROPERTY	2004	2003	2002*	2001*
Elizabeth Bay House	585	739	52	56
Elizabeth Farm	495	414	51	35
Government House	3,960	3,674	3,956	2,903
Hyde Park Barracks Museum	7,702	6,235	6,578	4,084
Justice & Police Museum	5,104	5,007	2,901	2,409
Meroogal	412	149	15	3
Museum of Sydney	4,263	3,000	4,500	2,803
Rose Seidler House	245	227	0	0
Rouse Hill estate	0	381	15	0
The Mint	4,951	4,035	4,636	3,391
Susannah Place Museum	1,200	1,049	571	501
Vaucluse House	1,119	731	118	44
TOTAL	30,036	25,641	23,393	16,229

*only city museums were free to the public on Australia Day in 2001 and 2002

PUBLICATIONS

We published four major books:

- *Hyde Park Barracks Museum Guidebook*, retailing at \$9.95
- *The Art of Keeping House: A Practical Guide to Presenting and Cleaning your Home* (published with Hardie Grant Australia), retailing at \$55
- *Red Cedar in Australia*, retailing at \$55
- *Exploring the Modern City*, retailing at \$24.95

EDUCATION

We ran:

- 61 different education programs attended by 56,839 students, an increase of 16% on last year's numbers
- 5 professional development sessions for teachers
- 2 teacher education conferences
- 3 specialised student art workshops
- 2 teacher exhibition previews

Publish HHT-generated research using various media

We produced a video on architect Harry Seidler for Rose Seidler House that incorporates archival image and film footage interspersed with an interview with Harry Seidler talking about his life and architecture, and outlines the significance of the house and its design philosophy.

We published a series of guides on our exhibitions that are available for the price of a donation:

- *Italiani di Sydney*
- *Kiichiro Ishida and the Sydney Camera Circle 1920s–1940s*
- *Drugs: a social history*
- *Trade Wall display*, Museum of Sydney

We published four major books:

- *Hyde Park Barracks Museum Guidebook*
- *The Art of Keeping House*
- *Red Cedar in Australia*
- *Exploring the Modern City*

We generated stories about our work in the media:

	2004	2003	2002
Broadsheet pages	171	151	76
Radio interviews	265	245	203
Television stories	26	26	50

Pursue partnerships with other institutions with a particular emphasis on building relationships in regional New South Wales

We toured five exhibitions to 17 venues in regional New South Wales and other parts of Australia, attracting 201,981 visitors.

Our regional policy identifies three companion districts with which to build regional partnerships.

HAY

Our partnership in this area is with the Shear Outback Museum. This year our Deputy Director, Helen Temple, successfully negotiated with the Ministry for the Arts for a three-year grant to fund the position of Executive Director, Shear Outback.

INVERELL

Our partnership here is with Newstead Homestead, a significant heritage asset that is owned by the Bruderhof Communities. A number of our curators and one of our Trustees, Dr Janis Wilton (from the Heritage Futures Research Centre, University of New England), provided advice on the Newstead property collection as part of the University of New England's 'Family Ties' project.

A project team of our staff made two visits to Burrungurroolung near Goulburn to assess and commence sorting the Anderson family collection of papers relating to Newstead Homestead. The Anderson family owned Newstead for many years and later moved to Burrungurroolung. This is an ongoing project.

Our Director, Peter Watts, chaired a meeting at Newstead in February to help develop a long-term strategy for Newstead Homestead. Participants included:

- representatives from the Bruderhof Communities



LEFT TO RIGHT: *OUT OF THE WOODWORK*, AT ROUSE HILL ESTATE. PHOTOGRAPH BRENTON MCGEACHIE | *4 SOPHIAS*, ELVIS DI FAZIO, 2002, ACRYLIC ON CANVAS. COLLECTION OF THE ARTIST. FROM *ITALIANI DI SYDNEY* | *KITCHEN GARDEN FESTIVAL* AT VAUCLUSE HOUSE. PHOTOGRAPH BRENTON MCGEACHIE | *ART OF FLOWERS* AT GOVERNMENT HOUSE. PHOTOGRAPH PENNY CLAY

- the Director of the NSW Heritage Office
- staff from the Heritage Futures Centre, University of New England
- a representative from the Inverell Cultural and Arts Council
- a representative from Inverell Shire Council
- a representative from the Inverell District Family History Group

SHOALHAVEN

One of our museums, Meroogal, is located in the Shoalhaven region so our participation in this district is high.

Together with the seven other museums on the Shoalhaven Museums Trail, Meroogal was involved in successfully applying for funding from the Shoalhaven Tourism Board to implement a discounted entry ticket to the participating museums. The Shoalhaven Museums Trail seeks cross-promotional activities to raise the profile of the region as an exciting and worthwhile tourist destination. The partnership involves:

- Australia's Museum of Flight, Nowra
- Berry Museum and Historical Society
- Bundanon Trust, Nowra
- Lady Denman Maritime Museum, Huskisson
- Nowra Museum and Shoalhaven Historical Society
- Pioneer Farm & Historical Settlement Museum, Kangaroo Valley
- Tabourie Lake Museum
- RAN College and HMAS Creswell, Jervis Bay

The *Meroogal Women's Arts Prize* 2003 was awarded to artist Anna Griffiths from Jamberoo for her sculpture-like work entitled *Garden Coat*. The work was acquired by the HHT. This year a record number of 140 artists submitted work to the prize. Selected works from the prize toured to:

- Nowra School of Arts
- Spiral Gallery, Bega
- Nowra Library
- Tea Club Cafe, Nowra
- Southern Highlands Regional Gallery, Bowral

Meroogal, in collaboration with community organisers, hosted the International Women's Day celebrations to honour women from the Shoalhaven region who had received International Women's Day awards for outstanding service to the community over the past six years. Meroogal also participated in the 2004 Australian Women's History Month to raise awareness of women's contribution to history.

Support was also given to:

HILL END

Our staff, in partnership with the National Parks Service and a group of local volunteers, made two visits to Craigmoor at Hill End, an 1875 timber house with an intact collection and single family ownership (until its management was taken over by the National Parks Service). We provided training in conservation cleaning and collections management. A photographic exhibition by Alison Bennett, *Inside Hill End*, was shown in the Members Lounge at The Mint to showcase the conservation work being done at Craigmoor.

EDUCATION PROGRAMS

The Justice & Police Museum mounted two successful education outreach tours to the Riverina (Griffith and Leeton) and the mid north coast (Kempsey and Port Macquarie) where guides worked with a total of 719 students.

We also worked in partnership with:

- **DOCOMOMO** (Documentation and Conservation of buildings, sites and neighbourhoods of the Modern Movement) to produce a monthly series, *Meet the Architects* at Rose Seidler House, which features leading contemporary architects talking about their work
- **Eryldene Trust** to provide advice on its collection
- **Sydney Festival** and **Legs on the Wall** to produce an outdoor acrobatic aerial performance *Eora Crossing* as part of the 2004 Sydney Festival at the Museum of Sydney
- **Royal Australian Institute of Architects** (NSW Chapter) to produce *Tusculum Talks*, a series of talks on architecture, at the Museum of Sydney

OTHER

- Collections Management Unit staff attended regular meetings of Museums Australia NSW Council. One of the major issues has been exploring ways of assisting regional museums.
- The Collections Manager ran workshops for recipients of the 2003 Community Heritage Grant at the National Library of Australia in Canberra in November.
- Showcases from the *Sydney@Federation* exhibition were distributed to four regional museums: Glen Innes History House; National Artillery Museum, Manly; Liverpool City Library; 4RAR Museum, Holdsworth.
- The Rose Seidler House Curator gave a conference paper 'Apartments: development of a new building type in Sydney' at *Cities in the 21st Century*, the Urban Planning Urban History Conference in Geelong in February.
- The Curator, Library & Research Collection visited Blenheim, a c1870s house at Carcoar, to assess the interior finishes and furnishings at the request of the current owner and at the suggestion of the local heritage adviser.
- A large collection of garden plans c1941–1942 and other papers from the late Claude Colquhoun Crowe, a Berrima-based garden planner and seedsman, was acquired with the assistance of the Southern Highlands Branch of the Australian Garden History Society.

STRATEGIES 2004–2005

- Continue to research and develop relevant and contemporary exhibitions, events, publications, education programs and other projects
- Pursue partnerships with other institutions with a particular emphasis on building relationships in regional New South Wales



Absolutely enthralling – fabulously informative, entertaining, spellbinding and delightful!!

MADDOX FAMILY, TOONGABBIE, NEW SOUTH WALES,
DECEMBER 2003, AFTER A VISIT TO ELIZABETH FARM

FESTIVAL OF THE OLIVE AT ELIZABETH FARM. PHOTOGRAPH PENNY CLAY

GOAL

Critically examine the HHT's portfolio and programs and explore opportunities to develop a balanced portfolio of properties and projects that better represents the diversity of New South Wales cultural heritage.

STRATEGIES

We identified three strategies in last year's report:

Develop and respond to opportunities for changes to the HHT's property portfolio, including exploration of ways to provide short-term, appropriate and effective solutions to conservation and interpretation issues without long-term ownership

We have been developing new ways of approaching the long-term conservation of important buildings without the need for long-term ownership, including:

ENDANGERED HOUSES FUND

The Foundation for the Historic Houses Trust has raised over \$1 million for this fund. Buying the first Endangered Houses Fund property will become our next major project after we move to our new head office at The Mint in September. Negotiations for the first acquisition are well advanced.

PATRICK WHITE'S HOUSE

Since 1996 staff and Trustees have participated in various forums to find a long-term solution to conserve Patrick White's house in Martin Road, Centennial Park. With the death of White's partner, Manoly Lascaris, in November, the HHT has been actively involved in exploring options for the future of the house.

NEWSTEAD HOMESTEAD, INVERELL

For a number of years we have worked with Inverell Council, the Bruderhof Communities as owners of Newstead Homestead, the local community and others to try and find a long-term solution for the future of this important homestead. During the year our Director, Peter Watts, was especially active in exploring future uses for the property.

Develop and manage the conservation of The Mint site as the new head office for the HHT and as a model project

This project has been our primary focus during the year. Following a great deal of archaeological and other investigative work and the development of the architectural concept, the head contract was awarded to St Hilliers and major work commenced in July 2003. At the end of June 2004 work is three-quarters complete and we expect to occupy the building in late September 2004.

The project has been a particularly difficult one with a number of unexpected problems being encountered late in the project cycle. These included discovering large quantities of asbestos buried in the courtyard as well as inadequate sewer and electricity supply systems. A review of the design of the new buildings was undertaken to make savings to help manage the budget implications of these previously latent conditions.

Despite these problems, the project has proceeded very well. The sensitive marriage of these important mid-19th century industrial buildings with the new buildings promises to result in an exciting series of new public spaces, as well as offices for the organisation.

Continue a rigorous program of operational reviews and internal audits of all areas of activity, including annual audits of HHT assets at individual properties

Operational reviews were conducted at:

- Collections Management Unit
- Elizabeth Farm Tearooms
- Meroogal

Recommendations involved fine tuning of operations and this was implemented during the year.

Staff reviews were conducted at:

- Government House
- Marketing & Business Development Division
- Museum of Sydney

New staff structures to streamline operations were put in place during the year.

Audit reviews were carried out for:

- Hyde Park Barracks Museum
- Museum of Sydney
- Meroogal
- Personnel and Payroll procedures
- Rose Seidler House
- Susannah Place Museum
- Wide Area Network (WAN)

Recommendations were either implemented during the year or will be implemented in the coming year. The outcomes of the recommendations are reported in more detail under the Corporate Governance section, Audit Reviews, page 9.

STRATEGIES 2004–2005

- Develop and respond to opportunities for changes to the HHT's property portfolio, including exploration of ways to provide short-term, appropriate and effective solutions to conservation and interpretation issues without long-term ownership
- Develop and manage the conservation of The Mint site as the new head office for the HHT and as a model project

PUBLIC RESPONSIBILITY

GOAL

Responsibly manage the public resources used by the HHT in conserving and interpreting the significant places in its care.

STRATEGIES

We identified two strategies in last year's report.

Ensure that staff are recruited and trained appropriately to maintain and develop expert and specialist skills and knowledge about the HHT's properties and programs

We placed emphasis on the wording and placement of advertisements for staff positions and have reviewed and updated position descriptions to better reflect the parameters of staff positions prior to recruitment. We regularly held induction training for new staff and provided development opportunities through secondments and opportunities to act in higher positions, on-the-job training, study leave, and attendance at conferences and seminars.

A senior management review was completed, creating two new positions of General Manager, Curatorial Services and General Manager, Property Operations. These positions will be recruited following the move to The Mint in September 2004.

Forty-two staff attended a variety of training programs including conferences, symposiums and skills-based courses.

Encourage staff and volunteers to be more accountable for the quality and delivery of their work

Our new work performance appraisal system, in which all staff were trained in the last financial year, is now in operation. The Job Assessment And Review (JAAR) links performance to the Corporate Plan and to annual action plans, and sets benchmarks and goals for each employee.

We encouraged staff to participate and to initiate new ideas through a variety of internal forums including team meetings, staff and property meetings, SAMPAC and the OH&S Committee.

We also introduced a personal and professional development program for staff at Government House, using an external consultant.

Our volunteers attend monthly property meetings where they meet with property staff to discuss changes, innovations, new research and interpretation. Specific training days and occasional excursions to other properties of interest are also organised. A regular Volunteer Newsletter assists in keeping the volunteer staff up to date with the workings of the organisation and its portfolio of properties.

STRATEGIES 2004–2005

- Update and maintain the HHT's website so that the content better reflects the richness of the knowledge held in the HHT

MANAGEMENT

GOAL

Continue to develop a more effective, flexible and creative management structure.

STRATEGIES

We identified three strategies in last year's report.

Investigate new ways of employing people to create an environment that encourages a constant influx of new skills and ideas

We have used a variety of employment options to create an influx of new skills and ideas into the organisation and kept our staffing structure flexible by using a mix of:

- casual staff
- contractors
- permanent employees
- temporary/short-term contracts
- secondments
- opportunities to act in more senior positions
- development opportunities
- internships

We encouraged our staff to acquire new skills through individual development plans that included attendance at external courses and conferences, networking with peers and membership of professional associations.

Review the Historic Houses Act so that it appropriately reflects the current activities and future directions of the HHT

The Trustees first proposed a review of the Historic Houses Act in 1996. The HHT has again reviewed its needs and advised government on changes it considers appropriate.

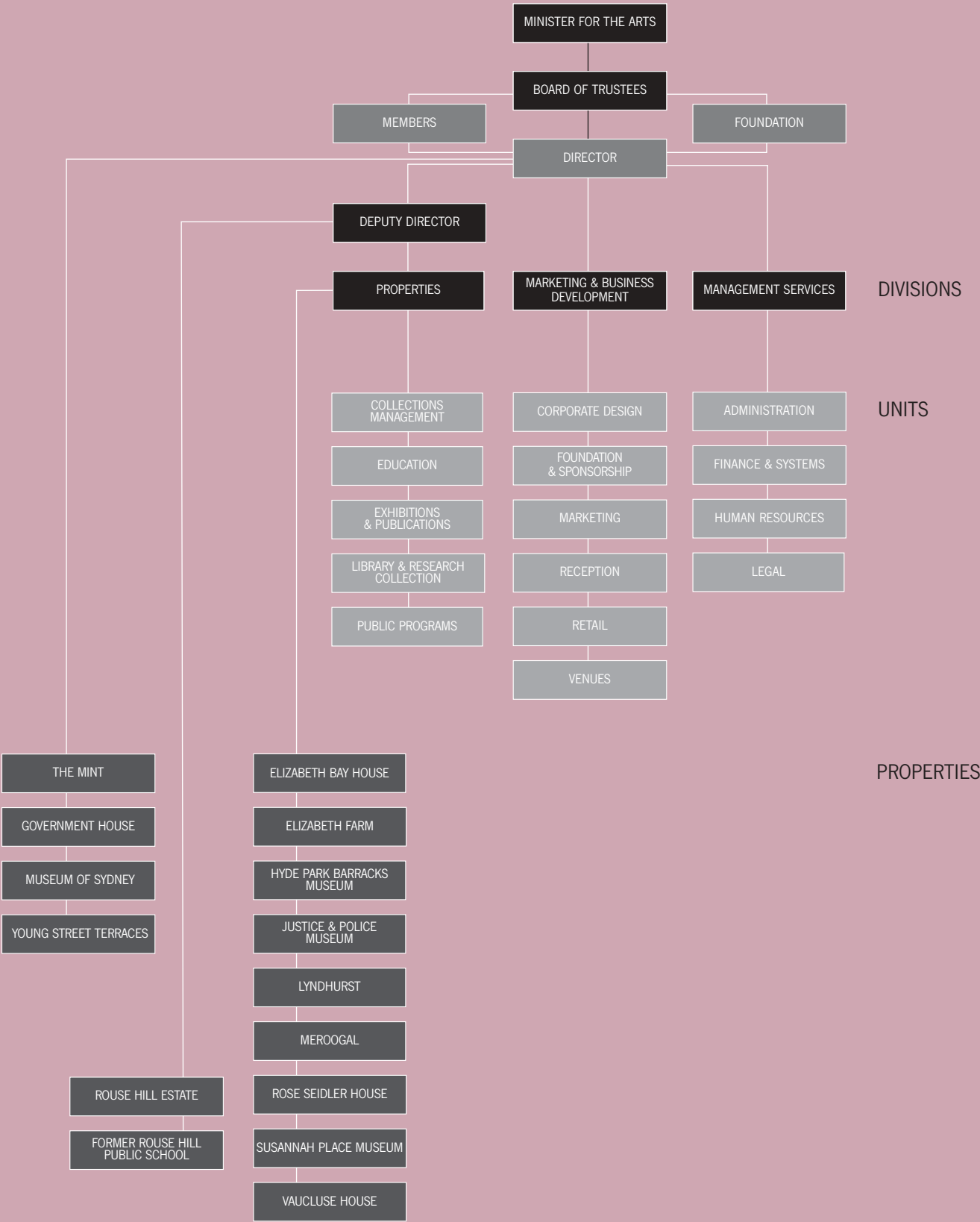
Commission the development of a long-term information technology strategic plan

With the pending move to The Mint we have commissioned SMS Management and Technology to prepare a long-term strategic IT plan. Work has commenced with the undertaking of a scoping exercise. However, the final plan will not be completed until later in 2004.

STRATEGIES 2004–2005

- Encourage enhanced teamwork across the divisions, properties and units
- Implement a long-term information technology strategic plan

STRUCTURE



PEOPLE

2003 saw my family and I return to Lipari where my paternal grandparents were born. It was a very profound experience for me which helped me to know more about my background. Your exhibition has moved me again with its depictions of the struggles and challenges faced by Aeolian families – I wish the exhibition could be put on permanent display somewhere – congratulations!

SIMONE ZAIA, AUGUST 2003, AFTER A VISIT TO THE *ITALIANI DI SYDNEY* EXHIBITION AT THE MUSEUM OF SYDNEY

BOARD OF TRUSTEES

Seven Trustees are appointed by the Governor on recommendation from the Minister for the Arts, and one each on recommendation from the Minister administering the Public Works Act 1912 and the Minister administering the Heritage Act 1977. Trustees are appointed for a term of up to three years, and may be appointed for more than one term but for no more than three consecutive terms of office. The Trustees represent a diversity of expertise and experience in business, law, architecture, social history, conservation, curatorship, education and management. The Board met ten times during the year.

JILL WRAN BA MBA CHAIRMAN

Jill Wran has given many years of honorary service to the cultural life of New South Wales while maintaining strong business interests in the community. Currently on the boards of Bilfinger Berger Australia Pty Ltd and SMEC Holdings Ltd, she has also been, since June 2000, the Chairman of the Foundation for the Historic Houses Trust and is a member of the inaugural board of management of the new Sydney Theatre. Jill has also been a member of the boards of the NSW State Conservatorium of Music, the Sydney Symphony Orchestra, the Centennial and Moore Parks Trust and the Sydney Opera House Trust. She is Patron of

Greening Australia (NSW) and a member of the Advisory Council of the Australian Graduate School of Management. Jill was appointed as a Trustee on 1 January 2001, and Chairman of the Trust on 1 January 2002. Her current term expires on 31 December 2006.

PAUL BERKEMEIER

BScArch BArch (Hons) MArch (Harvard) ARAIA
DEPUTY CHAIRMAN

Paul Berkemeier is a practising architect and principal of his own practice. He has an active involvement with the Royal Australian Institute of Architects on awards juries and as deputy chair of the Education Committee. He also teaches senior design studios at Sydney University and the University of Technology, Sydney. He was appointed as a Trustee on 1 January 1996 and his term expires on 31 December 2004.

NEVILLE ALLEN LLB

Neville Allen is a partner in the law firm Holding Redlich, the Chair of the NSW Casino Control Authority and a Director of Balmoral Corporation Limited. Neville is on the Board of the Foundation for the Historic Houses Trust and is Co-Chair of its Endangered Houses Fund. He was appointed as a Trustee on 1 January 1997 and his term expires on 31 December 2005.

ELAINE LAWSON BA (Hons)

Elaine Lawson lives on a grazing property at Nimmitabel, near Cooma NSW and is a conservation and curatorial consultant. From 1987 to 2001 Elaine was the Senior Curator, Historic Places, Cultural Facilities Corporation, ACT Government. She has been an occasional lecturer in heritage management and curatorship at the University of Canberra, Australian National University, Curtin University WA, and the Canberra Institute of Technology. Since 1990 she has been a curatorial and interpretive advisor on various private and community conservation projects. Since 1999 she has been a member of the Official Establishments Trust. She is a member of the Council of the Australiana Fund, and until July 2004 was on the Board of Australia's Open Garden Scheme. She was appointed as a Trustee on 1 January 2003 and her current term expires on 31 December 2005.

BRUCE MCWILLIAM BEc LLB (Hons)

Bruce McWilliam is the commercial director of the Seven television network and is on the board of directors of Seven Network Limited. Prior to that he was a partner at the legal firm Gilbert + Tobin. Bruce also worked as the General Counsel of News International Pty Ltd based in London. He worked for the News Corp group for nine



JILL WRAN



PAUL BERKEMEIER



NEVILLE ALLEN



ELAINE LAWSON



BRUCE MCWILLIAM



LEFT TO RIGHT: JILL WRAN, ROB WARD, BRUCE MCWILLIAM, JANIS WILTON, ELAINE LAWSON, PAUL BERKEMEIER, NEVILLE ALLEN, PENELOPE PIKE, PHILIP THALIS. PHOTOGRAPHS RICK STEPHENS

years and was involved in most of its television acquisitions and transactions outside the USA. Bruce was on the board of directors for BSkyB from 1995 to 2000. He has also been on boards of several other News Corp group television interests including Vox and tm-3 in Germany. Bruce was appointed as a Trustee on 1 January 2003 and his current term expires on 31 December 2005.

PENELOPE PIKE BA DipTownCountry

Penelope Pike is a conservation planner who specialises in heritage studies for local government areas and in preparing and implementing local environmental plans and detailed control plans for historic towns, precincts and suburbs. Penelope has served on the Urban Conservation Committee of the National Trust and was Founding Chairman of its Cemeteries Committee. She is currently on the board of trustees for Eryldene and Parramatta Park and represents the Trustees on the Members Executive Committee. She was appointed as a Trustee on 1 January 2002 and her current term expires on 31 December 2004.

PHILIP THALIS BScArch BArch (Hons) CEAAUrbArch (Paris) Registered Architect

Philip Thalís is a director of Hill Thalís Architecture & Urban Projects, a lecturer in architecture and urban studies at the University of Technology, Sydney and a member of several committees including

the NSW Government's Urban Design Advisory Committee. He was appointed as a Trustee on 1 January 1998 and his term expires on 31 December 2006.

LARISSA TRESKIN BA DipEd

Larissa Treskin is the School Education Director, Liverpool Area of the Department of Education and Training. Prior to this she was District Superintendent in the Liverpool District with responsibility for 62 schools. Larissa was Principal of Burwood Girls' High School for 11 years and is a past President of the NSW Secondary Principals' Council. She was appointed as a Trustee on 1 January 1998 and her term expired on 31 December 2003.

ROB WARD BCom FCA

Rob Ward is the National Managing Partner of PricewaterhouseCoopers (PWC) Australia. He is also a member of the PWC Australian Firmwide Leadership Team. After graduating from the University of New South Wales Rob

joined PwC in 1974 and was admitted as a partner in 1985. He is a Past President (Chairman) of the Institute of Chartered Accountants in Australia and the Australian Accounting Research Foundation Board of Management. Rob chairs the HHT's Finance and Audit Committee. He was appointed as a Trustee on 1 January 2004 and his current term expires on 31 December 2006.

JANIS WILTON BA (Hons) PhD

Janis Wilton is a Senior Lecturer in Australian History at the University of New England. She was President of the International Oral History Association 2002–2003 and is Coordinator of 'Golden Threads: the Chinese in regional NSW' project and a member of the Heritage Futures Research Centre, University of New England. She was appointed as a Trustee on 1 January 1999 and her current term expires on 31 December 2004.

THE BOARD MET TEN TIMES WITH THE FOLLOWING ATTENDANCE

	ATTENDED	LEAVE OF ABSENCE	ELIGIBLE TO ATTEND
Jill Wran (Chairman)	10	0	10
Paul Berkemeier (Deputy Chairman)	10	0	10
Neville Allen	6	4	10
Elaine Lawson	9	0	10
Bruce McWilliam	7	0	10
Penelope Pike	9	0	10
Philip Thalís	8	0	10
Larissa Treskin	4	0	5
Rob Ward	4	1	5
Janis Wilton	6	1	10



PENELOPE PIKE



PHILIP THALIS



LARISSA TRESKIN



ROB WARD



JANIS WILTON



PETER WATTS



HELEN TEMPLE



NICHOLAS MALAXOS



CHARMAINE MOLDRICH



SUSAN HUNT



CAROLINE MACKANESS

EXECUTIVE

The Director manages the day-to-day business of the organisation and is responsible for implementing the policies of the government and the HHT. The Director works to an annual Performance Agreement held with the Director-General, Ministry for the Arts. A four-member Executive steers the direction of the organisation. The Executive meets fortnightly.

PETER WATTS BArch DipLDes DIRECTOR

Peter Watts became the first Director of the HHT soon after its inception in 1980 and has guided its growth since that time. Peter is a member of the Council of Australian Museum Directors and the Official Establishments Trust. He serves on the governing bodies of the HHT's Foundation and Members. Peter is the Immediate Past Chair of the Australian Garden History Society, Chair of Rouse Hill Hamilton Collection Pty Ltd and a Deputy Chair of Company B Belvoir Street Theatre. His publications include *The Gardens of Edna Walling*, *Historic Gardens of Victoria: A Reconnaissance*, and co-authorship of *An Exquisite Eye: The Australian Flora and Fauna Drawings 1801–1820 of Ferdinand Bauer*.

HELEN TEMPLE

BA (Hons) DipHistArch MA (Hons)
DEPUTY DIRECTOR

Helen Temple joined the HHT in 1990 during the organisation's first major period of expansion. With 26 years experience in the field of conservation, management and the interpretation of historic buildings, sites, landscapes and objects, she has played a significant role in the development of the organisation and its growing portfolio. With an academic background in archaeology and fine arts, Helen has lectured in architectural history and tutored in classical archaeology. Prior to working with the HHT she worked for the Heritage Council of NSW, first as state archaeologist and then as an administrator. Helen has served on the board of the

National Trust of Australia (NSW). She is a Churchill Fellow and is widely published.

NICHOLAS MALAXOS BA (Econ) AFAIM JP ASSISTANT DIRECTOR, MANAGEMENT SERVICES

Nicholas Malaxos joined the HHT in 1995 from the Earth Exchange Museum and Film Australia. Nicholas is an Associate Fellow of the Australian Institute of Management and a member of the Institute of Public Administration in Australia.

CHARMAINE MOLDRICH

ASSISTANT DIRECTOR
MARKETING & BUSINESS DEVELOPMENT

Charmaine Moldrich joined the HHT in 1997 with 20 years arts industry experience, having worked in radio, film, festivals and the performing arts as an events manager, publicist, general manager and marketer. Charmaine has worked for the Australian Elizabethan Theatre Trust, the Adelaide Festival, the Adelaide Fringe Festival, the Australian Film Commission, the State Theatre Company of South Australia and the Australian Chamber Orchestra. She serves on the Board of Performing Lines.

SENIOR STAFF

SUSAN HUNT BA (Hons) MA (Hons) SENIOR CURATOR

Susan Hunt has worked with the HHT for 20 years as a curator in various roles of historic site management, arts administration and cultural programming. Since 2000 she has been the Head Curator of the Museum of Sydney. She curated the exhibition and co-authored the publication *Lure of the Southern Seas: The Voyages of Dumont d'Urville 1826–1840*, as well as *Encountering India: Colonial Photography 1850–1911* and *Terre Napoléon: Australia through French Eyes*, all held at the Museum of Sydney. Susan is currently working on an exhibition *Cape Town: Half Way to Sydney* featuring significant colonial artworks from the

Brenthurst Library in Johannesburg, South Africa.

CAROLINE MACKANESS

BA Dip Museum Studies

ACTING MANAGER, PROPERTY OPERATIONS

Caroline Mackaness joined the HHT in 1990 as a curator with the project team working towards the re-opening of the Hyde Park Barracks Museum. She subsequently worked at the Justice & Police Museum in preparation for its opening in 1991 and with the Museum of Sydney project team leading up to its opening in 1995. Caroline was also the Coordinator of the Exhibitions & Publications Unit from 1991 to 2002. Prior to joining the HHT Caroline worked as a curator for the Australian Bicentennial Authority and as the Collection Manager for the Robert Holmes à Court Collection. She has curated a number of exhibitions and displays, most recently *Sydney by Ferry*, and co-curated *Sydney @ Federation* for the Museum of Sydney.

ASSOCIATED ORGANISATIONS

FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES*

The Trustees approve the appointment of non-executive Directors to the Foundation, which is constituted as a private company. The Foundation's task is to raise money through corporate donations and fundraising. Two Trustees, Jill Wran and Neville Allen, and the Director, Peter Watts, represent the HHT on the Foundation Board. Jill Wran is Chairman of the Foundation as well as the HHT. The Foundation Board employs its own staff led by General Manager, Bridget Armstrong.

MEMBERS OF THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES†

Members of the Historic Houses Trust is an incorporated body, officially known as the Friends of the Historic Houses Trust of New

* the names of Directors of the Foundation are listed on page 48

† the names of members of the Executive Committee of the Members are listed on page 48



LEFT TO RIGHT: CHRISTINE JEFFRIES, ANN STENG, SHAYNE ROBERTS, DAVE GRAY, FRAN JACKSON, NAOMI JEFFS, GRAEME LLOYD, STEVEN HANSON. PHOTOGRAPH RICK STEPHENS

South Wales Inc, and is run by an Executive Committee elected by the membership. A Trustee, Penelope Pike, and the Director, Peter Watts and/or Assistant Director, Marketing & Business Development, Charmaine Moldrich, represent the HHT on the Members Executive Committee. The Executive Committee employs its own staff led by **General Manager**, Judy Pittaway.

ROUSE HILL HAMILTON COLLECTION PTY LTD[±]

Rouse Hill Hamilton Collection Pty Ltd is a private company that was formed in October 1994 as Trustee for the Hamilton Rouse Hill Trust. It holds property in and about Rouse Hill estate, which was formerly owned by the Hamilton family. Its Board is comprised of three HHT representatives and two representatives from the family. The Chairman of the company is the Director of the HHT, Peter Watts. The company complies with the requirements of the Australian Securities and Investments Commission.

VOLUNTEERS FORUM[§]

The Volunteers Forum comprises eight elected representatives chosen from among the 200 volunteers who work for the HHT, and the Volunteer Coordinator, Diana Garder. Their role is to assist in managing the volunteer program.

STAFF

Staff are involved in the management of the organisation through the Staff and Management Participatory and Advisory Committee (SAMPAC), which comprises six elected staff from the various employee categories, two management representatives and one union representative and meets monthly.[^]

TRAINING

Forty-two staff attended a variety of training programs including conferences, symposiums and skills-based courses.

STAFF REPRESENTATION^{*}

We employ 34 members of staff from non-English speaking backgrounds (NESB), 22 of whom spoke a language other than English as a child.

We employ 13 members of staff with a disability, of whom two require some form of adjustment to the workplace.

We have two Indigenous employees, working as casual museum guides.

SPOTLIGHT

Each year we feature some aspect of our staff expertise in our Annual Report. This year the spotlight is on our gardening staff led by our Head Gardener, Dave Gray.

Our gardening team comprises a Head Gardener, a Farm Manager, three Gardeners and three Garden Labourers. Members of the team are located at Vaucluse House, Elizabeth Farm and Rouse Hill estate. They are responsible for the care and management of the extensive historic gardens and grounds at these three properties, as well as providing advice and general assistance for the gardens at Elizabeth Bay House, Meroogal, Rose Seidler House and The Mint. Our garden staff also contribute to special events such as *Kitchen Garden Festival* at Vaucluse House and *Art of Flowers* at Government House.

Highlights of the past year:

- Twelve plants of the extremely endangered species *Allocasurina portuensis* were propagated and planted in the bushland at Vaucluse House as part of the ongoing species recovery program for this shrub.
- The plant propagation program at Rouse Hill estate, Vaucluse House and Elizabeth Farm was intensified due to the continuing drought.
- Research was undertaken into the history of plant material at The Mint for the new landscaping, which will see a 19th century planting scheme on the Macquarie Street frontage.
- The garden at Meroogal was reinterpreted according to oral history transcripts from June Wallace, the last occupant of the house.

STAFF REPRESENTATION*	2004	2003	2002	2001	2000
Clerical / Administration	40.9	40.9	42.0	34.9	42.3
Specialist / Professional	63.2	62.5	62.5	57.3	60.5
Professional Support	53.1	48.3	39.4	39.9	35.9
Tradespeople	7.3	6.8	6.0	6.0	4.0
Services	11.6	10.8	9.1	7.8	10.6
Other	1.0	1.0	1.0	1.0	–
TOTAL NUMBER OF STAFF	177.1	170.3	160.0	146.9	153.3

[±] the names of members of Rouse Hill Hamilton Collection Pty Ltd are listed on page 48

[§] the names of members of the Volunteers Forum are listed on page 48

[^] the names of members of SAMPAC are listed on page 49

* staff figures are based on average equivalent full time (EFT) hours worked by staff

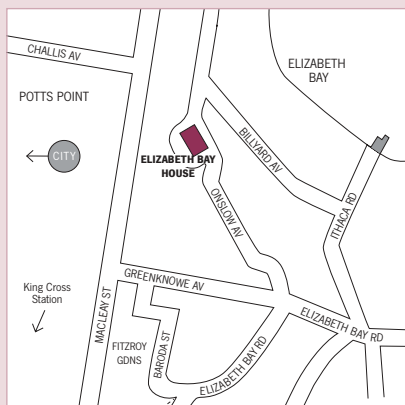
ELIZABETH BAY HOUSE

ACQUIRED AND OPENED IN 1980



*Nothing more beautiful.
Keeping it in my heart.*

SELINA BITTAR
BEIRUT, LEBANON, JANUARY 2004



Elizabeth Bay House was built by the fashionable architect John Verge for the Colonial Secretary Alexander Macleay and his family. It is a superb example of Greek Revival architecture in a magnificent setting overlooking Sydney Harbour. Furnished to the period 1839–1845 the interiors present an evocative picture of early 19th century life before the depression of the 1840s forced Macleay to leave the house.

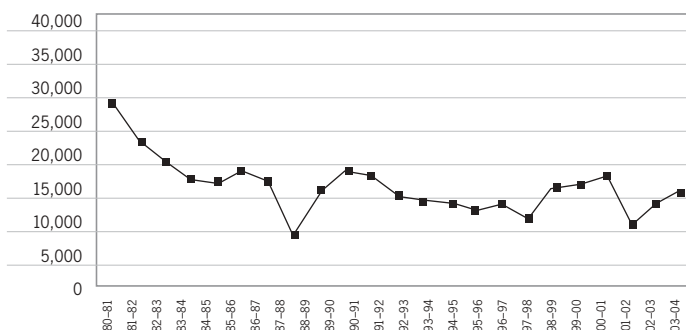
7 Onslow Avenue, Elizabeth Bay NSW 2011
t. 02 9356 3022 f. 9357 7176 e. info@hht.net.au www.hht.net.au

Open Tuesday to Sunday and public holiday Mondays 10am – 4.30pm

BREAKDOWN OF VISITOR NUMBERS

Paid admissions	2004	2003	2002	2001
General public	13,089	13,233	12,614	10,647
Education	1,507	1,140	1,660	824
Public programs	374	753	595	483
Venue hire	1,547	2,167	1,439	946
Subtotal	16,517	17,293	16,308	12,900
Free entry				
Complimentary tickets	2,993	3,238	3,148	1,666
Other (site visits)	442	291	151	121
Subtotal	3,435	3,529	3,299	1,787
TOTAL	19,952	20,822	19,607	14,687

BREAKDOWN OF VISITOR NUMBERS*



* includes general public, education, public programs and venue hire



LEFT TO RIGHT: WILLIAM DOBELL, SELF-PORTRAIT, 1937, ART OF NEW SOUTH WALES, FROM *KINGS CROSS – BOHEMIAN SYDNEY*, PHOTOGRAPH JENNI CARTER | *THE METAMORPHOSIS OF FANNY MACLEAY*, (DETAIL), PIP STOKES, 2004, FROM *READING ARCADIA*, PHOTOGRAPH JENNI CARTER | EDUCATION PROGRAM, PHOTOGRAPH ROSS HEATHCOTE | AUSTRALIA DAY, PHOTOGRAPH PENNY CLAY | BACKGROUND PATTERN: WALLPAPER (DETAIL) FROM ELIZABETH BAY HOUSE

HIGHLIGHTS

The 20th century history of the house and surrounding area was explored and celebrated through a major exhibition *Kings Cross – Bohemian Sydney*, which finished its successful four-month run in September 2003 having attracted over 11,000 visitors to the property. The exhibition saw major works by William Dobell, Donald Friend, Rosaleen Norton, Adrian Feint, Russell Drysdale, Herbert Badham and Martin Sharp exhibited in the house.

Our new education program *Make Art with an Artist* was so popular that it was extended from one to three weeks, with up to 100 primary school students in the house each day.

An art installation entitled *Reading Arcadia*, by Pip Stokes, opened in June 2004. The mixed media piece creatively explored the response of Fanny Macleay, Alexander Macleay's daughter, to an unfamiliar and new colonial landscape.

STRATEGIES

We identified three strategies in last year's report as the major focus for the museum.

Further develop the interpretation of the house's service areas

The butler's pantry, an essential service area within the Macleays' 19th century household, was completed and opened to the public.

Work carried out this year included:

- installation of the stone sink
- reconstruction of the fitted bench within the window bay
- plumbing
- painting

Develop programs which explore the range of the house's cultural significance

The major exhibition *Kings Cross – Bohemian Sydney* and its associated programs of art classes, and *In and Out of the Houses – Working with Art* and *Open Studios*, produced with the National Art School, attracted large audiences to the property who were especially interested in the life of the house in the 20th century.

Other programs that focused on the social history of the house included:

- *Mr Macleay's Table*, an exploration of the Victorian concept of dining
- *Make Art with an Artist*, entomology through the visual arts for primary schools

- the display *Reading Arcadia* and an associated program *Collections, Contraptions and Other Arcadian Pleasures*

Continue building and collection conservation programs

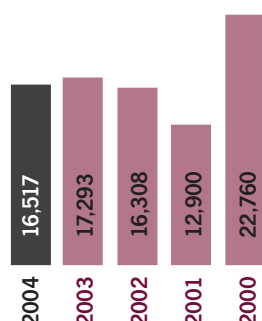
The program of conservation included:

- repainting the external timber shutters for the dining and drawing rooms
- replacing the canvas mats used in the saloon and entrance hall for functions, to protect the mudstone floors
- sweeping the chimneys
- repairing and repointing the rear courtyard stonework

STRATEGIES 2004–2005

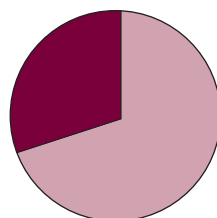
- Implement programs on domestic design themes and housekeeping practices
- Initiate a program that encourages contemporary interpretation of the historic interiors
- Initiate a design competition for tertiary design students
- Trial a revised staffing structure

PAID ADMISSION FIVE-YEAR TREND



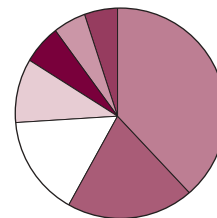
WHERE DID OUR VISITORS COME FROM?*

- AUSTRALIA 70%
- OVERSEAS 30%



SYDNEY/NEW SOUTH WALES VISITORS*

- NORTHERN SYDNEY 38%
- WESTERN SYDNEY 20%
- RURAL NSW 16%
- INNER CITY 10%
- INNER WEST 6%
- EASTERN SUBURBS 5%
- SOUTH SYDNEY 5%



* these demographic statistics were derived from our new point-of-sale system and only reflect audience profiles for June 2004

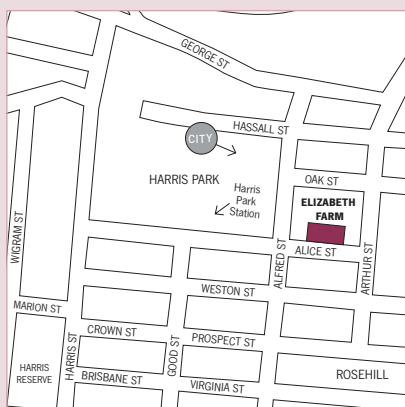
ELIZABETH FARM

ACQUIRED AND OPENED 1984



The practical hands-on tour is the best I have seen in a historical house.

MILTON WILD
PERTH, WESTERN AUSTRALIA, MARCH 2004



Elizabeth Farm contains part of the oldest European building in Australia and is among the nation's most important historic sites. Standing on Dharug land, the farmhouse was commenced in 1793 and was home to the Macarthur family until 1854. The Swann family acquired it in 1904 and lived in it until 1968. It was acquired by the New South Wales Government in 1979. After conservation, it was transferred to the HHT in 1984. Today it is a 'hands-on' museum and recalls the stories of those who built it and lived in it for over 200 years. Visitors are given access to all areas, objects and furniture.

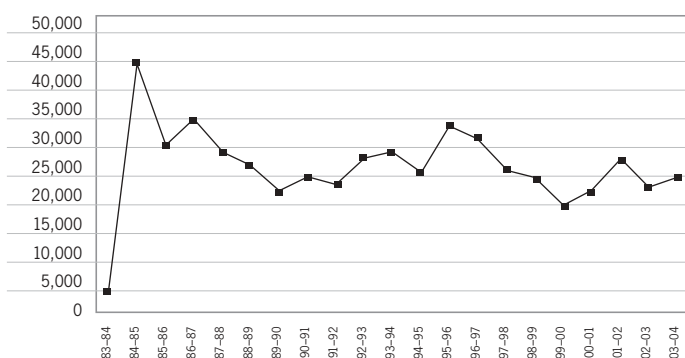
70 Alice Street, Rosehill NSW 2142
t. 02 9635 9488 f. 02 9891 3740 e. info@hht.net.au www.hht.net.au

Open daily 10am – 5pm

BREAKDOWN OF VISITOR NUMBERS

Paid admissions	2004	2003	2002	2001
General public	9,857	10,992	11,194	9,331
Education	9,440	9,546	9,913	6,572
Public programs	5,026	1,374	4,318	5,012
Venue hire	849	1,112	2,251	1,218
Subtotal	25,172	23,024	27,676	22,133
Free entry				
Complimentary tickets	3,206	4,206	4,816	3,865
Free public programs	538			
Other (site visits)	642	344	301	165
Subtotal	4,386	4,550	5,117	4,030
TOTAL	29,558	27,574	32,793	26,163

PAID ADMISSION SINCE OPENING*



* includes general public, education, public programs and venue hire



LEFT TO RIGHT: ROASTING OVEN AT ELIZABETH FARM c1809, HISTORIC HOUSES TRUST IMAGE LIBRARY | *FESTIVAL OF THE OLIVE*, PHOTOGRAPH PENNY CLAY | EDUCATION PROGRAM, PHOTOGRAPH RAY JOYCE | HANNAH GORDON, CHIEF GUIDE ACCEPTS THE PARRAMATTA CITY COUNCIL HERITAGE WEEK COMMUNITY AWARD, PHOTOGRAPH MALCOLM SIM | BACKGROUND PATTERN: CHIMNEYBOARD (DETAIL) FROM ELIZABETH FARM

HIGHLIGHTS

The first major review of decorative treatments since 1984, when the property opened, was conducted. This resulted in the restoration of paint schemes throughout the bedrooms and the rear ancillary rooms of the homestead. Using lime-based distempers, simulated plaster finishes and other specialist treatments, painters re-created the appearance and quality of rooms dating from the early 1830s. Conservation works were based on the analysis of surviving and archived fabric, documentary research and a study of other sites.

Following investigative work, the arched brickwork of a large roasting oven, constructed in 1809 and used well into the 1830s, was uncovered in the farmhouse servants' wing. It was carefully recorded and stabilised and can now be viewed. The roasting oven provides a valuable clue in the largely unknown story of servant life at Elizabeth Farm in its early years.

We received two new awards from the Parramatta City Council: a Heritage Week Community Award for the Introduction Video and an Australia Day Award to acknowledge the achievements and success of the property's *Festival of the Olive* public program.

We continued to build alliances with local artist and theatre networks, hosting a sell-out site-based performance by the acclaimed Parramatta troupe Hook Line and Sinker, in

conjunction with the Riverside Theatre. The project also included set design and scriptwriting workshops. Further collaborations were made with the local Platypi artist collective and the Parramatta Art Society.

In November, the Land and Environment Court upheld a Parramatta City Council decision to refuse development approval for the enlargement of a neighbouring hotel complex, threatening to impact on the visual outlook of Elizabeth Farm.

The death of a grand landmark kurrajong tree due to underground water changes, natural attrition and age, was a major loss both to the grounds and as a remnant of the pre-European Dharug landscape.

STRATEGIES

We identified three strategies in last year's report as the major focus for the museum.

To manage the Tearooms operation for cost-efficiency and commence planning for a major building and facilities upgrade

The results of a series of trial staffing arrangements, menu adjustments, marketing and local business development, functions and event planning, together with cost-efficiency measures, conducted over the previous three years, led to a major operational review aimed at streamlining management, improving business and lowering costs for the Tearooms

operation. Recruitment for two new positions, Tearoom Manager and Tearoom Assistant, will take place, and the new management structure will be effective from the start of the new financial year.

To host the Festival of the Olive

This year's *Festival of the Olive* saw record crowds, strong merchandising sales, broad representation of cultural groups and a high level of community support. The fourth annual weekend event drew 4,465 visitors to the site.

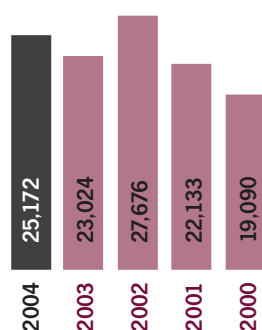
To support volunteer guides and formulate a framework of responsibilities, standards and skill development

A planned review of the role and performance of volunteer guides was deferred because of high staff turnover during this period, alterations to the property's staffing structure and the consequent need to orientate and integrate several new guides within the museum team.

STRATEGIES 2004–2005

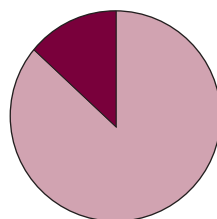
- To extend the interpretation to include convicts, servants and workers
- To put into place a series of training, orientation and team-building programs for staff
- Implement the staff restructure for the Tearooms

PAID ADMISSION FIVE-YEAR TREND



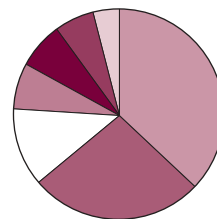
WHERE DID OUR VISITORS COME FROM?*

■ AUSTRALIA 87%
■ OVERSEAS 13%



SYDNEY/NEW SOUTH WALES VISITORS*

■ WESTERN SYDNEY 37%
■ NORTHERN SYDNEY 27%
□ RURAL NSW 12%
■ EASTERN SUBURBS 7%
■ INNER WEST 7%
■ SOUTH SYDNEY 6%
□ INNER CITY 4%



* these demographic statistics were derived from our new point-of-sale system and only reflect audience profiles for June 2004

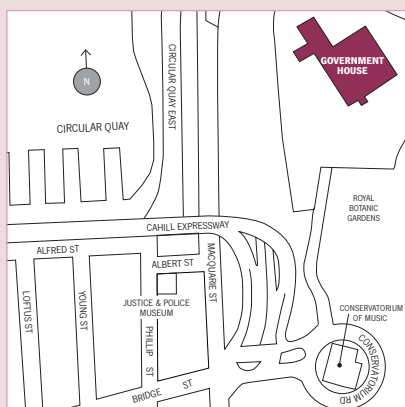
GOVERNMENT HOUSE

ACQUIRED AND OPENED 1996



Lovely for the people to have this access – tour was special and always to be remembered. Thank you Premier Carr.

KERRY S CROYDEN
CANBERRA, ACT, SEPTEMBER 2003



Romantically sited on Bennelong Point, Government House was built between 1837 and 1845 in the Gothic Revival style. The building of Government House was seen as reflecting the colony's maturity as it reached the end of convict transportation and moved towards responsible government. The State Rooms were redecorated in 1879 by Lyon, Cottier & Co to coincide with the Sydney International Exhibition. The house sits within an important historic garden with exotic trees and shrubs, carriageways, paths and terraces. The interiors display an exceptional collection of colonial furniture, portraiture and gubernatorial memorabilia. Contemporary decorative arts, such as silver and glass, are commissioned from leading New South Wales craftspeople, continuing this tradition of patronage. The house continues to host many vice-regal, government and community events.

Macquarie Street, Sydney NSW 2000

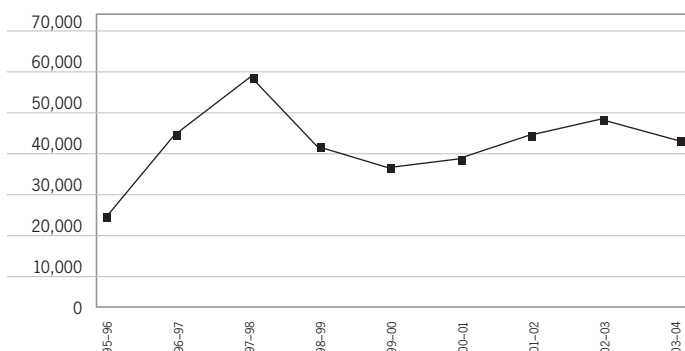
t. 02 9931 5222 f. 02 9931 5208 e. info@hht.net.au www.hht.net.au

House open Friday to Sunday 10am – 3pm Grounds open daily 10am – 4pm

BREAKDOWN OF VISITOR NUMBERS

Paid admissions	2004	2003	2002	2001
Education	2,336	1,418	2,222	2,233
Public programs	14,827	19,845	8,157	4,380
Venue hire	5,992	8,319	8,803	9,160
Subtotal	23,155	29,582	19,282	15,773
Free entry				
Free public programs	4,304			
House tours	15,776	17,019	22,551	21,866
Grounds	58,553	57,611	65,211	63,368
Vice-regal functions	11,837	11,051	8,813	9,160
Subtotal	90,470	85,681	96,575	94,394
TOTAL	113,625	115,263	115,757	110,167

ADMISSION SINCE OPENING*



* includes education, public programs, venue hire, free house tours and free public programs



LEFT TO RIGHT: *ART OF FLOWERS*. PHOTOGRAPH ROSS HEATHCOTE | *WALK* GOVERNMENT HOUSE GROUNDS SYDNEY, 1870. NSW GOVERNMENT PRINTER, HISTORIC HOUSES TRUST COLLECTION | *CRASH COURSE FOR YOUNG FILMMAKERS*. PHOTOGRAPH HISTORIC HOUSES TRUST IMAGE LIBRARY | A QUARTET FROM THE AUSTRALIAN BRANDENBURG ORCHESTRA. PHOTOGRAPH STEVEN GOODBEE | BACKGROUND PATTERN: WALL STENCILLING (DETAIL) FROM GOVERNMENT HOUSE

HIGHLIGHTS

The *Art of Flowers* festival was held in September and featured contemporary art, design and sculpture as its theme. Leading Sydney floral designers and artists exhibited in the house and three landscape design firms created installations on the arcade. The two and a half day event attracted 11,311 visitors.

Research on the cedar furniture in the collection was undertaken for the publication and exhibition, *Red Cedar in Australia*, at the Museum of Sydney. A number of previously unknown Sydney cabinetmakers were identified and research was undertaken on three suites of furniture in the collection, exhibited in the NSW Court of the 1893 World's Columbian Exposition held in Chicago. The bookcase-secretaire made by EW Verdoch and exhibited at Chicago was conserved and lent to the exhibition.

The following items were acquired for the collection:

- a miniature bronze bust of Lord Augustus Loftus, 15th Governor of NSW (1879–1885) by Lucien Henry
- a Royal Worcester ceramic plate featuring portraits of the 20th Governor of NSW (1899–1901) William Lygon, Earl Beauchamp, and his sister Lady Mary Lygon
- a book of verse by Lady (Gwendolen) Game, wife of Air Vice-Marshal Sir Philip Game, 26th Governor of NSW (1930–1935)

STRATEGIES

We identified three strategies in last year's report as the major focus for the property.

Continue to implement the recommendations of the Conservation and Management Plan

The ballroom's musicians' gallery was repainted according to its 1899 colour scheme. This year the Department of Commerce's continuing program of cleaning, re-pointing and repair of stonework included the eastern elevation of the service wing and the cellars. The flèches of the dairy (c1845) and meat house (c1890) were repainted in their 19th century two-tone schemes, differentiating these exceptional early buildings from later structures in the courtyard. While the scaffolding was in place the slate roof of the dairy flèche was restored and the meat house's lead flashings were renewed. The painter's store was relocated away from the cellars in keeping with present OH&S requirements.

Continue to implement the Garden Masterplan

The Rampart Garden on the western terrace was reinstated as it was in the 1840s when the garden was first laid out. As part of this reinstatement 30 stone vases that lined the paths are being re-created. This project is supported by the Government Architect's Office and the planting scheme is being developed in association with the Royal Botanic Gardens.

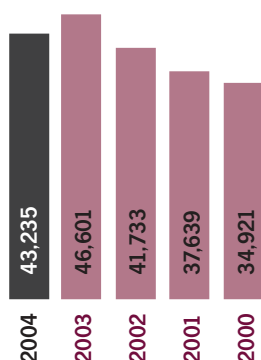
Continue to implement the recommendations of the 'To Furnish a Future' policy

The 'To Furnish a Future' policy was adopted in 1999 and aims to incorporate the best of contemporary New South Wales design in the refurbishment of the State Rooms. To put this new scheme in place we have surveyed and met with textile artists, visual artists, designers and craftspeople working in New South Wales and the Australian Capital Territory, to investigate their work and discuss their possible involvement in the project.

STRATEGIES 2004–2005

- Continue to implement the recommendations of the Conservation and Management Plan
- Continue to implement the Garden Masterplan
- Continue to implement the recommendations of the 'To Furnish a Future' policy
- Continue to reinvigorate and give emphasis to the Cultural Program, broadening from a music focus

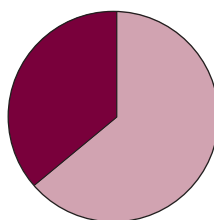
PAID ADMISSION FIVE-YEAR TREND*



* includes paid admissions (education, public programs and venue hire), free house tours and free public programs

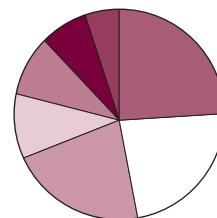
WHERE DID OUR VISITORS COME FROM?*

■ AUSTRALIA 64%
■ OVERSEAS 36%



SYDNEY/NEW SOUTH WALES VISITORS*

■ NORTHERN SYDNEY 24%
□ RURAL NSW 23%
■ WESTERN SYDNEY 22%
■ INNER CITY 10%
■ EASTERN SUBURBS 9%
■ INNER WEST 7%
■ SOUTH SYDNEY 5%



* these demographic statistics were derived from our new point-of-sale system and only reflect audience profiles for June 2004

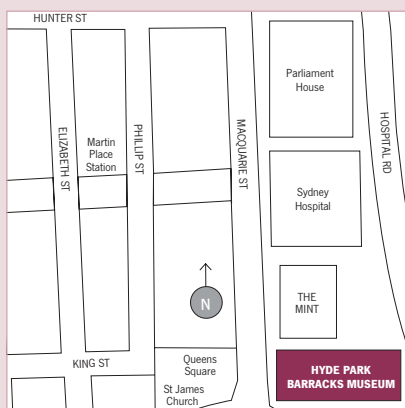
HYDE PARK BARRACKS MUSEUM

ACQUIRED 1990, OPENED 1991



Great Place. Significant History. Right Price. Good stuff for kids.

DUDMAN FAMILY
BRISBANE, QUEENSLAND, APRIL 2004



The Hyde Park Barracks was built between 1817 and 1819 by convict labourers and tradesmen working under the direction of convict architect Francis Greenway, who had been ordered by Governor Macquarie to construct a building suitable for the housing of government-employed and privately assigned convicts. The Barracks was used as convict accommodation until 1848 when it was transformed into a Female Immigration Depot. In 1862 the upper levels became a government-run asylum for aged, infirm and destitute women. Its role changed again in 1887 when it was converted into law courts and government offices. The Barracks is a museum about its own history, which uses the building's fabric, archaeology, spaces and changing displays to tell stories about people's lives and experiences.

Queens Square, Macquarie Street, Sydney NSW 2000
t. 02 9223 8922 f. 02 9223 3368 e. info@hht.net.au www.hht.net.au

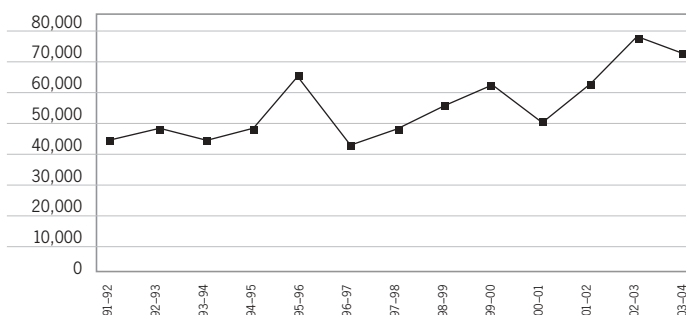
Open daily 9.30am – 5pm

BREAKDOWN OF VISITOR NUMBERS

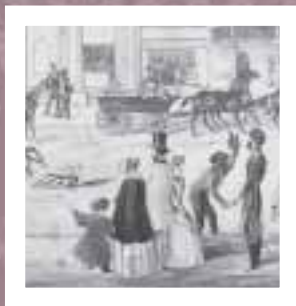
Paid admissions	2004	2003	2002	2001
General public	43,984	45,386	40,175	37,212
Education	13,691	11,084	11,158	8,834
Public programs	1,159	578	401	769
Venue hire	13,182	17,162	10,124	2,275
Subtotal	72,016	74,210	61,858	49,090
Free entry				
Complimentary tickets	9,271	7,923	10,097	6,452
Other*	130,012	136,709	147,108	132,355
Subtotal	139,283	144,632	157,205	138,807
TOTAL	211,299	218,842	219,063	187,897
Grounds				
Forecourt	475,351	509,964	490,911	485,189

* includes site visits, cafe, shop and visits to the *Australian Monument to the Great Irish Famine*. Grounds, cafe and shop figures are as accurate as possible; calculations are based on estimated numbers

PAID ADMISSION SINCE OPENING*



* includes general public, education, public programs and venue hire



LEFT TO RIGHT: *NEW POST OFFICE, GEORGE ST, SYDNEY*, FG LEWIS, 1846, HAND COLOURED LITHOGRAPH, MITCHELL LIBRARY, STATE LIBRARY OF NSW | *PARRAMATTA WOMEN'S ASYLUM*, C1883-1892, PHOTOGRAPHER UNKNOWN, MITCHELL LIBRARY, STATE LIBRARY OF NSW | *THE TENTH STRAW*, PACIFIC FILMS, 1926, SCREENSOUND AUSTRALIA | EDUCATION PROGRAM, PHOTOGRAPH ROSS HEATHCOTE | BACKGROUND PATTERN: FABRIC REMNANT (DETAIL) FOUND UNDER THE FLOORBOARDS OF HYDE PARK BARRACKS MUSEUM

HIGHLIGHTS

In January, as part of the Sydney Festival, the Becks Festival Bar was staged in the courtyard of the museum. This event has been run for the past three years and proved popular again this year, attracting over 13,000 visitors to the site.

A children's puzzle activity, *Catch a Convict*, was designed and implemented. Children visiting the museum are given an activity sheet in which the goal is to discover and 'catch' a particular convict by using various clues that are placed throughout the museum.

In February the airconditioning system, which is linked to that of The Mint, was de-commissioned. A new airconditioning system will be reinstated in mid 2004 as part of the major works program at The Mint.

STRATEGIES

We identified three strategies in last year's report as the major focus for the museum.

Install a new display on the government asylum for aged, infirm and destitute women phase of the Barracks

A display entitled *Asylum Women: Aged, Infirm, Destitute* opened in October. It provides an insight into the welfare of Sydney's poor and outcast women during the period 1862 to 1886. The Government-run asylum occupied the upper floors of Hyde Park Barracks and was home to over 200 women at any one time. The artefacts on display were recovered from beneath the floorboards of the Barracks during archaeological excavation of the building between 1979 and 1981.

Research and develop a new display on the 1856-1857 Stamp Office

A display on the Stamp Office, the government department responsible for printing postage stamps for New South Wales, opened in April. The Stamp Office occupied a building on the northern perimeter of Hyde Park Barracks from 1856

to 1857, a brief but significant period in the history of the NSW postal service. In 1857 the Stamp Office was progressively moved to the Government Printing Office's new buildings on the corner of Phillip and Bent Streets.

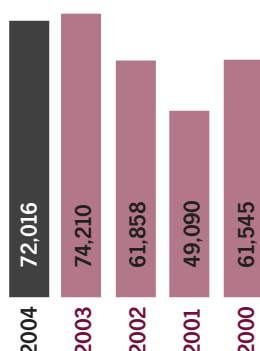
Publish the new guidebook

The new guidebook was published in January. The original 1994 guidebook, now out of print, was extensively revised and updated to note changes to displays and to include major works such as the *Australian Monument to the Great Irish Famine*, which was completed in August 1999.

STRATEGIES 2004-2005

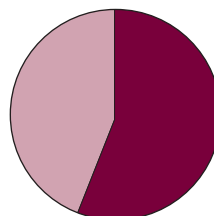
- Develop and install new major exhibition *Convict: Sites of Punishment*
- Review and update signage, text panels and other related brochures
- Develop a Schools Project Kit
- Develop a children's program specifically for the under-fives

PAID ADMISSION FIVE-YEAR TREND



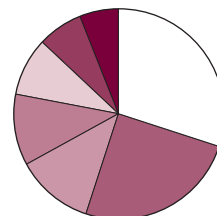
WHERE DID OUR VISITORS COME FROM?*

OVERSEAS 56%
AUSTRALIA 44%



SYDNEY/NEW SOUTH WALES VISITORS*

RURAL NSW 30%
NORTHERN SYDNEY 25%
WESTERN SYDNEY 12%
EASTERN SUBURBS 11%
INNER CITY 9%
SOUTH SYDNEY 7%
INNER WEST 6%



* these demographic statistics were derived from our new point-of-sale system and only reflect audience profiles for June 2004

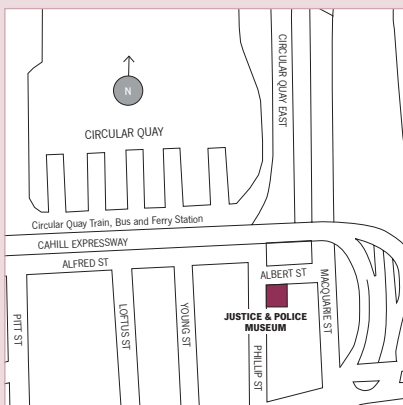
JUSTICE & POLICE MUSEUM

ACQUIRED 1990, OPENED 1991



The Justice & Police Museum is brilliant and certainly makes you rethink our punishment schemes.

BEV FOREMAN
DARWIN, NT, JANUARY 2004



Previously the Water Police Court (1856), Water Police Station (1858) and Police Court (1886), the museum now features a Magistrates Court, a charge room, a remand cell, a gallery of mug shots of Sydney's early criminals, an array of weapons, forensic evidence from notorious crimes, and displays exploring police history, bushrangers and punishment in society. It presents a program of exhibitions and educational activities which explore the significance of the site and the social history of law, policing and crime in New South Wales.

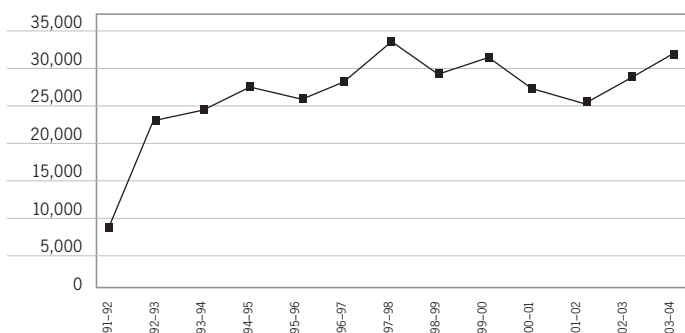
Cnr Albert & Phillip Streets, Circular Quay NSW 2000
t. 02 9252 1144 f. 02 9252 4860 e. info@hht.net.au www.hht.net.au

Open weekends 10am – 5pm, Monday to Friday for booked groups only
Open daily (except Friday) in January

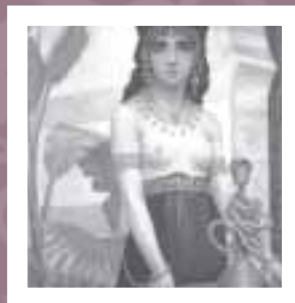
BREAKDOWN OF VISITOR NUMBERS

Paid admissions	2004	2003	2002	2001
General public	14,410	12,752	10,902	12,238
Education	8,354	8,327	7,185	6,259
Public programs	865	359	621	769
Venue hire	3,743	2,661	2,309	2,752
Subtotal	27,372	24,099	21,017	22,018
Free entry				
Complimentary tickets	7,094	6,787	6,618	5,287
Other (site visits)	2,509	886	784	198
Subtotal	9,603	7,673	7,402	5,485
TOTAL	36,975	31,772	28,419	27,503

PAID ADMISSION SINCE OPENING*



* includes general public, education, public programs and venue hire



LEFT TO RIGHT: DISPLAY. PHOTOGRAPH RICHARD GANGE | *COP SHOP*. SCREENSOUND AUSTRALIA COLLECTION. COURTESY CRAWFORDS AUSTRALIA | *LA SERVANTE DE HAREM*, 1874, PAUL-DESIRE TROUILLEBERT, IMAGE REPRODUCED FROM CAROL SHERMAN AND ANDREW SMITH, *HIGHLIGHTS: AN ILLUSTRATED HISTORY OF CANNABIS*, TEN SPEED PRESS, BERKELEY, 1999, FROM *DRUGS: A SOCIAL HISTORY* | EDUCATION PROGRAM. PHOTOGRAPH ROSS HEATHCOTE | BACKGROUND PATTERN: IRONWORK (DETAIL) FROM JUSTICE & POLICE MUSEUM

HIGHLIGHTS

This was a successful year for the museum both in terms of paid visitation and education attendances. The exhibition *Drugs: a social history* proved particularly popular with audiences during the January holiday period and broke previous attendance records during that month. We mounted two successful education outreach tours to regional NSW. Our guides worked with a total of 719 country students in the Riverina (Griffith and Leeton) and the mid-north coast (Kempsey and Port Macquarie).

We significantly increased the floor space available to the general public by opening a new display area in one of our function spaces. The new display features a combination of rare mid-19th century police and prison objects from the Locker Collection, displayed alongside 20th century examples of police equipment and paraphernalia.

We completed the first stage of a major project focused on the physical reorganisation, research and cataloguing of a large collection of glass-plate negatives. This historic collection consists of over 100,000 crime-scene and mug shot images created by the NSW Police between 1912 and 1960, and will be the subject of an exhibition and publication in 2005.

A major maintenance project upgrading the museum's airconditioning plant was successfully completed. The foyer shop acquired new merchandising cabinets and, at the rear of the site, computers were introduced to allow visitors to explore the museum's past exhibitions, *Crime Scene*, *Crimes of Passion* and *Hard Boiled*, through a range of virtual exhibits and interactive audiovisual materials.

The *Cops on the Box* and *Crime Scene* travelling exhibitions attracted enthusiastic audiences at a variety of venues around regional NSW and interstate. The museum also developed a new photographic exhibition that examines late 19th and early 20th century police station and courthouse architecture, which will begin a regional tour of NSW in early 2005.

STRATEGIES

We identified one strategy in last year's report as the major focus for the museum.

Deepen the working relationship with NSW Police to finalise legal ownership and intellectual property rights issues by whatever means are available

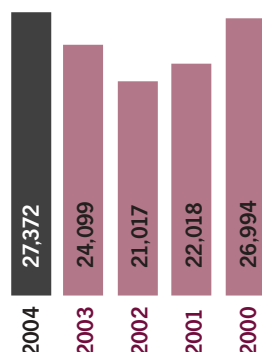
The legal ownership issues relate to the collection created in 1910 by the NSW Police. This highly significant historic collection,

which concentrates on criminal artefacts and techniques, is currently housed, conserved and maintained by the museum but its ownership resides with the NSW Police. The Director, Peter Watts, maintained contact with the Police Commissioner, Ken Moroney, to advance the resolution of this issue.

STRATEGIES 2004-2005

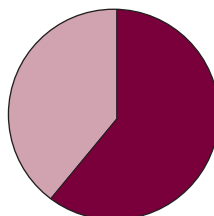
- Continue to work with NSW Police to finalise legal ownership and intellectual property rights issues by whatever means are available

PAID ADMISSION FIVE-YEAR TREND



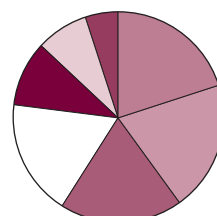
WHERE DID OUR VISITORS COME FROM?*

OVERSEAS 61%
AUSTRALIA 39%



SYDNEY/NEW SOUTH WALES VISITORS*

EASTERN SUBURBS 20%
WESTERN SYDNEY 20%
NORTHERN SYDNEY 19%
RURAL NSW 18%
INNER WEST 10%
INNER CITY 8%
SOUTH SYDNEY 5%

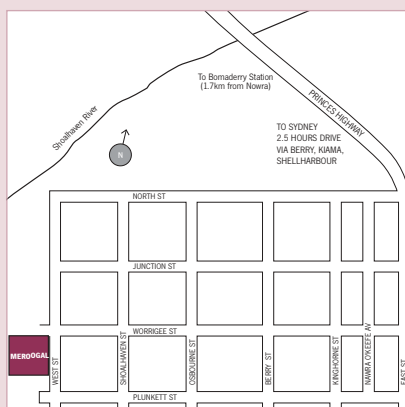


* these demographic statistics were derived from our new point-of-sale system and only reflect audience profiles for June 2004

ACQUIRED 1985, OPENED 1988



MICK & TRICIA FLORY
BISHOPSTEIGNTON, DEVON, UK, 2004



Located in the south coast town of Nowra and built in 1885, this timber house was home to four generations of women from the same family. Their daily routines, domestic chores and social lives have moulded its intimate rooms. Meroogal's exceptionally rich collection of personal objects provides an insight into the private lives and daily world of this family for nearly a century.

Cnr Worrigee & West Streets, Nowra NSW 2541

t. 02 4421 8150 f. 02 4421 2747 e. info@hht.net.au www.hht.net.au

Open Saturday 1 – 5pm and Sunday 10am – 5pm by guided tour only, on the hour

Open Thursday to Sunday 10am – 5pm during January

Booked groups by arrangement

Paid admissions	2004	2003	2002	2001
General public	1,115	1,354	1,043	1,000
Education	740	547	430	713
Public programs	244	385	688	468
Subtotal	2,099	2,286	2,161	2,181
Free entry				
Complimentary tickets	578	585	301	313
Free public programs	121	0	0	0
Other (site visits)	0	0	13	0
Subtotal	699	585	314	313
TOTAL	2,798	2,871	2,475	2,494

Influenza Season	Number of Deaths (Estimated)
87-88	500
88-89	2,400
89-90	1,900
90-91	2,400
91-92	1,900
92-93	1,400
93-94	1,600
94-95	1,700
95-96	2,400
96-97	2,000
97-98	1,800
98-99	1,700
99-00	2,100
00-01	2,200
01-02	2,100
02-03	2,300
03-04	2,000

* includes general public, education, public programs and venue hire



LEFT TO RIGHT: KITCHEN. PHOTOGRAPH RAY JOYCE | MEROOGAL WOMEN'S ARTS PRIZE WINNER ANNA GRIFFITHS WITH HER ARTWORK, GARDEN COAT. PHOTOGRAPH DOUG NORSEWORTHY | INTERNATIONAL WOMEN'S DAY. HISTORIC HOUSES TRUST IMAGE LIBRARY | EDUCATION PROGRAM. PHOTOGRAPH ROSS HEATHCOTE | BACKGROUND PATTERN: FABRIC (DETAIL) FROM MEROOGAL

HIGHLIGHTS

The sixth annual *Meroogal Women's Arts Prize*, with the theme 'Nature at Meroogal', was held in September at the Nowra School of Arts. A record 140 entries were exhibited and a new Meroogal 'Packers Prize' was awarded. The Bundanon Trust again offered the Bundanon Trust Regional Artists in Residence Scholarship. Selected works toured to Bega and Bowral and were also shown in the Members Lounge at The Mint in Sydney.

For the seventh year Meroogal sponsored International Women's Day 2004 celebrations at the property. A writing workshop for women was held in March, followed by a sharing circle of women's stories. A formal program of music and speeches celebrating women, followed by afternoon tea, was also held in March for all women who had previously won International Women's Day Awards at Meroogal. Speakers were Hyde Park Barracks Museum Assistant Curator Bridget Berry, Councillor Pam Arnold, and Ruby Kargarian, an Iranian woman who spoke of women's lives in Iran.

STRATEGIES

We identified three strategies in last year's report as a major focus for the museum.

Continue to interpret the history of the property using a diversity of media

The Meroogal oral history video featuring June Wallace, the last owner of the property, regularly screens in the interpretation area at Meroogal. June Wallace is a descendant of the Thorburn and Macgregor families who lived at Meroogal for a hundred years. In the video she shares memories of Meroogal and the 'marvellously independent and spirited' women who lived there. The video was nominated for a 2004 National Trust EnergyAustralia Heritage Award.

Continue to strengthen links within local and regional tourism, heritage and cultural networks

The Shoalhaven Museums Trail group, of which Meroogal is a member, was successful in obtaining a grant from the Shoalhaven Tourism Board to implement a discounted entry ticket to the eight participating museums.

Three regional *Meroogal Women's Arts Prize* artists spoke about their work at a coffee morning for Members of the Historic Houses Trust at The Mint to coincide with the touring exhibition on display in the Members Lounge in November.

Anna Griffiths, winner of the 2003 *Meroogal Women's Arts Prize*, was a guest speaker at the second International Women's Day breakfast in March, held in conjunction with the *Meroogal Women's Arts Prize* on tour in Bowral.

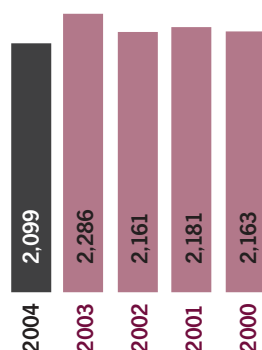
Pursue new partnerships with regional institutions such as Charles Sturt University and the University of Wollongong

The development of these partnerships was postponed as we concentrated instead on working with members of the Shoalhaven Museums Trail to develop a discounted entry ticket to participating museums and apply for a grant from the Shoalhaven Tourism Board to implement it.

STRATEGIES 2004–2005

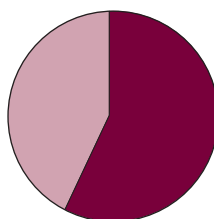
- Continue to build relationships in regional New South Wales through the *Meroogal Women's Arts Prize* and International Women's Day events
- Continue to assess the relevance of our education programs and build on relationships with local schools and individual teachers
- Continue to work with other Shoalhaven Museum Trail member museums and with Shoalhaven Tourism to raise the profile of the Trail as an exciting and worthwhile tourist destination

PAID ADMISSION FIVE-YEAR TREND



SYDNEY/NEW SOUTH WALES VISITORS*

■ RURAL NSW 57%
■ NORTHERN SYDNEY 43%



*these demographic statistics were derived from our new point-of-sale system and only reflect audience profiles for June 2004. All visitors in June were from New South Wales.

MUSEUM OF SYDNEY

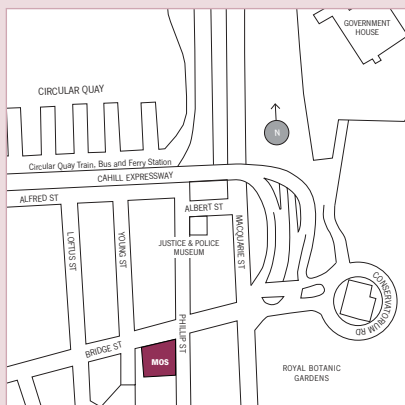
ACQUIRED 1990, OPENED 1995

ON THE SITE OF FIRST GOVERNMENT HOUSE



I started to study Australian history at age 62 and thus heard of this great museum – which I find very moving, especially the Aboriginal displays.

JUDE ROSETH
BELLINGEN, NEW SOUTH WALES, 2003



The Museum of Sydney is a modern museum built on a historic site: first Government House, the earliest foundations of British colonisation in Australia. From the archaeological remains of first Government House to the award-winning contemporary sculpture *Edge of the Trees*, exhibits on the life of Aboriginal people of Port Jackson and the curiosities of the 'collectors chests', the museum explores Sydney's people, place and cultures then and now.

Cnr Bridge & Phillip Streets, Sydney NSW 2000

t. 02 9251 5988 f. 02 9251 5966 e. info@hht.net.au www.hht.net.au

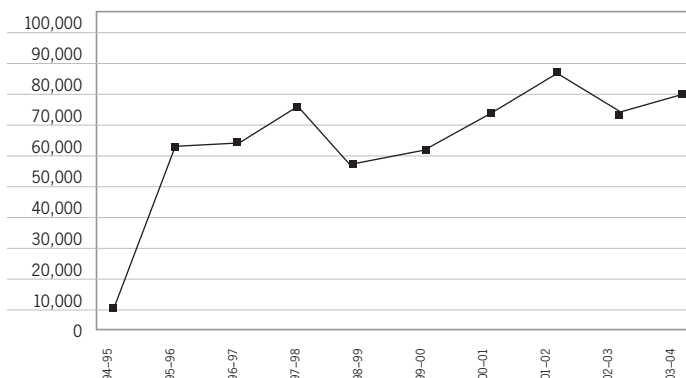
Open daily 9.30am – 5pm

BREAKDOWN OF VISITOR NUMBERS

Paid admissions	2004	2003	2002	2001
General public	48,389	40,388	58,798	43,587
Education	7,987	7,618	6,707	7,264
Public programs	3,180	1,519	4,038	7,670
Venue hire	20,764	24,626	17,335	16,099
Subtotal	80,320	74,151	86,878	74,620
Free entry				
Complimentary tickets	8,006	5,140	14,647	6,713
Free public programs	25,121	5,210	–	–
Other*	329,422	328,500	437,577	383,178
Subtotal	362,549	338,850	452,224	389,891
TOTAL	442,869	413,001	539,102	464,511
Grounds				
Forecourt	658,800	657,000	760,500	477,900

* includes site visits, cafe, shop and visits to the *Edge of the Trees* sculpture. Grounds, cafe and shop figures are as accurate as possible; calculations are based on estimated numbers

PAID ADMISSION SINCE OPENING*



* includes general public, education, public programs and venue hire



LEFT TO RIGHT: BRONTE BEACH, 1964. PHOTOGRAPH JOHN WILLIAMS FROM JOHN WILLIAMS' SYDNEY DIARY 1958–2003 | UNPACKING DAVID, DAVID JONES ELIZABETH STREET STORE, 1966. COURTESY FAIRFAX PHOTO LIBRARY FROM ITALIANI DI SYDNEY | JAPANESE BLIND, 1915. PHOTOGRAPH HAROLD CAZNEAUX. COLLECTION OF THE SHOTO MUSEUM OF ART FROM KIICHIRO ISHIDA AND THE SYDNEY CAMERA CIRCLE 1920s–1940s | EORA CROSSING. PHOTOGRAPH WILLIAM NEWELL | BACKGROUND PATTERN: CERAMIC PLATE (DETAIL) FOUND ON THE SITE OF FIRST GOVERNMENT HOUSE

HIGHLIGHTS

We produced three major exhibitions:

- *Italiani di Sydney*
- *Kiichiro Ishida and the Sydney Camera Circle 1920s–1940s*
- *Red Cedar in Australia*

We produced two major publications, *Exploring the Modern City*, a book of edited symposium papers, and *Red Cedar in Australia*, to accompany the exhibition of the same name.

As part of the Sydney Festival we presented a major free outdoor performance, *Eora Crossing*, which was attended by over 18,000 people. This project was initiated by the HHT, inviting Indigenous director Wesley Enoch and the pre-eminent physical theatre company Legs on the Wall to develop a site-specific performance piece to reinterpret the historically significant First Government House Place.

We toured two exhibitions to regional New South Wales and other parts of Australia:

- *Radical Architect John Horbury Hunt 1838–1904*
- *Leunig Animated*

The following items were acquired for the collection:

- 30 Max Dupain photographs, which will form the basis of a future exhibition, *Rex and Max Dupain's Sydney*
- the Peter Spearritt collection, which comprises some 500 original photographs, 1000 printed items and books, and over 300 items of ephemera.

A historically important painting, George Edwards Peacock's *Old Government House as it appeared when vacated by Sir George Gipps in 1846*, was stolen from the museum in March. The motive behind the theft is unclear. The painting, oil on canvas in a gilt frame, is valued at around \$30,000.

In February a malfunction in the airconditioning chiller resulted in a loss of airconditioning in the museum for one and a half weeks. As a result, a major mechanical services upgrade, including replacing the current chiller and installing a back-up unit, is planned for the first half of the new financial year.

STRATEGIES

We identified two strategies in last year's report as the major focus for the museum.

Continue to refine the museum's semi-permanent displays to make them more accessible to the widest possible audience

The History of Sydney chronology display in the Panorama Gallery was broadened to cover suburban expansion and issues affecting the development of Sydney outside the CBD.

John Williams' Sydney Diary 1958–2003, a black and white photographic display featuring unposed street photography of Sydneysiders, is the first of a series of planned temporary photographic displays in the Panorama Gallery interpreting 20th century people and place.

Together with the University of New South

Wales Centre for Sydney we presented a second Sydney Directions seminar. The forum, *City Living: Creating Sydney's Sustainable Communities*, including experts, analysts and commentators, discussed how the latest ideas on sustainability and planned community development would help shape the future of the Sydney region.

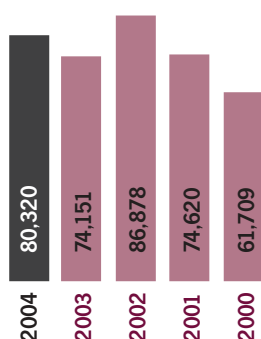
Devise a new marketing strategy in light of recent changes to the museum

A new marketing strategy was devised for the museum featuring two 30-second television commercials aired on SBS TV. This was supported by a print campaign in *The Sydney Morning Herald* and tourism publications.

STRATEGIES 2004–2005

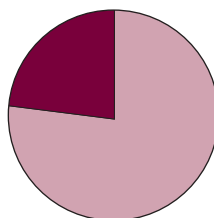
- Install a new semi-permanent exhibition titled *My City of Sydney*
- Consolidate the interpretation of 20th century Sydney people and place through photographic installations
- Upgrade mechanical services, including replacement of the museum's airconditioning system

PAID ADMISSION FIVE-YEAR TREND



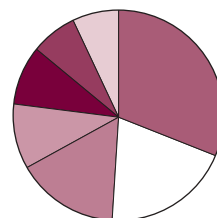
WHERE DID OUR VISITORS COME FROM?*

■ AUSTRALIA 77%
■ OVERSEAS 23%



SYDNEY/NEW SOUTH WALES VISITORS*

■ NORTHERN SYDNEY 31%
□ RURAL NSW 20%
■ EASTERN SUBURBS 16%
■ WESTERN SYDNEY 10%
■ INNER WEST 9%
■ SOUTH SYDNEY 7%
■ INNER CITY 7%



* these demographic statistics were derived from our new point-of-sale system and only reflect audience profiles for June 2004

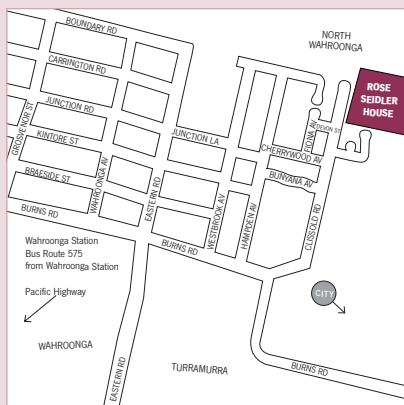
ROSE SEIDLER HOUSE

ACQUIRED 1988, OPENED 1991



Worth travelling to see.

ROB & SHARON
MELBOURNE, VICTORIA, MAY 2004



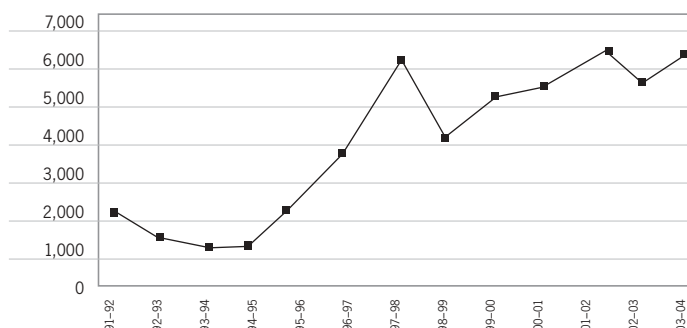
Built between 1948 and 1950, the house was designed by internationally renowned architect Harry Seidler for his parents, Rose and Max Seidler. Its use of open planning, bold colours and modern technology promoted the modernist movement in Australia and its original furniture forms one of the most important post-war design collections in Australia. Nestled in natural bushland, Rose Seidler House has panoramic views of the Ku-ring-gai National Park through its glass walls and from its sunny deck.

71 Clissold Road, Wahroonga NSW 2078
t. 02 9989 8020 f. 02 9487 2761 e. info@hht.net.au www.hht.net.au
Open Sunday 10am – 5pm

BREAKDOWN OF VISITOR NUMBERS

Paid admissions	2004	2003	2002	2001
General public	701	671	889	1,019
Education	346	389	356	368
Public programs	4,063	3,452	4,069	3,045
Venue hire	285	284	185	94
Subtotal	5,395	4,796	5,499	4,526
Free entry				
Complimentary tickets	417	433	771	231
Other (site visits)	6	0	83	30
Subtotal	423	433	854	261
TOTAL	5,818	5,229	6,353	4,787

PAID ADMISSION SINCE OPENING*



* includes general public, education, public programs and venue hire



LEFT TO RIGHT: ROSE & HARRY SEIDLER SOON AFTER HIS ARRIVAL IN AUSTRALIA IN 1948. FROM HARRY SEIDLER COLLECTION | FIFTIES FAIR. PHOTOGRAPH PENNY CLAY | WELCOMING THE WORLD, WARATAH. PHOTOGRAPH JORGIO EL ZEIN | MEET THE ARCHITECTS. HISTORIC HOUSES TRUST IMAGE LIBRARY | BACKGROUND PATTERN: MURAL (DETAIL) FROM ROSE SEIDLER HOUSE

HIGHLIGHTS

The final stage in our conservation program has been the reconstruction of the southern and western walls of the house. Preserving much of the original timbers and fastenings and maintaining the building principles used when the house was constructed, new stainless steel flashings and fastenings were discreetly added to ensure the long-term maintenance of the house.

The success of the *Meet the Architects* monthly lecture series, undertaken in partnership with DOCOMOMO Australia (Documentation and Conservation of buildings, sites and neighbourhoods of the Modern Movement), led to the presentation in March of a very illuminating day-long seminar on architect Arthur Baldwinson. The event was sold out and the interest generated has resulted in other programs documenting post-war practitioners being scheduled.

The ninth annual *Fifties Fair* in August once again provided a great cross-section of 1950s culture, this year to a 3,700 strong audience. This event gives the museum a huge public profile, generating interest in other areas such as venue hire.

STRATEGIES

We identified two strategies in last year's report as the major focus for the museum.

Re-interpret the downstairs 'flat' as a functioning office, reading, reference and merchandising space, incorporating the 1950 fit-out theme

The re-interpretation of the downstairs flat has now added greater access for the museum visitor. Using original working drawings of the area, furniture was made to establish an office, a display and merchandising space, and a working kitchen.

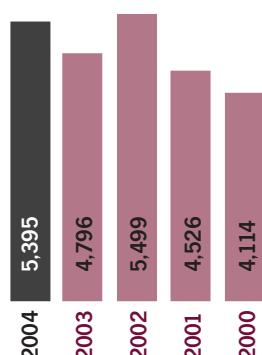
Produce a video about Harry Seidler as a visitor interactive and archival resource

Several major interviews were held with Harry Seidler to develop an extensive oral archive about his life and work, with particular focus on Rose Seidler House. From this material a film was produced, using moving footage and stills, which outlines the significance of the house and its design philosophy. The interviews reveal a complex, brilliant and principled individual – from his selfless championing of Jørn Utzon in the 1960s to his current stance opposing the incarceration of asylum seekers, and his admiration for mentors and colleagues like Gropius, Breuer, Albers, Niemeyer and Nervi. The video has added a strong new interpretative dimension for the general public and education visitors.

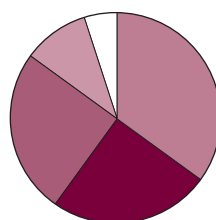
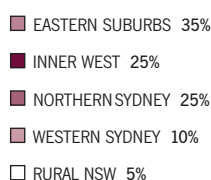
STRATEGIES 2004–2005

- To produce a guide to the property in a format that will allow for interpretive inserts which focus on garden and grounds and interior furnishings
- To investigate targeting universities and colleges and to improve programming and transport access to the property for tertiary students, in consultation with the Education Unit
- To complete the visual curtilage study

PAID ADMISSION FIVE-YEAR TREND



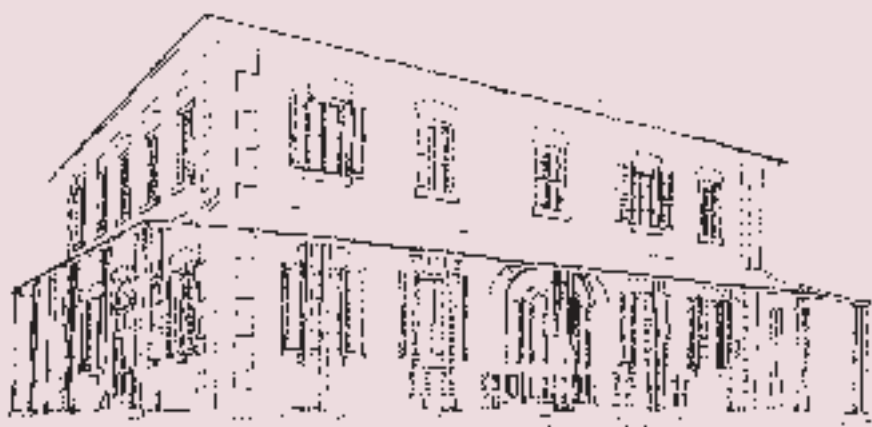
SYDNEY/NEW SOUTH WALES VISITORS*



*these demographic statistics were derived from our new point-of-sale system and only reflect audience profiles for June 2004. All visitors in June were from New South Wales.

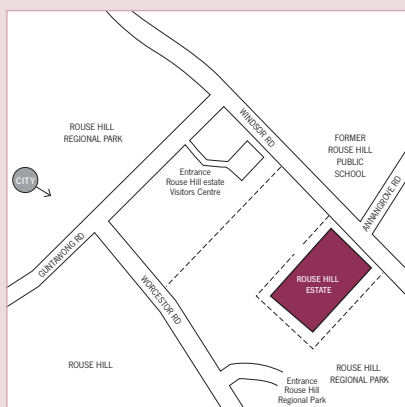
ROUSE HILL ESTATE

ACQUIRED 1987, OPENED 1999



Best history lesson I've had.

JENNIFER ALEXANDER
BONDI BEACH, NEW SOUTH WALES, MAY 2004



This fragile property resonates with nearly two centuries of one family's occupation. The 19th century farm buildings, paddocks, gardens and a rich collection of objects, overlaid with later additions, have been preserved intact as an essentially unedited record of a family's stories. At the heart of the property lies a Georgian brick dwelling built between 1813 and 1818 by convict labourers assigned to the enterprising free settler Richard Rouse.

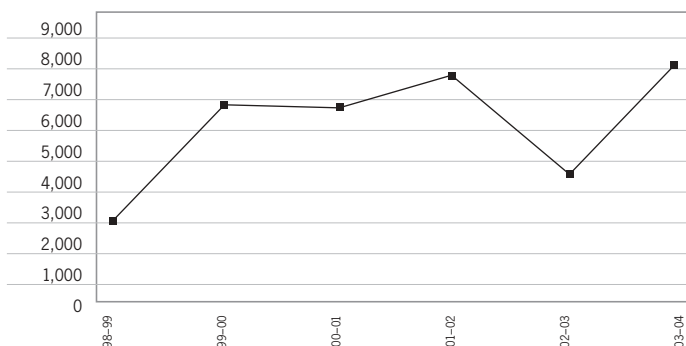
Guntawong Road (off Windsor Road), Rouse Hill NSW 2155
t. 02 9627 6777 f. 02 9627 6776 e. info@hht.net.au www.hht.net.au

Open Wednesday, Thursday and Sunday 10am – 2pm for guided tours only
Closed December to February each year

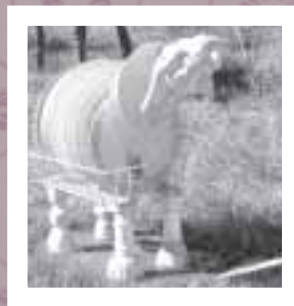
BREAKDOWN OF VISITOR NUMBERS

Paid admissions	2004	2003	2002	2001
General public	1,324	1,310	2,289	3,108
Education	2,611	1,398	1,615	287
Public programs	3,983	1,564	3,500	3,208
Venue hire	102	102	151	68
Subtotal	8,020	4,374	7,555	6,671
Free entry				
Complimentary tickets	605	888	1,105	617
Other (site visits)	483	609	1,326	761
Subtotal	1,088	1,497	2,431	1,378
TOTAL	9,108	5,871	9,986	8,049

PAID ADMISSION SINCE OPENING*



* includes general public, education, public programs and venue hire



LEFT TO RIGHT: HELEN LLOYD AND MATTHEW SCOTT EXAMINE THE FRONT DOOR FOR WEAR AND TEAR. PHOTOGRAPH CLARE STRONG | RICHARD ROUSE BY WILLIAM GRIFFITH, IN FRENCH CRAYON, 1847. PHOTOGRAPH JOHN PATTEN, COURTESY OF MRS MARGARET BENNETT | *OUT OF THE WOODWORK*. PHOTOGRAPH BRENTON MCGEACHIE | EDUCATION PROGRAM. PHOTOGRAPH STACEY ALLEN | BACKGROUND PATTERN: FLOOR COVERING (DETAIL) FROM ROUSE HILL ESTATE

HIGHLIGHTS

With the property being located within the rapidly growing northwest sector development area the HHT has worked with other government agencies to achieve a balance between urban development and a desirable visual curtilage for Rouse Hill estate.

We have also worked with the Heritage Office, National Parks Service and the Department of Planning Infrastructure and Natural Resources on land development issues surrounding Rouse Hill estate. Together with these other agencies the HHT is participating in, and contributing to the funding towards, an Economic Appraisal of Land Use Options as part of the stage two development of the Rouse Hill Regional Park which will be completed in late 2004.

The the Roads and Traffic Authority has worked closely with us on the deviation of Windsor Road away from the property; this is a component of major road works to upgrade Windsor Road which will be completed in 2006.

The Rouse Hill Public School site was transferred into the HHT's ownership in 2003 and will be developed as a Visitors Centre.

This year, for the first time, we closed the property to visitors for the summer months. The decision was made after several summers where the property was on high alert due to the extreme heat and threat of bushfire.

In May the property held its most successful *Out of the Woodwork* event to date, visited by 3,178 people.

Over 2,600 schoolchildren took part in education programs this year, an increase of 87%. With the number of new schools in the district expanding, this is a definite growth area for the property.

STRATEGIES

We identified three strategies in last year's report as the major focus for the museum.

Continue to develop information sheets through research into the collection and family

An information sheet on the builder and patriarch of Rouse Hill House, Richard Rouse, was written by family member Caroline Rouse Thornton. Richard Rouse was the first of his family to migrate to Australia in 1804.

Trial small, interpretational, collection-based displays in the stables

Unfortunately our monitoring of this area proved that the environment was unstable for displays from our collection. However, we were able to present displays planned for the stables in other areas of the house. As part of our Anzac Day program we presented objects relating to the family and their connections to the events of World War I.

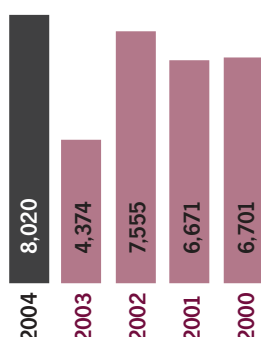
Implement Wear and Tear Monitoring System Stage Two

The second stage of the Wear and Tear Monitoring System uses digital imaging to identify the impacts of museum operations on museum fabric, collections and buildings. Software has been installed but implementation has not yet begun.

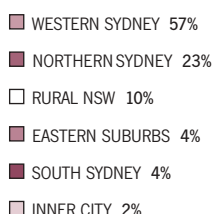
STRATEGIES FOR 2004–2005

- Foster relationships with new schools in our growing region
- Continue to build and maintain interpretative educational programs for a range of ages and abilities, with a particular focus on high schools
- Continue registration of the collection, focusing this year on industrial heritage
- Liaise with various government agencies on the realignment of Windsor Road and other major planning and infrastructure issues

PAID ADMISSION FIVE-YEAR TREND



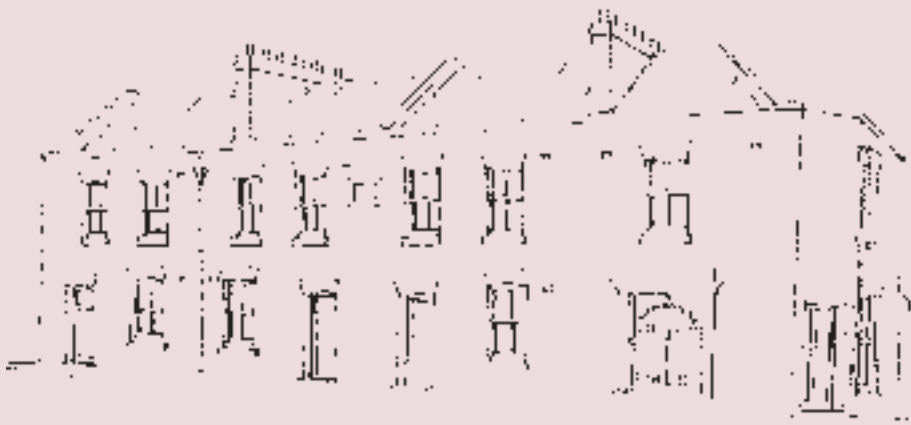
SYDNEY/NEW SOUTH WALES VISITORS*



*these demographic statistics were derived from our new point-of-sale system and only reflect audience profiles for June 2004. All visitors in June were from New South Wales.

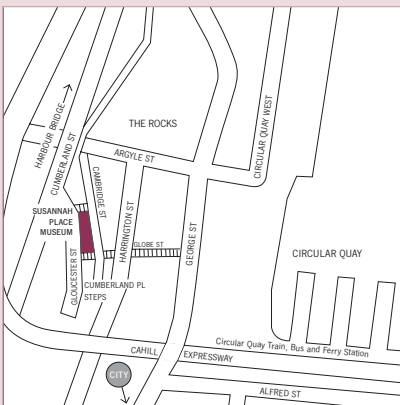
SUSANNAH PLACE MUSEUM

ACQUIRED 1990, OPENED 1993



Great museum! It's important to preserve working class houses/family life ...

SELINA ROSEMARY FRY PINKAN
WASHINGTON DC, USA, JANUARY 2004



Built in 1844 and located in the heart of The Rocks, Susannah Place is a terrace of four houses incorporating an intimate and colourful corner shop. The terrace is evidence of the richness of community life that existed in The Rocks. Its modest interiors and rear yards illustrate the restrictions of 19th century inner city living. The original brick privies and open laundries are some of the earliest surviving washing and sanitary amenities in the city.

58–64 Gloucester Street, The Rocks NSW 2000

t. 02 9241 1893 f. 02 9241 2608 e. info@hht.net.au www.hht.net.au

Open weekends 10am – 5pm

Open daily in January 10am – 5pm

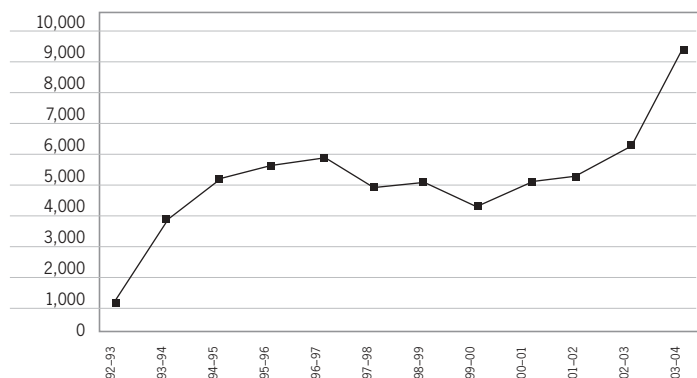
Open school holidays Tuesday, Wednesday, Thursday and weekends 10am – 5pm

BREAKDOWN OF VISITOR NUMBERS

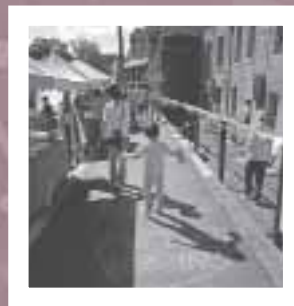
Paid admissions	2004	2003	2002	2001
General public	4,308	3,664	3,574	3,153
Education	3,693	2,511	1,510	1,639
Public programs	1,110	337	233	382
Venue hire	25	4	2	9
Subtotal	9,136	6,516	5,319	5,183
Free entry				
Complimentary tickets	2,043	2,112	2,314	2,486
Free public programs		310	–	–
Other*	11,120	10,641	10,067	8,761
Subtotal	13,163	13,063	12,381	11,247
TOTAL	22,299	19,579	17,700	16,430

* includes site and shop visits

PAID ADMISSION SINCE OPENING*



* includes general public, education, public programs and venue hire



LEFT TO RIGHT: SCHOOL HOLIDAY ACTIVITY. PHOTOGRAPH ROSS HEATHCOTE | FORMER RESIDENTS OF 58 SUSANNAH PLACE, FLO AND LES GALLAGHER WITH THEIR DAUGHTER GLORIA, C1945. PHOTOGRAPHER UNKNOWN. PHOTOGRAPH COURTESY OF F GALLAGHER | WEDDING PHOTOGRAPH OF FORMER RESIDENT OF 60 GLOUCESTER STREET, JOAN KILLEN, 1951. PHOTOGRAPHER UNKNOWN. SUSANNAH PLACE MUSEUM COLLECTION | GRANDPARENTS' DAY. PHOTOGRAPH ROSS HEATHCOTE | BACKGROUND PATTERN: LINOLEUM (DETAIL) FROM SUSANNAH PLACE MUSEUM

HIGHLIGHTS

In April an expanded version of our annual *Grandparents' Day* was held. The event is a celebration of the contribution our grandparents make to our lives. This year the houses were dressed to the 1940s and grandparents were encouraged to bring their grandchildren along and share memories and stories about what life was like in the 1940s. The day included music, food, stalls and vintage cars. Over 350 people attended the event.

This year the museum extended its opening hours to include Tuesdays, Wednesdays and Thursdays during each school holiday period. An extra day for booked groups was also trialled, with education bookings increasing as a result.

Joan Killen, a former resident of 60 Gloucester Street, donated some of her wedding photographs to the collection. These photographs add a very personal note to the interpretation of the museum.

STRATEGIES

We identified three strategies in last year's report as the major focus for the museum.

Develop and install a computer database to allow greater access to museum collections and inaccessible areas

The first phase of the computer database has been developed and was installed in No 58 in January. Visitors can use the database to explore a timeline of significant events that occurred in The Rocks, go on a virtual tour of houses and enter several rooms where they can explore objects, documents, photographs and oral histories. Visitors can also discover stories about all the known residents of Susannah Place.

Develop seasonal education programs and walking tours for school groups

In conjunction with Sydney Learning Adventures (Sydney Harbour Foreshore Authority) a two-week season of Archaeology Week was held in March. Over 350 students attended.

A new seasonal program *Australia in WW2: Life on the Home Front* was developed and conducted in Term Two. Students explored the issues of censorship, looked at what items were rationed and examined how and why women's roles changed in World War II. Due to the popularity of this program it will run as a core education program in 2005.

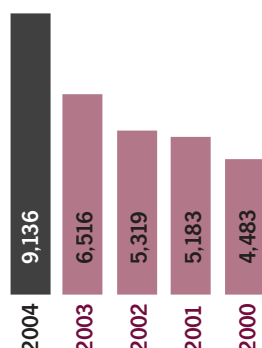
Update the Museum Plan

The Museum Plan update has been deferred to 2004–2005 in order to include the impact of a new computer database interpretation strategy, and to confirm a new staffing structure.

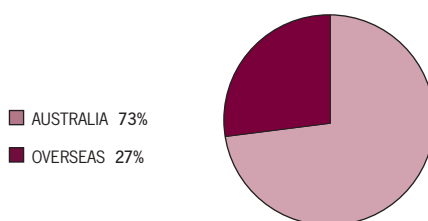
STRATEGIES 2004–2005

- Complete and fine-tune the computer database
- Continue *Grandparents' Day* as a major event for the property
- Celebrate the 160th birthday of the houses in an event that will include ex-residents and their descendants
- Update the Museum Plan

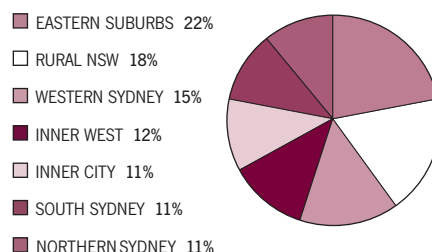
PAID ADMISSION FIVE-YEAR TREND



WHERE DID OUR VISITORS COME FROM?*



SYDNEY/NEW SOUTH WALES VISITORS*



* these demographic statistics were derived from our new point-of-sale system and only reflect audience profiles for June 2004

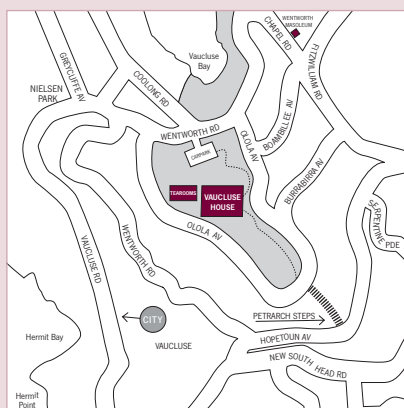
VAUCLUSE HOUSE

ACQUIRED AND OPENED 1980



Congratulations to all who continue to maintain this irreplaceable piece of our history!

J BERRY, JANUARY 2004



Covering over ten of its original 206 hectares, Vaucluse House survives as the only 19th century harbourside estate in Sydney with house, stables and outbuildings, set in parklands, pleasure gardens and kitchen garden. From 1827 to 1862, Vaucluse House was the home of William Charles Wentworth – explorer, barrister, patriot and agitator for self-government – his wife Sarah and their large family. Many of the Wentworth family's possessions are displayed throughout the house.

Wentworth Road, Vaucluse NSW 2030

t. 02 9388 7922 f. 02 9337 4963 e. info@hht.net.au www.hht.net.au

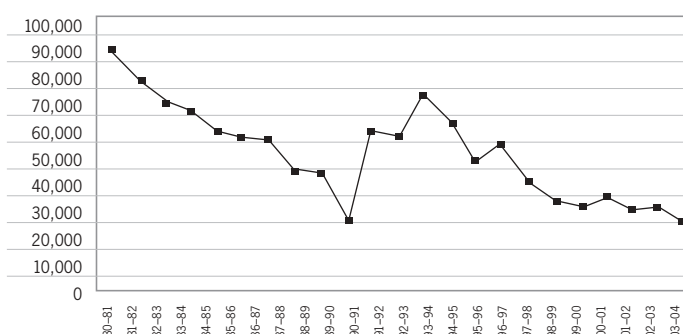
Open Tuesday to Sunday and public holidays 10am – 4.30pm

BREAKDOWN OF VISITOR NUMBERS

Paid admissions	2004	2003	2002	2001
General public	15,704	15,112	18,105	17,443
Education	6,134	5,027	5,452	3,455
Public programs	3,211	7,898	3,972	8,219
Venue hire	4,267	6,014	5,549	5,855
Subtotal	29,316	34,051	33,078	34,972
Free entry				
Complimentary tickets	4,486	3,450	4,317	1,931
Free public programs	2,208			
Other*	64,621	68,536	72,153	64,516
Subtotal	71,315	71,986	76,470	66,447
TOTAL	100,631	106,037	109,548	101,419
Grounds				
Local traffic	4,444	5,328	5,030	4,700

* Includes site visits to the Tearooms, shop and a percentage of people visiting the parklands and beach paddock. Grounds, cafe and shop figures are as accurate as possible; calculations are based on estimated numbers

PAID ADMISSION SINCE OPENING*



* includes general public, education, public programs and venue hire



LEFT TO RIGHT: THE BEACH PADDOCK. PHOTOGRAPH PENNY CLAY | THE BUTLER'S PANTRY. PHOTOGRAPH JENNI CARTER | RE-SHINGLING THE KITCHEN ROOF. PHOTOGRAPH LYNN COLLINS | KITCHEN GARDEN FESTIVAL. PHOTOGRAPH BRENTON MCGEACHIE | BACKGROUND PATTERN: FLOOR COVERING (DETAIL) FROM VAUCLUSE HOUSE

HIGHLIGHTS

The traditional Christmas program *Carols by Candlelight* took place in December but unfortunately *Jazz in the Garden* had to be cancelled because of poor weather. Other successful public programs included *Three Marine Villas* and a revamped *Wisteria Day*. *Three Marine Villas* was a joint venture with the National Parks Service (Greycliffe House) and the Woollahra Heritage and History Society in association with the Department of Commerce (Strickland House), as part of the National Trust's Heritage Festival.

A successful new-look *Kitchen Garden Festival* was held in March and attracted 2,915 visitors over two days. Two new features of the festival were plant propagation demonstrations and tastings of garden produce unfamiliar to many visitors. A special feature of this year's festival was a separate event staged at the Vaucluse House Tearooms, *The Gardeners' Breakfast*, which was a conversation between Trust Director, Peter Watts, and gardening expert, Peter Cundall.

The HHT's 'Dogs at Vaucluse House' policy, designed to strengthen conditions of entry to the estate, including the beach paddock, was introduced in June 2003, to be reviewed after 12 months. The policy was implemented through strategies such as signage and an information pamphlet, and was also assisted by enforcement of the Companion Animals Act by Woollahra Municipal Council Rangers. The 'Dogs at Vaucluse House' policy was

reviewed at the Trust's meeting in June 2004 and it was agreed that the policy be formally revised after a stakeholders' meeting planned for September 2004.

Early in the reporting year a storm caused considerable damage to the plant collection, with at least 10 large trees destroyed and a further 50 trees receiving minor damage. Although the drought has been challenging to the upkeep of the garden and grounds, the property has been able to maintain historic garden specimens while complying with water restrictions.

STRATEGIES

We identified three strategies in last year's report as the major focus for the property.

Complete the re-shingling of the kitchen wing roof

The western section of the kitchen wing roof was re-shingled, completing the roof project commenced in the previous year. Difficulties in obtaining suitable shingles had delayed this work.

Advance the butler's pantry interpretation project

Stage Two of this project was achieved with the following tasks completed in a former office and adjacent hallway:

- replacement of wooden floorboards with sandstone flags
- investigative work regarding the paint schemes and a sink and dresser known to be in the room from a 1910 plan
- joinery and electrical works
- replastering

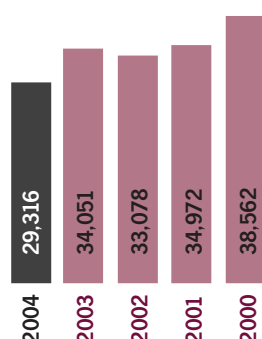
Complete the refurbishment of finishes and floor coverings in the house halls and stairways

Adjustment to and installation of the main stair runner and repainting of joinery in the upper and lower entry halls was completed. Research into suitable replacement floor coverings on other stairways was carried out, but the cost was found to be outside the present budget. Extensive research via paint scrapes produced a drab scheme for joinery appropriate to the mid-19th century interpretation of the property, which has replaced sham oak graining used for over 20 years. This project is continuing.

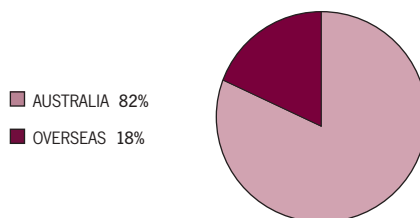
STRATEGIES 2004–2005

- Review, research and development of site conservation, interpretation and management plans
- Proceed with collection conservation schedules for oil paintings, works on paper, picture frames, metals, timber and textiles

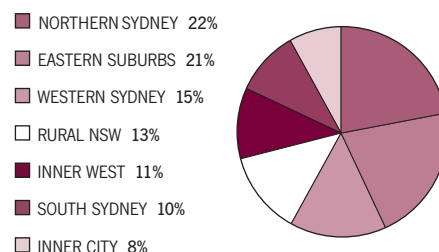
PAID ADMISSION FIVE-YEAR TREND



WHERE DID OUR VISITORS COME FROM?*



SYDNEY/NEW SOUTH WALES VISITORS*



* these demographic statistics were derived from our new point-of-sale system and only reflect audience profiles for June 2004

APPENDICES

ACTION PLAN FOR WOMEN

WHOLE OF GOVERNMENT APPROACH

We are committed to the advancement of women in all forms of cultural and artistic life and are aware of the need to identify and redress discrimination against women when delivering services and programs. We acknowledge the needs and interests of women as a distinct occupational group and are supportive of strategies and initiatives that assist the advancement of women in the workplace.

WOMEN'S INTERESTS AND THE ARTS

All our services, products and programs are available to women.

The sixth annual *Meroogal Women's Arts Prize*, with the theme 'Nature at Meroogal', was held in September at the Nowra School of Arts. The purpose of the award is to encourage local women artists, raise the profile of art and craft in the local community, and increase awareness of women's history. A record 140 entries were exhibited and selected works later toured to Bega and Bowral and were also shown in the Members Lounge at The Mint in Sydney.

For the seventh year Meroogal sponsored International Women's Day 2004 celebrations at the property. A writing workshop for women was held in March, followed by a sharing circle of women's stories. A formal program of music and speeches celebrating women, followed by afternoon tea, was also held in March for all women who had previously won International Women's Day Awards at Meroogal.

ACHIEVEMENTS UNDER RELEVANT KEY OBJECTIVES

Promoting workplaces that are equitable, safe and responsive to all aspects of women's lives

The performance under this key objective is documented in the equal employment opportunity achievements in the Human Resources section of this report (see page 54).

Promoting the position of women in all aspects of society

We are committed to promoting the position of women in all aspects of society through the interpretation programs at our museums, exhibitions, publications and events. Many of these programs incorporate themes relating to the lives and experiences of women in Australian society, and are targeted to and attract female audiences:

- **Elizabeth Bay House:** In conjunction with International Women's Month in March, tours of the house were modified to further highlight the activities of women within the house.

- **Elizabeth Farm:** A lecture *The Swann Family – Saviours of Elizabeth Farm*, was held in February and focused on recollections of life at home with the Swann sisters at Elizabeth Farm during the early decades of the 20th century.

- **Hyde Park Barracks Museum:** A display entitled *Asylum Women: Aged, Infirm, Destitute* opened in October, providing an insight into the lives of the poor and outcast women who occupied the upper floors of Hyde Park Barracks from 1862 to 1886. The artefacts on display were recovered from beneath the floorboards of the Barracks during archaeological excavations from 1979 to 1981. Special tours of the display were scheduled for Women's History Week. Two curatorial talks were presented in conjunction with the Barracks' convict exhibition and the asylum displays: *Unpicking the Convict Shirt* and *Stitching the Asylum Bodice*.

- **Meroogal:** A film based on oral history by the last owner of Meroogal, Mrs June Wallace, was produced. A collection of photographs, documents and objects relating to family member Helen Macgregor and her nursing career was installed. In March a writing workshop for women, *Womanhood: A Journey of Transformation*, with author Chris Mansell was held followed by a sharing circle of women's stories. At a coffee morning held in the Members Lounge at The Mint to coincide with the exhibition of 20 *Meroogal Women's Arts Prize* works, three artists spoke about their work and their interpretation of this year's theme, 'Nature at Meroogal'. The Trust has now purchased all previous prize-winning works and some of these are on show at Meroogal. A display of objects relating to the 2003 theme, 'In the Kitchen at Meroogal', was held for the benefit of artists and visitors.

- **Vaucluse House:** A well patronised *Women at Vaucluse* tour was run for Women's History Month and the *Kitchen Garden Festival*.

Specific commitments under the Action Plan for Women

There are no specific commitments in the plan which refer to us.

ASSOCIATED ORGANISATIONS

FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES

Company Directors:

Jill Wran (Chairman)

Marylyn Abbott

Neville Allen

Zeny Edwards

Lynette Fern

David Hall

Michael Heraghty

John Kehoe

Beat Knoblauch

Rodney Leaver

Clive Lucas OBE

William McLaughlin

Susan Rothwell

Stephen Wall

Peter Watts

Lesley Wild

General Manager: Bridget Armstrong

MEMBERS OF THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES

Executive Committee:

Gaye Gleeson OAM (Chair)

Graham Spindler (Deputy Chair)

Julian Leaser

Christopher Clague

Jennifer Noble

Kathy Trelease

Penelope Pike, Trustee representative

Peter Watts/Charmaine Moldrich, staff representative

General Manager: Judy Pittaway

Patron: Jack Munday AO

ROUSE HILL HAMILTON COLLECTION PTY LTD

Company Directors

Peter Watts, Director (Chair)

Nanette Ainsworth, Hamilton family representative

Neville Allen, Trustee

James Broadbent, Historic Houses Trust representative

Miriam Hamilton, family representative

VOLUNTEERS FORUM

Diana Garder, Volunteer Coordinator (Chair)

Margery Bennett representative, Vaucluse House

Helen Foster representative, Government House

Antoinette Marshall, representative, Hyde Park Barracks Museum

Shirley Hannam, representative, Elizabeth Bay House

Jan Whitten, representative, Justice & Police Museum

Robin Guthrie, representative, Rouse Hill estate

Kath Shuster, representative, Susannah Place Museum

Anne Watson, representative, Elizabeth Farm

CODE OF CONDUCT

There have been no incidents of breach of the staff Code of Conduct during this financial year. All new staff receive a copy of the code with their letters of offer, and we follow this up with an information session on the code at staff inductions.

The Trustees adopted a Code of Conduct for Board Members and a Board Charter in November 2003.

COMMITTEES REPRESENTATION LIST

EXHIBITIONS ADVISORY COMMITTEE

Peter Watts, Director (Chair)
 Paul Berkemeier, architect and Trustee
 Dinah Dysart, arts writer/editor and former gallery director
 Dr Shirley Fitzgerald, City Historian, City of Sydney
 Susan Hunt, Head Curator, Museum of Sydney
 The late Joan Kerr AM, art historian and academic
 Elaine Lawson, conservation and curatorial consultant and Trustee
 Peter Luck, writer, television producer and presenter
 Caroline Mackaness, Acting Manager, Property Operations
 Megan Martin, Manager, Library & Research Collection
 Tim McCormick, antiquarian bookseller
 Patricia McDonald, curator, National Trust
 Charmaine Moldrich, Assistant Director, Marketing & Business Development
 Richard Taylor, Acting Exhibitions Coordinator
 Helen Temple, Deputy Director
 Peter Tonkin, architect
 Jaky Troy, colonial historian, linguist and anthropologist

FINANCE & AUDIT COMMITTEE

Rob Ward, Trustee (Chair)
 Paul Berkemeier, Trustee
 Andrew Chalmers, Manager, Finance & Systems
 Nicholas Malaxos, Assistant Director, Management Services
 Bruce McWilliam, Trustee
 Jill Wran, Chairman of the Trust

FINANCE COMMITTEE

Andrew Chalmers, Manager, Finance & Systems (Chair)
 Nicholas Malaxos, Assistant Director, Management Services
 Charmaine Moldrich, Assistant Director, Marketing & Business Development
 Helen Temple, Deputy Director
 Peter Watts, Director

OCCUPATIONAL HEALTH & SAFETY COMMITTEE

Andrew Mitchell, Manager, Rose Seidler House (Chair)
 Tony Katsigiannis, Acting Human Resources Manager
 Steven Collyer, Guide, Vaucluse House
 Mark Hamilton, Guide, Government House
 Stephen Hanson, Garden Labourer, Elizabeth Farm
 Joanna Gilmour, Assistant Exhibitions Officer, Exhibitions & Publications Unit
 Katherine Harris, Acquisitions Officer, Collections Management Unit
 Barbara Konkolowicz, Curator, Meroogal
 Graeme Lloyd, Gardener, Vaucluse House
 Geoff Marsh, Guide, Susannah Place Museum
 Michael McGrath, Administration Manager
 Damian Poole, Venues Manager
 Lucy Prior, Assistant Manager, Museum of Sydney
 Antonio Valdes, Museum Assistant, Justice & Police Museum
 Deborah Ward, Administrative Assistant, Public Programs Unit
 Anthony Wilkinson, Guide, Hyde Park Barracks Museum

PUBLICATIONS COMMITTEE

Peter Watts, Director (Chair)
 Peter Barnes, Retail Manager
 Caroline Mackaness, Acting Manager, Property Operations
 Roger Mackell, Proprietor, Gleebooks
 Charmaine Moldrich, Assistant Director, Marketing & Business Development
 Marc Nolan, Manager, Publishing Technologies, Pearson Education Australia
 Helen Temple, Deputy Director

PUBLIC PROGRAMS COMMITTEE

Peter Watts, Director (Chair)
 Susan Hunt, Head Curator, Museum of Sydney
 Caroline Mackaness, Acting Manager, Property Operations
 Charmaine Moldrich, Assistant Director, Marketing & Business Development
 Judy Pittaway, General Manager, Members of the Historic Houses Trust
 Helen Temple, Deputy Director
 Mark Viner, Public Programs Manager

SECURITY COMMITTEE

Nicholas Malaxos, Assistant Director, Management Services (Chair)
 Dayn Cooper, Manager, Hyde Park Barracks Museum
 Steve Dawkins, Manager, Government House
 Nigel Lincoln, Manager, Museum of Sydney

STAFF AND MANAGEMENT PARTICIPATORY AND ADVISORY COMMITTEE

Ann Frederick, Cultural Programs Officer, Public Programs Unit (Chair)
 Anna Cossu, Curator/Manager, Susannah Place Museum (PSA delegate)
 Margot Bray, Curator, Rouse Hill estate
 Victoria Collings, Education Unit
 Rebecca Guerrero, Education Unit
 Tony Katsigiannis, Acting Human Resources Manager
 Graeme Lloyd, Gardener, Vaucluse House
 Nicholas Malaxos, Assistant Director, Management Services
 Cassandra Morgan, Officer Manager, Justice & Police Museum
 Peter Watts, Director

CONSUMER RESPONSE

As a service-based organisation, customer feedback is of prime importance to us and is closely monitored. We keep visitors books and evaluation forms at each property and monitor them regularly.

A general file is maintained for compliments and complaints. Each complaint is dealt with in writing: minor complaints by the property/unit where the complaint was received, and major complaints by the Director or a member of the Executive. To May this year the following compliments and complaints were received:

Compliments

Venues	17
Dogs at Vaucluse House policy	8
Meroogal online art exhibition	6
Public programs	4
Website	2
Museum of Sydney	2
Miscellaneous	6
Total	45

Complaints

Dogs at Vaucluse House policy	33
Flag policy	13
Public programs	4
Website	1
Miscellaneous	7
Total	58

Complaints sent to Local and State politicians

Dogs at Vaucluse House policy	222
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Petition against

Dogs at Vaucluse House policy signatures	800
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DISABILITY ACTION PLAN

We have operated a Disability Action Plan since October 1994. It was developed in accordance with government guidelines, addressing the identified key priority areas. The plan is updated each year and aims to make all properties and programs accessible to the whole community, including people with disabilities, within the constraints of our duties to conserve and interpret our heritage properties.

PRIORITY AREA FOR ACTION	GOALS/TARGETS	REPORTING YEAR STRATEGIES	OUTCOMES/ACHIEVEMENTS
Physical access	To provide physical access to our museums, taking into account the conservation requirements	Museums and units to report where relevant on progress toward improved provision of physical access as per the annual action plans	<p>Elizabeth Bay House Closed captions were reviewed and improved on the introductory video to facilitate accessibility for hearing or language-impaired visitors.</p> <p>Government House Disabled access to the public toilets was improved by the introduction of approach ramps, the installation of handrails and the widening of thresholds.</p> <p>Meroogal An area at the back of the house was asphalted to make access easier for people with disabilities.</p> <p>Susannah Place Museum A computer database was installed which allows greater access to the museum and its collections for people with a disability. Visitors can explore rooms, listen to oral histories and see objects via this interactive program.</p> <p>Vaucluse House An information sign incorporating the international disability symbol was erected at the Olola Avenue entrance gate to guide visitors with disabilities.</p>
Promoting positive community attitudes	To promote positive community attitudes through an active program of inclusive activities, events and education programs	To conduct, continue and consolidate inclusive projects by the museums/units as per the annual action plans	<p>Elizabeth Farm <i>Sunrise Sensory Tour</i>, an 'access-friendly' tour (Braille guide, audio aid and tactile map available on request) of the property's garden held in January was sold out. This tour is promoted to various organisations involved with people with disabilities.</p> <p>An article on the sensory tour appeared in the Accessible Arts' journal <i>ACE</i> and resulted in several inquiries and visits to the property.</p> <p>Government House A concert to celebrate the International Day for People with Disabilities (IDPWD) was held on the parade ground in November. The event was also used by the Premier to launch the IDPWD 'Accessing the Arts' program, a week-long festival aimed at encouraging people with disabilities to participate in the arts. The concert featured musicians from Sirocco and Junction House Band with performances by Accessible Theatre Ensemble. This event was a collaboration between the HHT, Accessible Arts and the Department of Disability, Ageing & Home Care.</p> <p>Justice & Police Museum Clients of the Ted Noffs Foundation for disadvantaged youth, and pupils from Exodus House, a special school for students with substance abuse problems, visited the <i>Drugs: a social history</i> exhibition.</p> <p>Rouse Hill estate A partnership was formed with Casuarina School in Riverstone, a special school for students with behavioural difficulties that supports their integration into mainstream schooling. Several education programs to suit these students' particular needs have been designed.</p> <p>Special Education groups attended the education program <i>Make Art with an Artist</i>.</p>
		To consult with the disability community	<p>Vaucluse House TAFE representatives involved in 'Youth at Risk' programs met with HHT staff to set up a pilot project for a small group to learn bush regeneration and basic gardening skills.</p> <p>The <i>Christmas Capers</i> concert held in December incorporated items by children with intellectual disabilities from the Eastern Respite agency.</p>

PRIORITY AREA FOR ACTION	GOALS/TARGETS	REPORTING YEAR STRATEGIES	OUTCOMES/ACHIEVEMENTS
			<p>Education Unit</p> <p>With the HHT's Access Officer we developed a sensory education program for blind and partially sighted students from the Seven Hills School. A series of workshops based on the theme of Australian flora were held at Government House and at the school. Art making activities resulted in sculptures featured during <i>Art of Flowers</i> at Government House in September.</p> <p>A program of outreach visits from Elizabeth Farm was developed with Westmead Children's Hospital. The first visit was run for infants/primary students, and the second was for secondary students, with a total of 22 students attending.</p> <p>Vaucluse House</p> <p>The Eastern Respite agency has been actively involved in a property-initiated review of facilities and procedures for visitors with intellectual disabilities.</p> <p>Woollahra Municipal Council's Aged and Disability Services Manager visited the property to gain an understanding of the site, its programs and its clientele.</p>
Staff training	To provide staff training on disability access issues	To offer opportunities for staff training providing information about legislative responsibilities, people with disabilities and services that are available within the HHT and community	<p>We held a 'Train the Trainer' session in August for those staff responsible for inductions, to enable them to conduct their own disability access training during the inductions of new staff. Issues covered include:</p> <ul style="list-style-type: none"> • identifying different disabilities • access issues for people with disabilities • appropriate and inclusive language and attitudes • principles of good customer service • profile of this audience group • interpreting our properties to people with different disabilities using our in-house publication <i>Open House: Welcoming People with Disabilities</i>.
Information about services	To improve communication and information about programs and services	Include information in print materials, website, and provide alternative methods for people to contact the HHT	<p>Our general promotional brochure and website provide access information for all our museums, using universal symbols and text to denote wheelchair accessibility, car parking, access restrictions and the availability of alternative format guides and other resources. We update access information on our website as necessary.</p> <p>We include the following text on the introductory page of each quarterly Events Calendar: <i>The Historic Houses Trust welcomes all visitors to its properties and programs. Access information regarding properties and events listed in this calendar can be found on our website or by telephoning individual properties or the box office.</i></p> <p>A teletypewriter telephone (TTY) is located at Susannah Place Museum and the telephone number 02 9241 5866 appears on all our promotional and advertising material.</p> <p>International Conservation Services was contracted to assist the Library & Research Collection to develop Stage One of the online catalogue for the library and collection at The Mint. This will help provide access opportunities for people with disabilities to 'inspect' the collection by way of a virtual tour.</p>
Employment in the public sector	To adhere to the principles of equity and access in recruitment	To encourage staff to participate fully and accommodate needs for adjustment where reasonable	<p>We employ 13 members of staff with a disability (7% EFT) of whom two require some form of adjustment to the workplace.</p> <p>We recruited no staff members with a disability in the reporting year, and none left.</p> <p>Our consultative committee, SAMPAC, has 10% representation from staff with disabilities.</p> <p>All our recruitment information is available electronically and we include the TTY number on all employment advertisements.</p>
Complaints	To ensure that effective procedures are in place that consider the needs of people with a disability	To handle any complaints about disability access effectively	We received no formal complaints with disability implications this year.

ENERGY MANAGEMENT PLAN

We continued to implement energy management practices to achieve the Government's objective of reducing energy costs by 15% by 2001 and by 25% by 2005 compared with the base year of 1995. Despite the dramatic growth of the HHT with the addition of large-scale properties such as the Museum of Sydney (May 1995), Government House (April 1996), Rouse Hill estate (May 1999) and The Mint (December 1999), our energy costs have decreased from \$261,000 in 1995–1996 to \$219,000 this year, down \$22,000 on last year's bill.

Based on the above results, we expect to meet the Government's energy saving target.

ETHNIC AFFAIRS PRIORITY STATEMENT

We are committed to the principles of cultural diversity as outlined in section three of the Ethnic Affairs Commission Act 1979 and participated in the following activities to achieve the goals:

SOCIAL JUSTICE – KEY RESULT AREA ONE

We continued our English as a Second Language (ESL) education programs and tours this year, attracting 5,581 students.

We offer free printed language guides to visitors to eight of our 11 museums in:

- Chinese
- French
- German
- Italian
- Japanese
- Korean
- Spanish
- Arabic (at Museum of Sydney only)

There are no printed guides for Meroogal, Rose Seidler House and Rouse Hill estate, where access is via guided tour only.

FUTURE DIRECTIONS

Continue to provide this service.

COMMUNITY HARMONY – KEY RESULT AREA TWO

Elizabeth Farm

The *Festival of the Olive* attracted 4,465 visitors. This event once again benefited from strong local support from a range of community groups in the Parramatta area, especially the Lebanese community.

The curator provided information to the staff of Our Lady of Lebanon church for the development of a small historical brochure celebrating the 20th anniversary of the church's construction.

Government House

Two successful events were held as part of the Sydney Writer's Festival in May:

- Four German and four Australian poets read from their recently published anthology *Month to Month*. This was an extension of the Berlin Poetry Project, a collaboration between Australian and German poets.
- Dr Inga Clendinnen, whose book *Dancing with Strangers* was awarded the 2004 Premier's Prize for non-fiction, spoke about her research and accounts of early encounters between Indigenous Australians and European settlers.

The Governor, Her Excellency Professor Marie Bashir AC, donated a contemporary Chinese porcelain vase, presented to her by the new Australian Ambassador for the People's Republic of China, to the Government House collection.

In May the property was filmed extensively by New Tang TV Australia for a local Chinese community television station.

Hyde Park Barracks Museum

A function attended by the Consul-General for Ireland along with over 100 guests was held in August to commemorate the fourth anniversary of the installation of the *Australian Monument to the Great Irish Famine*.

Seventeen members of the Irish parliament, hosted by Tom Power of the Australian Monument to the Great Irish Famine Committee, toured the Barracks and laid a wreath on the monument.

A program of talks and tours was run on the lives and histories of individual Jewish convicts at the Barracks, featuring Dr Grace Karskens, Dr Robert Jordan and museum staff. The program sold out.

A citizenship ceremony, held in conjunction with the Department of Immigration, Multicultural and Indigenous Affairs, saw 25 participants accept Australian citizenship.

Museum of Sydney

A free open day, *Bamaradbanga* (to make open), attended by approximately 600 visitors, was held for National Aboriginal and Islander Day Observance Committee (NAIDOC) Week in July. Activities included:

- traditional and contemporary music
- dance performance
- a display of paintings and ceramics
- storytelling and children's activities
- tucker tastings
- a film program

Koori Radio broadcast from the site on the day. This was the third annual free open day for NAIDOC Week and it furthered the good relationship with Gadigal Information Services and the Aboriginal communities they represent.

Approximately 700 students attended the *Contact!* education program, developed with the Royal Botanic Gardens, over ten days in October and November. The program uses a range of sources to investigate the

colonisation of the Sydney area and the nature of contact between Indigenous peoples and the colonisers. An Aboriginal interpreter was employed for every delivery of the program.

One of the major outdoor events of the 2004 Sydney Festival, *Eora Crossing*, was held on the forecourt and neighbouring buildings in January. This event was conceived by the museum and the performance group Legs on the Wall, and presented by the HHT and Sydney Festival with additional funding from the Australia Council, the Myer Foundation, Sydney City Council and the Ministry for the Arts. An estimated audience of 18,000 witnessed this spectacular high-risk aerial performance. Two of the five scheduled performances were cancelled due to extreme weather but the event as a whole was an overwhelming success. Exploring Indigenous themes pertinent to the museum and site, this project continued to develop the Museum of Sydney's important role and relationship with Sydney's Indigenous community.

Works by Indigenous artist Brenda Saunders were shown in the Visitors Centre.

The exhibition *Italiani di Sydney* reflected on the contribution to the cultural and social life of Sydney by the Italian community. It was developed in consultation with the Italian community and included bilingual texts in the display and printed guide. Events connected with the exhibition included LOTE (Languages other than English) and Food Technology tours, with approximately 1,185 students participating in education programs; a free open day *Made in Italy* focusing on Italian culture that attracted over 2,000 visitors in September; and several special walking tours of Sydney areas rich in Italian heritage. Some of the walks were staged in conjunction with CO.As.It. Italian Heritage.

The exhibition *Kiichiro Ishida and the Sydney Camera Circle 1920s–1940s* received positive critical response and was well patronised, particularly by Japanese locals and tourists. Complementary events included education programs for Photography and Visual Arts students; special photography tours for students; a photography competition for Year 9 to 12 photography students, with finalists' entries exhibited in the Visitors Centre; and a lecture on Sydney's Japanese community 1880–1941 by Dr Pam Oliver, attended by the Japanese Ambassador and members of the Japan Foundation, sponsors of the exhibition.

The museum's *Changing Sydney* tour program, developed to experience important cultural, spiritual and commercial sites of Sydney's diverse communities, continued with tours to Italian, Greek, Indian and Jewish communities around Sydney.

A writers' workshop and arts symposium focusing on the issues faced by Indigenous

Pacific artists living and working in Sydney was held in conjunction with the Pacific Wave Association.

Eight images from the *Welcome to Sydney* series by photographer Anne Zahalka, which focuses on migrants to Sydney, acquired last year, were displayed for six months. Several photography workshops and a case study day with Anne Zahalka were held for secondary students.

Foreign film programs linked to the exhibitions *India, China, Australia: Trade and Society 1788–1840*, *Italiani di Sydney* and *Kiichiro Ishida and the Sydney Camera Circle 1920s–1940s* ran in the AGL Theatre.

The Consul General of India brought a delegation of visitors to the *India, China, Australia: Trade and Society 1788–1840* exhibition.

Vaucluse House

The Curator/Manager was a special guest and speaker at Woollahra Municipal Council’s Citizenship Ceremony for 40 new Australians in August.

The Australia-China Friendship Society helped us arrange a very well attended *Wisteria Day* in September, with attractions including brush painters and calligraphers, traditional Chinese music and a tai chi session. There was a focus on oriental plants introduced into Australia in the 19th century, and lists of Chinese specimens were handed out in tours of the Pleasure Garden.

Education Unit

The Education Unit submitted comments to the Board of Studies on the new Aboriginal Languages syllabus, and was represented at its launch in November.

FUTURE DIRECTIONS

To continue to program for culturally diverse audiences.

Staff at Elizabeth Farm are providing ongoing assistance and advice to the Rosella Festival Committee (associated with Harris Park Community Centre). The festival, to be held in August 2004, is an annual food, music, dancing and cultural event celebrating and promoting the cultural diversity of the area. Local organisations involved include Parramatta City Council, the International Conservatorium of Music, Our Lady of Lebanon School and several businesses and cultural groups in the Harris Park/Rosehill area.

Elizabeth Farm will continue to celebrate the *Festival of the Olive* in partnership with a number of western Sydney community groups, most especially the Lebanese community.

Several Museum of Sydney exhibitions and their associated public programs, currently in development, will incorporate elements

- representing cultural diversity:
- An exhibition about the early 19th century English Cape Colony will build links with the local South African community.
 - An exhibition planned on sites visited by Captain Cook will involve consultation with the Dharawal community, and possibly some Pacific Island communities, and it is intended to reflect Aboriginal perspectives on Cook through a series of strong contemporary artworks.

NAIDOC Week will continue to be celebrated at the Museum of Sydney, furthering our longstanding partnership with Indigenous community groups like Koori Radio and Gadigal Information Service.

Wisteria Day at Vaucluse House will continue the partnership with Chinese Australian community groups like the Australia-China Friendship Society.

ECONOMIC AND CULTURAL OPPORTUNITIES – KEY RESULT AREA THREE

A budget of \$11,073 was spent on advertising programs to various non-English speaking background (NESB) communities.

SBS Television continued its sponsorship support of our exhibition program, promoting:

- *Italiani di Sydney*
- *Kiichiro Ishida and The Sydney Camera Circle 1920s–1940s*

We have 34 members of staff from NESBs (19% EFT), 22 of whom spoke a language other than English as a child. Seven NESB staff were recruited this year, of whom three spoke a language other than English as a child. There were no resignations from this group.

Two of the four members of the Executive, 20% of staff members on SAMPAC, and 25% of staff members on the OH&S Committee are from NESBs.

FUTURE DIRECTIONS

Continue to advertise in the NESB print and electronic media.

To recruit more NESB staff and ensure they have equal opportunities and access to staff development and training.

FREEDOM OF INFORMATION

**Section A:
Number of FOI requests received**

	PERSONAL	OTHER	TOTAL
A1 New		4	4
A2 Brought forward			
A3 Total to be processed			
A4 Completed		4	4
A5 Transferred out			
A6 Withdrawn			
A7 Total processed			
A8 Unfinished (carried forward)			

**Section B:
What happened to requests received**

RESULT OF FOI REQUEST	PERSONAL	OTHER
B1 Granted in full		
B2 Granted in part		
B3 Refused		
B4 Deferred		
B5 Completed		4

**Section H:
Costs and fees of requests processed during the period**

Assessed costs	FOI fees received
H1 All completed requests	\$120

**Section J:
Days to process – number of completed requests by calendar days (elapsed time) taken to process**

ELAPSED TIME	PERSONAL	OTHER
J1 0–21 days		4
J2 22–35 days		
J3 Over 35 days		
J4 Totals		4

**Section K:
Processing time – number of completed requests by hours taken to process**

PROCESSED HOURS	PERSONAL	OTHER
K1 0–10 hours		4
K2 11–20		
K3 21–40 hours		
K4 Over 40 hours		
K5 Total		4

FOI Procedures
To access documents under the Freedom of Information Act 1989, please apply in writing to:
Nicholas Malaxos
Assistant Director, Management Services
Historic Houses Trust
The Mint, 10 Macquarie Street
Sydney NSW 2000
t. 02 8239 2288 f. 02 8239 2299
nickm@hht.net.au

A \$30 (GST included) fee will be charged for the service. Arrangements can be made to obtain copies or inspect documents by contacting the above officer.

GRANTS GIVEN

Nil.

GUARANTEE OF SERVICE

A copy of the guarantee of service is provided to all staff at induction. It is also available to the public. The pledge of service is:

The Historic Houses Trust of New South Wales serves the community by conserving and presenting its properties to the highest possible standard and by exploring, through many of its programs, the history of the people and places of New South Wales.

HUMAN RESOURCES

NUMBER OF EMPLOYEES

Refer to page 25

STAFF REPRESENTATION

SALARY LEVEL	WOMEN	NESB
< \$28,710	0.9	–
\$28,710 – \$37,708	39.1	9.1
\$37,709 – \$42,156	23.7	1.8
\$42,157 – \$53,345	25.5	6.4
\$53,346 – \$68,985	20.9	2.7
\$68,986 – \$86,231	4.6	2.7
> \$86,232 (non-SES)	1.8	1.8
> \$86,232 (SES)	–	–
TOTAL	116.5	24.5

STAFF NUMBERS

The calculation of staff numbers is based on hours worked each month by permanent, temporary and casual staff added together over the 12-month period and divided by 12. It also includes staff on extended periods of leave, such as maternity and extended leave. It does not reflect where salaries have been recouped; for example, for function work.

MONETARY AMOUNT OF RECREATION LEAVE AND LONG SERVICE ENTITLEMENTS

Recreation leave at 30 June 2004
\$800,755

Extended leave at 30 June 2004
\$1,288,482

EXCEPTIONAL MOVEMENTS IN EMPLOYEE WAGES, SALARY AND ALLOWANCES

A 5% salary increase was awarded effective 4 July 2003.

PERSONNEL POLICIES AND PRACTICES

- New employment provisions for temporary and casual employees were introduced this year. Information was disseminated to all staff affected by the change prior to its introduction. All procedures were updated accordingly and the policy on the employment of casual employees was published on the intranet and disseminated to all supervisors.
- 'Banked Days' were introduced as part of the flexible working hours agreement. This allows staff to bank up to five flexi-days per year through time accrued.
- Our new performance management system, Job Assessment And Review (JAAR), was implemented and all staff developed individual agreements with their supervisor.
- Negotiations with staff and the Public Service Association (PSA) were initiated this year to make changes to the museum guides award, and in particular to annualise penalty rates currently paid on a fortnightly basis. The majority of guides support this change.
- The overtime allowance agreement was reviewed and extended with the PSA.
- The policy on alcohol and drugs in the workplace was published on the intranet.

FUTURE DIRECTIONS

Revise all systems/procedures and access to resources and information as affected by the move to The Mint

- Investigate electronic distribution of our staff newsletter 'Hot Property'
- Investigate electronic distribution of payslips, timesheets and leave forms
- Revise our policies and procedures manual, taking into consideration the impact of our move to The Mint
- Update our HR manual

Revise policies and procedures in line with best practice examples

- Revise and/or investigate our HR manual and policies and procedures manual to ensure that they are best practice
- Publish a series of information kits on:
 - maternity leave
 - study leave
 - leave without pay

Review JAAR

- Evaluate the performance management system, JAAR
- Offer a series of supervisory/management skills development courses
- Investigate succession planning

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The HHT is defined as a small agency and is required to complete an annual self-assessment of progress made in the implementation of EEO priorities identified the previous year, and to identify further priorities for the coming year. The self-assessed outcomes for this year are:

- implemented a new performance management system, JAAR
- reviewed casual positions across the organisation which created several permanent part-time positions
- created and recruited several part-year employment positions

TRENDS IN REPRESENTATION OF EEO GROUPS

AS AT 30 JUNE 2004

EEO GROUPS	% OF TOTAL STAFF ¹	
	BENCHMARK OR TARGET	2004
Women	50%	66%
Aboriginal and Torres Strait Islanders	2%	0%
People whose first language was not English	20%	9%
People with a disability	12%	5%
People with a disability requiring work related adjustment	7%	1%

TRENDS IN THE DISTRIBUTION OF EEO GROUPS

AS AT 30 JUNE 2004

EEO GROUPS	DISTRIBUTION INDEX ²	
	BENCHMARK OR TARGET	2004
Women	100	87%
Aboriginal and Torres Strait Islanders	100	na ³
People whose first language was not English	100	na
People with a disability	100	na
People with a disability requiring work related adjustment	100	na

¹ Excludes casual staff

² 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 the Office of the Director of Equal Opportunity in Public Employment (ODEOPE)

³ The Distribution Index is not calculated where EEO group or non-EEO group numbers are less than 20

Occupation Health & Safety (OH&S)	2004	2003	2002
Number of work related injuries	29	30	19
Number of work related injuries per employee	0.16	0.18	0.11
Number of work related illnesses	nil	nil	nil
Number of workers compensation claims	12	10	9
Number of workers compensation claims per employee	0.07	0.06	0.05
Average cost per workers compensation claim	\$1,599.42	\$853.80	\$476.22
Average workers compensation claim per employee	\$108.37	\$50.14	\$23.68
Prosecution under the OH&S Act	nil	nil	nil

The following EEO priorities have been identified for 2004–2005:

- Revise EEO data collection form and re-issue to all staff
- Identify an appropriate Aboriginal employment strategy and consider as part of joint initiatives across the Ministry for the Arts portfolio
- Revise recruitment procedures

OCCUPATIONAL HEALTH & SAFETY (OH&S)

Major achievements

- A consultation statement and policy were developed that requires members of the OH&S Committee to consult with their staff or, if they are an OH&S representative, with their classification group.
- As a result of changes to the consultation process outlined above, work commenced on amending the OH&S constitution to allow for representation of each classification group on the committee.
- An OH&S action plan and management plan were drafted and approved by the Executive.
- The OH&S procedures manual was reviewed and updated.
- Work commenced on developing risk assessments for all properties. This year the focus was on Vaucluse House and Government House. However, risk assessments were also developed for:
 - Elizabeth Farm Tearooms
 - Rouse Hill estate – particularly for fences, animals, extreme weather, pests, lead paint and arsenic
 - Susannah Place Museum – particularly for the size and height of the spaces
 - Justice & Police Museum – particularly for parking, loading, traffic management and display cases
- As a result of an incident that threatened staff at Elizabeth Farm, personal alarm monitors were purchased for the property. The OH&S Committee recommended that an HHT-wide policy be adopted for security of premises and people. A security committee was established and started work on a draft policy.
- The OH&S Committee recommended that an HHT-wide policy be adopted for first

aid, requiring that St John's Ambulance be in attendance at public events where more than 250 people are expected. This has been implemented.

- The OH&S Committee noted that under the Pesticides Amendment (User Training) Regulation 2003 the Trust is required to develop a plan of management for mandatory notification when using pesticides on HHT managed sites. A policy has been drafted.
- The OH&S Committee reviewed OH&S training for volunteers, resulting in volunteer guides being trained in OH&S issues and disaster plans for their property as part of their induction. OH&S is also an agenda item at volunteer meetings.
- An OH&S subcommittee developed policies on lead paint and drugs and alcohol.
- A position description for OH&S Committee members was prepared.
- Training courses were held on risk assessment for managers, manual handling, and responsible service of alcohol.
- A buddy system was introduced for property inspections.
- An OH&S library of information was established on the intranet.

INFORMATION TECHNOLOGY

Last year we set up an Information Technology (IT) Steering Committee to deal with long-term IT issues and to identify functional requirements for the next three to five years. Work has commenced with a scoping exercise. The final plan will not be complete until later in 2004.

The HHT has the following services available electronically via the internet:

- our website
- Annual Reports for 2000–2001, 2001–2002 and 2002–2003
- all appropriate government publications (for reference only and not for sale over the internet)

LAND DISPOSAL

Nil.

MAJOR WORKS IN PROGRESS

The Mint head office project

In 2000–2001 Treasury allocated \$14.73m over three years for the conservation and redevelopment of The Mint site as a new head office for the HHT.

A total of \$8.64m has been spent this year. The works in this period comprise construction above the ground, superstructure, services, finishes and site works. Completion is expected in September 2004.

Head office telephone system

In 2003–2004 Treasury allocated \$135,000 for a telephone system for the new head office. This was procured by tender in May 2004, for installation and commissioning when the building is secure in early September 2004.

OVERSEAS TRAVEL

Peter Watts, Director

South Africa: 28 August to 8 September 2003
To develop and research an exhibition on the colonial relationships between Cape Town and Sydney, to be held at the Museum of Sydney in 2005.

PRINTING COSTS OF ANNUAL REPORT

Five hundred copies of this report were printed at total cost of \$22,548, ie \$45 per unit. This included printing costs of \$19,151, photography costs of \$1,280, editorial costs of \$1,897 and indexing costs of \$220. The report was written and designed by staff. It is available on our website at www.hht.net.au. To locate a PDF copy follow the prompts under 'About Us'.

PRIVACY MANAGEMENT PLAN

We have developed a Privacy Management Plan modelled on other New South Wales museum versions. Our Records Manager has been appointed as the Privacy Officer. The Internal Audit Bureau will carry out a compliance audit in 2004–2005.

SPONSORSHIP & FUNDRAISING

SPONSORS

AGL: naming rights sponsor of the AGL Theatre at the Museum of Sydney
Corriere della Sera: in-kind sponsor of *Italiani di Sydney* at the Museum of Sydney
DeLonghi: in-kind sponsor of *Italiani di Sydney* at the Museum of Sydney
European Catering: catering sponsor for the opening of the exhibition *Drugs: a social history* at the Justice & Police Museum
Parramatta City Council: sponsor of *Festival of the Olive* at Elizabeth Farm
Pearsons School of Floristry: in-kind sponsor of *Art of Flowers* at Government House
Rosemount Estate: wine sponsor for the exhibition openings of *Drugs: a social history* at the Justice & Police Museum, and *Kiichiro Ishida & the Sydney Camera Circle 1920s–1940s* and *Red Cedar in Australia* at the Museum of Sydney
Shapiro Auctioneers: in-kind sponsor of *Italiani di Sydney* and *Kiichiro Ishida & the Sydney Camera Circle 1920s–1940s* at the Museum of Sydney
Vittoria: principal sponsor of *Italiani di Sydney* at the Museum of Sydney
Wedgwood: sponsor of the *Kitchen Garden Festival* at Vaucluse House

MEDIA SPONSORS

Avant Card Postcards: in-kind sponsor of *Art of Flowers* at Government House and the Australia Day campaign
SBS: media sponsor of the exhibitions *Convicts: Life at the Barracks* at the Hyde Park Barracks Museum and *Kiichiro Ishida & the Sydney Camera Circle 1920s–1940s* at the Museum of Sydney
The Sydney Morning Herald Good Food Month: in-kind sponsor of *Art of Flowers* at Government House

FUNDRAISING

The Foundation for the Historic Houses Trust of New South Wales Governors

Macquarie (\$100,000)
 Anonymous

King (\$50,000)
 Jane McAloon

Hunter (\$25,000)
 Anonymous
 Robert Albert AO
 Julian Beaumont
 Zeny Edwards
 John Fairfax AM
 Robert Maple-Brown

Phillip (\$10,000)
 David Adams
 Neville Allen
 Nanette Ainsworth
 Kate Armati
 Edwina Baillieu

Peter Burrows AO
 Tim Casey
 Michael Crouch AO
 Ashley Dawson-Damer
 Robert Domabyl
 William Ferris AO
 Michael Joel AM
 Clive Lucas OBE
 John Matheson
 Leonie McKillop
 Geoff & Rachel O'Connor
 Michael Perry
 Jack Ritch
 Margaret Rose
 John Schaeffer AO
 Penelope Seidler
 Joe Skrzynski AM
 Kerry Stokes AO
 Colin Sullivan
 Howard Tanner
 Nola Tegel
 Peter Tyree
 John & Kay Valder
 Stephen Wall
 Lesley Wild
 Patrick Wilde
 Jill Wran

Endangered Houses Fund

Gold (\$200,000)
 Gary Rothwell

Silver (\$100,000)
 Frank Lowy AC
 Lang Walker
 Harry Triguboff AO

Bronze (\$50,000)
 Robert Whyte
 Brendan Crotty
 Tim Ambler
 David Baffsky AO

STAFF LIST*

DIRECTORATE

Peter Watts, Director

Jo Anne Pomfrett, Project Officer

Dianne Russell-Smith, Personal Assistant

MANAGEMENT SERVICES DIVISION

Nicholas Malaxos, Assistant Director

ADMINISTRATION

Michael McGrath, Administration Manager

Merrin Marks, Assets & Procurement Officer

Michael Larkin, Stores Manager

Tabitha Charles, Clerical Officer

Brian Sear, Clerical Officer

Elizabeth Suggit, Clerical Officer

Jonathan Brown, Driver/General Assistant

John Morgan, Solicitor

Colleen Kremer, Records Manager

FINANCE & SYSTEMS UNIT

Andrew Chalmers

Finance & Systems Manager

Alan Sanderson, Senior Finance Officer

Rita Foley, Accounts Supervisor

Vimala Jayadevan, Accounts Clerk

Kenneth Webb, Accounts Clerk

Christopher Rea, Systems Manager

Anthony Boros, IT Support Officer

Julie Kwok, IT Support Officer

HUMAN RESOURCES UNIT

Tony Katsigiannis, Acting Human Resources Manager

Ashley Jacob, Personnel/Payroll Supervisor

Denis Loos, Personnel/Payroll Officer

Elizabeth Wickham, HR Support Officer

MARKETING & BUSINESS DEVELOPMENT DIVISION

Charmaine Moldrich, Assistant Director

Clare Strong, Project Officer

Lisa Montgomery, Web Editor

Caroline Mackie, Receptionist

Sunil Badami, Receptionist

DESIGN UNIT

Misa Vojtech, Senior Display Planner

Anne-Louise Falson, Designer

Tessa Scott, Desktop Publisher

Dova Sin, Intern

MARKETING UNIT

Christine Callen, Marketing Manager

Charlotte Grant, Marketing Coordinator

Melanie Flanagan, Tourism Coordinator

Susanne Briggs, Publicist

Peta Collins, Publicity & Marketing Assistant

Pascale Hastings, Box Office Administrator

RETAIL UNIT

Peter Barnes, Retail Manager

Debbie Tanna, Acting Merchandise Supervisor

Sandra Christie, MOS Shop Manager

Charlotte Greene, Casual MOS Shop Stock & Sales Assistant

Laina Hall, Casual MOS Shop Stock & Sales Assistant

Irene Karageorgiou, Casual MOS Shop Stock & Sales Assistant

Marlo Slavin, Casual MOS Shop Stock & Sales Assistant

SPONSORSHIP UNIT

Natasha Dochniak, Sponsorship Manager

Matthew Jones, Administrative Assistant

* Staff of the HHT as of 30 June 2004

VENUES UNIT

Damian Poole, Venues Manager
Kylie Pollard, Venues Coordinator

PROPERTIES DIVISION

Helen Temple, Deputy Director
Caroline Mackaness, Acting Manager,
Properties Operations
David Wilson, Building Trades &
Maintenance Manager
Virginia Eales, Administrative Assistant

COLLECTIONS MANAGEMENT UNIT

Tamara Lavrencic, Collections Manager
Caroline Lorentz, Loans Manager
Jennifer Oلمان, Database Manager
Bronwyn Curry, Loans Officer
Jennifer Exton, Systems Officer
Katherine Harris, Acquisitions Officer
Fiona Hercus, Clerical Officer

EDUCATION UNIT

Ross Heathcote, Acting Senior
Education Officer
Stacey Allen, Education Officer
Rebecca Guerrero, Education Officer
Ingrid Hedgcock, Education Officer
Penny O'Hara, Education Officer
Diana Garder, Volunteer Coordinator

EXHIBITIONS & PUBLICATIONS UNIT

Richard Taylor, Acting Exhibitions
Coordinator
Tim Girling-Butcher, Exhibitions Officer
Beth Hise, Exhibitions Officer
Joanna Gilmour, Assistant Exhibitions
Officer
Karen Young, Exhibitions Assistant
Margaret McAllister, Publications Officer
Vani Sripathy, Publications Officer
Kieran Larkin, Coordinator Exhibition
& Documentation
Louise Cornwall, Senior Display Planner
Trudi Fletcher, Display Planner
Patrick Leong, Display Planner
Cathy Osborne, Display Planner
Bruce Smythe, Display Planner
Beau Vandenberg, Casual Display Planner
Michelle Andringa, Project Officer
Gillian O'Reilly, Office Manager
LIBRARY & RESEARCH COLLECTION
Megan Martin, Manager
Joanna Nicholas, Curator
Michael Lech, Assistant Curator

Ann Cleary, Senior Librarian
Penny Gill, Library Technician
Jane Kelso, Project Officer

PUBLIC PROGRAMS UNIT

Mark Viner, Public Programs Manager
Michael Daly, Cultural Programs Officer
Ann Frederick, Cultural Programs Officer
Mirah Lambert, Cultural Programs Officer
Mark Lillis, Cultural Programs Officer
Tania Quax, Sydney Open
Project Coordinator
Keren Ruki, Sydney Open
Volunteer Coordinator
Deborah Ward, Administrative Assistant

ELIZABETH BAY HOUSE

Suzanne Bravery, Curator/Manager
Vida Carden-Coyne, Office Manager
Jennifer Christie, Casual Guide
Stephen Gapps, Casual Guide
Melinda Kirwin, Casual Guide
Robin McHugh, Casual Guide
Gillian Redman-Lloyd, Casual Guide
Catherine Reynolds, Casual Guide
Marianne Rhydderch, Casual Guide
Mary Stewart, Casual Guide

ELIZABETH FARM

Gary Crockett, Curator/Manager
Cornelia Gartner, Assistant Manager
Hannah Gordon, Chief Guide
Carolyn Croker, Guide
Melanie Eagleston, Guide
Jade Oakley, Guide
Llynden Salt, Guide
Ann Steng, Gardener
Katie Di Mauro, Tearoom Manager
Heidi Zimmerman, Tearoom Assistant
Bronwyn Alcorn, Casual Guide
Gillian Amos, Casual Guide
Sally Biskupic, Casual Guide
Gwendolyn Hillier, Casual Guide
Kirsty Russell, Casual Guide
GOVERNMENT HOUSE
Ann Toy, Supervising Curator
Scott Carlin, Curator
Steve Dawkins, Manager
Melissa Wilkinson, Assistant
Property Manager
Georgina Brackstone
Administrative Assistant
Peter Francis, Building Services Manager

Peter Campbell, Museum Assistant
Rick Santucci, Museum Assistant
Sharon Howe, Chief Guide
Linda Drew-Smith, Guide

Mark Hamilton, Guide
Paul Sabatier, Guide
Sally Scott, Guide
Mark Yabsley, Guide
Justine Montgomery, Casual Guide
Gail Philpott, Casual Guide

HYDE PARK BARRACKS MUSEUM

Kieran Hosty, Curator
Dayn Cooper, Manager
Bridget Berry, Assistant Curator
Leonie Smallwood, Chief Guide
Coralie Augustesen, Guide
Carole Best, Guide
Katherine Crawford, Guide
Aimee Falzon, Guide
Catherine Hall, Guide
Michael Lozinski, Guide
Anthony Wilkinson, Guide
Sacha Sata, Museum Assistant
Julius Medgyessy, General Assistant
Vannessa Barrett, Casual Guide
Kate Ermacora, Casual Guide
John Lamzies, Casual Guide
Tamara Wassner, Casual Guide

JUSTICE & POLICE MUSEUM

Caleb Williams, Curator/Manager
Dominique Angeloro, Assistant Curator
Nerida Campbell, Assistant Curator
Cassandra Morgan, Office Manager
David Openshaw, Chief Guide
Ross Angelatos, Guide
Maureen Clack, Guide
Katherine Spinks, Guide
Antonio Valdes, Building Services Manager
Kylie Gillespie, Casual Guide
Margaret Shain, Casual Guide

MEROOGAL

Barbara Konkolowicz, Curator
Sandra Lee, Manager
Alexandra Orr, Casual Guide
Jessica Bates, Casual Guide
Gwendolin Chappelow, Casual Guide
Patrick De Gabriele, Casual Guide
Gabe Hart, Casual Guide
Martin Parkinson, Casual Guide

Ruth Sykes, Casual Guide
Michael Webster, Casual Guide

MUSEUM OF SYDNEY

Susan Hunt, Head Curator
Inara Walden, Curator
Nigel Lincoln, Manager
Lucy Prior, Assistant Manager
Erin Kuch, Receptionist
Matthew Holle, Building Manager

Jan Conti, Venues Manager

Bronwyn Alcorn, Guide

Mark Sanfilippo, Guide

Toshie Swift, Guide

Elizabeth Tyson, Guide

Scott Cumming, Casual Guide

Julia Doyle, Casual Guide

Nicole Forsyth, Casual Guide

Russell Garbutt, Casual Guide

Angela Noel, Casual Guide

Mason Dean, AV Technician

Tewe Henare, Technical Coordinator

Richard Boxhall, Casual AV Technician

Lindsay Dugan, Casual AV Technician

Michael Hanlon, Casual AV Technician

Rob Joyner, Casual AV Technician

Ian Shadwell, Casual AV Technician

ROSE SEIDLER HOUSE

Caroline Butler-Bowden, Curator

Andrew Mitchell, Manager

ROUSE HILL ESTATE

Margot Bray, Curator

Monica Leach, Manager/Chief Guide

Maria Martin, Assistant Collections Manager

Matthew Scott, Housekeeper

Helena Tshien, Receptionist

Wendy Freidman, Guide

Rebecca Turnbull, Guide

Angela Donald, Casual Guide

David Joy, Casual Guide

Margaret Lewis, Casual Guide

Pam Keirs, Casual Guide

Jenny Macdougall, Casual Guide

Ngaire McCubben, Casual Guide

Una Micic, Casual Guide

Pamela Prior, Casual Guide

Fran Jackson, Farm Manager

Stephen Hanson, Gardener Labourer

Katherine Porter, Casual General Assistant

SUSANNAH PLACE MUSEUM

Anna Cossu, Curator/Manager

Sara Lennon, Guide

Geoff Marsh, Guide

Alda Scofield, Guide

Diane Bahmad, Casual Guide

Jessica Farrell, Casual Guide

Luisa Vasile, Casual Guide

THE MINT

Robert Griffin, Project Curator

Barry McGregor, Project Coordinator

VAUCLUSE HOUSE

Lynn Collins, Curator/Manager

Mandy O'Bryan, Office Manager

Angela Sanfilippo, Chief Guide

Steven Collyer, Guide

Gordon Fehross, Guide

Scott Hill, Guide

Taline Kalaidjian, Guide

Lynne Morgan, Guide

Diana Noyce, Guide

Philippa Reynolds, Guide

Dave Gray, Head Gardener

Graeme Lloyd, Gardener

Naomi Jeffs, Gardener

Christine Jeffries, Garden Labourer

Shayne Roberts, Garden Labourer

STAFF OF THE FOUNDATION FOR THE HISTORIC HOUSES TRUST

Bridget Armstrong, General Manager

STAFF OF THE MEMBERS OF THE HISTORIC HOUSES TRUST

Judy Pittaway, General Manager

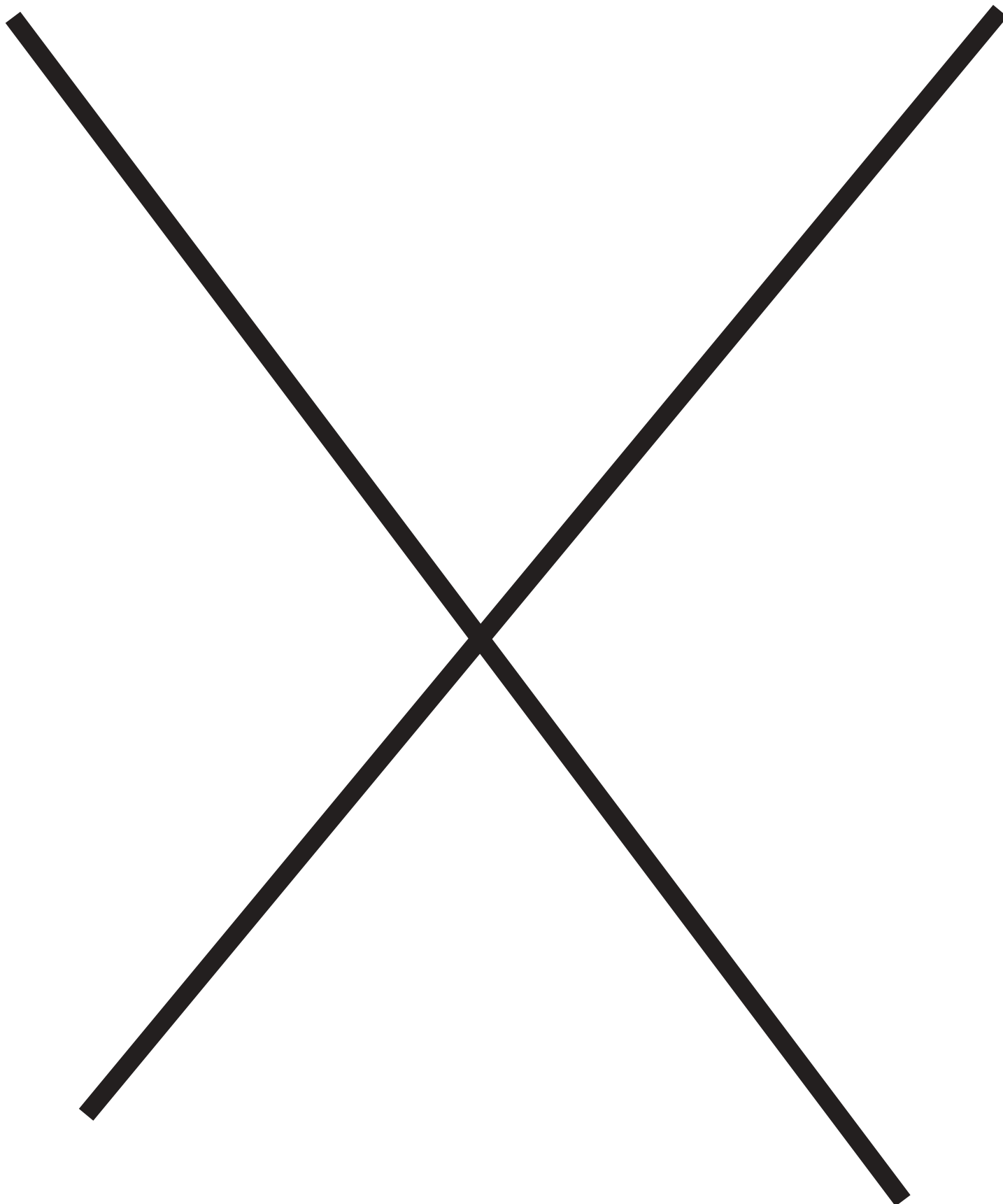
Casilde Blancodini, Administration &
Membership Manager

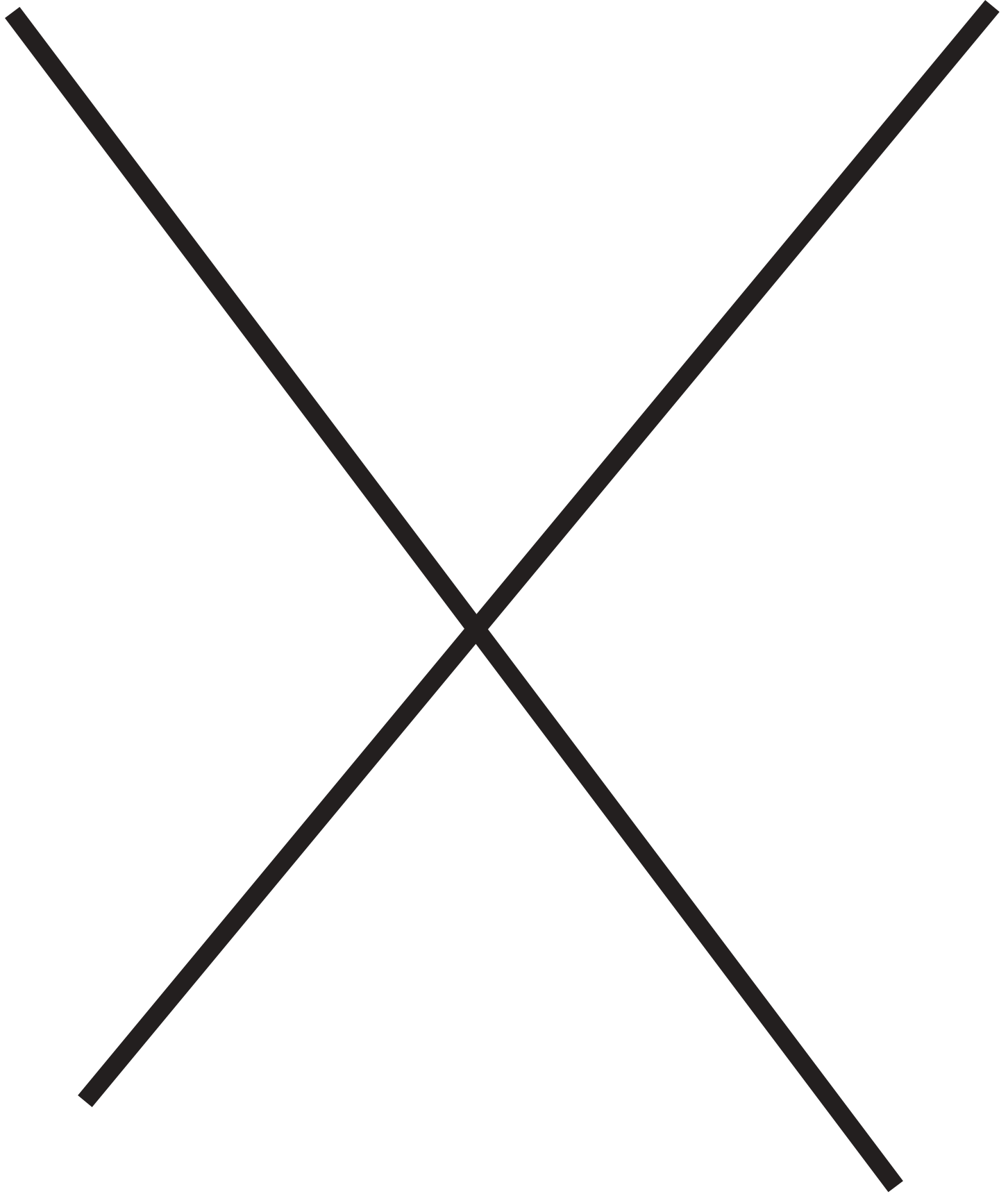
Eve Propper, Events Coordinator

STATUTORY AMENDMENTS

The Historic Houses Trust Act 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 may hold office any period of appointment to fill a casual vacancy 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. Similar amendments were made to other

Acts within the arts portfolio so that the same provisions apply to other trustees and members of boards and councils concerned with the administration of the arts. The amendments took effect from 22 July 2003.





FINANCIAL INFORMATION

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DISCUSSION AND ANALYSIS OF FINANCIAL STATEMENTS AND RESULTS OF OPERATIONS

The Historic Houses Trust's (HHT's) net cost of services increased by \$1.835 million to \$17.671 million over the previous financial year. Our net asset position has increased by \$8.880 million to \$138.925 million, due to revaluations of certain collections and the continuing redevelopment of the new head office at The Mint. Below is a summary of the HHT's income and expenditure for the current year and four previous years. The numbered notes discuss the significant movements.

	NOTES	2004 \$'000	%	% INCREASE	2003 \$'000	%	2002 \$'000	%	2001 \$'000	%	2000 \$'000	%
INCOME												
Government	1	26,083	84.9	35.6	19,241	76.6	18,436	79.7	14,876	78.0	13,919	79.5
Sale of Goods and Services	2	3,414	11.1	0.9	3,384	13.5	2,987	12.9	3,003	15.7	2,801	16.0
Investment Income	3	289	0.9	-9.7	320	1.3	263	1.1	301	1.6	260	1.5
Grants and Contributions	4	949	3.1	-40.4	1,593	6.3	1,454	6.3	902	4.7	518	3.0
Other Revenue	5	0	0	-100.0	575	2.3	0	0	0	0	0	0
		30,735	100	22.4	25,113	100	23,140	100	19,082	100	17,498	100
Expenditure												
Employee Related	6	12,432	55.7	8.4	11,472	52.9	10,251	51.4	9,470	50.2	9,211	47.1
Other Operating Expenses		6,589	29.5	-0.3	6,609	30.5	5,692	28.5	5,450	28.8	5,381	27.5
Maintenance	7	1,774	7.9	-16.1	2,115	9.7	2,576	12.9	2,594	13.7	1,782	9.1
Depreciation and Amortisation		1,378	6.2	1.7	1,355	6.2	1,283	6.4	1,380	7.3	889	4.5
Other Expenses		156	0.7	3.3	151	0.7	167	0.8	0	0	2,300	11.8
		22,329	100	2.9	21,702	100	19,969	100	18,894	100	19,563	100

- Government sourced funding increased by 35.6%, from \$19.2 million in 2003 to \$26.1 million. This increase is made up of:
 - Recurrent funding, which increased from \$14.9 million in 2003 to \$15.7 million as a result of organisational growth over the past few years.
 - Capital funding, which increased from \$3.27 million in 2003 to \$9.21 million to fund The Mint head office development.
 - Acceptance by the Crown entity of employee benefits and other liabilities, which increased from \$1.06 million in 2003 to \$1.18 million as a result of the general public sector pay increases during 2003.
- Sale of Goods and Services increased from \$3.38 million in 2003 to \$3.41 million. This increase was due to higher income generated by Special Activities Openings and miscellaneous income areas.
- Investment Income decreased from \$320,000 in 2003 to \$289,000 as a result of a decreased rate of return on investments.
- Grants and Contributions revenue decreased from \$1.59 million in 2003 to \$949,000 as a result of decreased income generated by Sponsorship, Statutory Authorities, Donations of Collections, other Donations and services provided at no charge.
- Other Revenue occurred in 2003 as a result of the recognition of the archaeology collections located at the Museum of Sydney, Hyde Park Barracks Museum and The Mint, which were brought to account at their fair market value during June 2003.
- Employee Related expenditure increased from \$11.47 million in 2003 to \$12.43 million as a direct result of the general public sector pay increase awarded during the year 2003.
- Maintenance expenditure decreased from \$2.12 million in 2003 to \$1.77 million. This decrease was partly due to the Department of Commerce's maintenance of Government House being lower this year, and to reduced general expenditure under maintenance.

ECONOMIC AND OTHER FACTORS AFFECTING THE ACHIEVEMENT OF OPERATIONAL ACTIVITIES

There were no economic factors which had a significant effect on operational activities.

CONSULTANTS

TYPE OF CONSULTANT	SERVICE	AMOUNT \$
BUILDING > \$30,000		
CLIVE LUCAS, STAPLETON & PARTNERS	Architects	38,408
BUILDING < \$30,000		
Three projects were undertaken by various architectural consultants	Architects	41,539
GENERAL > \$30,000		
HUGHES RESEARCH & DESIGN	Research & Curatorial	50,578
GENERAL < \$30,000		
7 projects were undertaken by various consultants and in the following categories	Research Conservation Valuation	25,376

NOTE: The above list does not include consultants used in projects which are capitalised. Such costs are included in the cost of the asset acquired.

PAYMENT OF ACCOUNTS

AGED ANALYSIS AT THE END OF EACH QUARTER

QUARTER	CURRENT \$'000	LESS THAN 30 DAYS \$'000	31-60 DAYS OVERDUE \$'000	61-90 DAYS OVERDUE \$'000	MORE THAN 90 DAYS OVERDUE \$'000	TOTAL \$'000
September 2003	58	8	0	0	0	66
December 2003	21	30	4	2	0	57
March 2004	26	15	0	0	0	41
June 2004	127	247	9	5	1	389

QUARTER	TOTAL ACCOUNTS PAID ON TIME			TOTAL AMOUNT PAID \$'000
	TARGET %	ACTUAL %	\$'000	
September 2003	100%	99%	4,131	4,385
December 2003	100%	98%	6,390	6,538
March 2004	100%	97%	5,095	5,275
June 2004	100%	96%	8,751	8,813

There were no issues which affected the prompt payment of accounts.

The non-supply of documentation by suppliers resulted in a small number of invoices being processed outside the due date. These were promptly processed once the problem was recognised.

There were no instances where interest was paid on overdue accounts.

BUDGETED 2005 STATEMENT OF FINANCIAL PERFORMANCE

	BUDGET 2005 \$'000	ACTUAL 2004 \$'000
EXPENSES		
OPERATING EXPENSES		
Employee Related	11,289	12,432
Other Operating Expenses	6,151	6,589
Maintenance	3,076	1,774
Depreciation and Amortisation	1,330	1,378
Other Expenses	–	156
TOTAL EXPENSES	21,846	22,329
Less:		
RETAINED REVENUE		
Sale of Goods and Services	2,985	3,414
Investment Income	333	289
Grants and Contributions	324	949
TOTAL RETAINED REVENUE	3,642	4,652
Gain/(Loss) on Disposal of Non-Current Assets	–	6
NET COST OF SERVICES	18,204	17,671
GOVERNMENT CONTRIBUTIONS		
Recurrent Appropriation	15,897	15,688
Capital Appropriation	2,277	9,212
Acceptance by the Crown Entity of Employee Benefits and Other Liabilities	627	1,183
TOTAL GOVERNMENT CONTRIBUTIONS	18,801	26,083
SURPLUS/(DEFICIT) FOR THE YEAR	597	8,412
NON-OWNER TRANSACTION CHANGES IN EQUITY		
Net Increase (Decrease) in Asset Revaluation Reserve	–	468
TOTAL REVENUES, EXPENSES AND VALUATION ADJUSTMENTS	–	468
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS	597	8,880

BUDGETED 2005 STATEMENT OF FINANCIAL POSITION

	BUDGET 2005 \$'000	ACTUAL 2004 \$'000
ASSETS		
CURRENT ASSETS		
Cash	4,554	4,700
Receivables	586	676
Inventories	1,046	779
Other Financial Assets	950	1,098
TOTAL CURRENT ASSETS	7,136	7,253
NON-CURRENT ASSETS		
Property, Plant and Equipment:		
Land and Buildings	115,428	111,742
Plant and Equipment	2,002	1,785
Collections	20,200	20,079
Total Property, Plant and Equipment	137,630	133,606
TOTAL NON-CURRENT ASSETS	137,630	133,606
TOTAL ASSETS	144,766	140,859
LIABILITIES		
CURRENT LIABILITIES		
Payables	856	975
Provisions	869	815
TOTAL CURRENT LIABILITIES	1,725	1,790
NON-CURRENT LIABILITIES		
Provisions	–	118
Other	34	26
TOTAL NON-CURRENT LIABILITIES	34	144
TOTAL LIABILITIES	1,759	1,934
NET ASSETS	143,007	138,925
EQUITY		
Reserves	16,652	17,120
Accumulated Funds	126,355	121,805
TOTAL EQUITY	143,007	138,925

UNDERSTANDING OUR FINANCIAL STATEMENTS

This information is to assist readers to understand our financial statements, which are made up of four reports and accompanying notes:

- Statement of Financial Performance
- Statement of Financial Position
- Statement of Cash Flows
- Summary of Compliance with Financial Directives

The statements include the consolidation of all of the entities which fall under our control:

- Foundation for the Historic Houses Trust of New South Wales
- Foundation for the Historic Houses Trust of New South Wales Limited
- Rouse Hill Hamilton Collection Pty Ltd
- The Hamilton Rouse Hill Trust

The financial statements and related notes of our operational entity, the Foundation for the Historic Houses Trust of New South Wales, have also been included and follow the conclusion of the HHT's consolidated financial statement and notes.

The New South Wales Auditor-General audits New South Wales public sector agencies such as the HHT and its controlled entities. The Auditor-General's audit certificate is included with the financial statements and it states the Auditor-General's audit opinion on the HHT's consolidated entities.

1. STATEMENT OF FINANCIAL PERFORMANCE

The Statement of Financial Performance looks at our performance over the financial year (1 July 2003 to 30 June 2004) and is reported as a surplus/deficit in delivering our services. The statement enables readers to identify the cost of goods and services provided and the extent to which these costs were recovered as well as the source of the funding. It also allows the reader to compare the result against the previous financial year to see the change in resources as a result of operations. The statement is prepared on an accruals basis, which means it accounts income and expenditure when it is earned/incurred and not when money is received or paid. Accrual accounting also recognises non-cash items such as depreciation of assets.

2. STATEMENT OF FINANCIAL POSITION

The Statement of Financial Position is otherwise known as the Balance Sheet. It sets out the net accumulated financial worth at a point in time, in this case, the end of the financial year. It shows the assets held as well as liabilities or claims against these assets. The statement is also prepared on an accruals basis. Assets and liabilities are expressed as current or non-current. Current assets/liabilities are assets/liabilities that will be either paid or could be converted into cash within the next financial year. Non-current assets/liabilities are those assets and liabilities that will be unlikely to be paid or converted to cash within the next 12 months. The difference between total assets and total liabilities is expressed as net assets, which equals total equity – that is, the net worth of the organisation at the end of the financial year.

3. STATEMENT OF CASH FLOWS

The Statement of Cash Flows shows the nature and amount of cash inflows/outflows. The Cash Flows Statement reflects a recording of cash (as opposed to accruals as in the Statement of Financial Position) when it is received or paid.

This Statement of Cash Flows has only two sections:

- The cash flows from operating activities: summarises those cash flows which relate to the provision of goods and services. In our statement this includes cash flows from government.
- The cash flows from investing activities: summarises those activities which relate to the acquisition and disposal of non-current assets and other productive assets and investments not falling under the definition of cash, for example the sale of plant and equipment.

A resulting net increase or decrease in cash results from the total of the cash flows from operating and investing activities. This is then added or subtracted to the opening cash position to arrive at the closing cash position for the year.

4. SUMMARY OF COMPLIANCE

The Summary of Compliance discloses the components of the total recurrent appropriation, capital appropriation and other appropriations from government. The Summary of Compliance is a cash (not accrual) statement. Therefore expenditure refers to cash payments.

The government appropriations received by the HHT are recognised as revenue in the financial statements. An exception to this is if the funding remains unspent at the end of the financial year, in which case the authority to spend the allocated funds lapses and they must then be repaid to the government's consolidated fund in the following financial year. As a result, unspent government funding is accounted for as a liability rather than income.

5. NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

The Notes provide further information in relation to the rules and assumptions used to prepare the financial statements, as well as giving more specific information and detail about items within the financial statements. If there are changes to accounting standards, policy or legislation this will be disclosed in the Notes. The 'Note' column indicates which note the reader can refer to for further information.

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AUDITOR-GENERAL'S CERTIFICATE

HISTORIC HOUSES TRUST OF NEW SOUTH WALES



GPO BOX 12
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT HISTORIC HOUSES TRUST OF NEW SOUTH WALES

To Members of the New South Wales Parliament

Audit Opinion Pursuant to the *Public Finance and Audit Act 1983*

In my opinion, the financial report of the Historic Houses Trust of New South Wales:

- (a) presents fairly the Trust's financial position as at 30 June 2004 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- (b) complies with sections 41B and 41BA of the *Public Finance and Audit Act 1983* (the Act).

Audit Opinion Pursuant to the *Charitable Fundraising Act 1991*

In my opinion:

- (a) the accounts of the Historic Houses Trust of New South Wales show a true and fair view of the financial result of fundraising appeals for the year ended 30 June 2004
- (b) the accounts and associated records of the Historic Houses Trust of New South Wales have been properly kept during the year in accordance with the *Charitable Fundraising Act 1991* (the CF Act) and the *Charitable Fundraising Regulation 2003* (the CF Regulation)
- (c) money received as a result of fundraising appeals conducted during the year has been properly accounted for and applied in accordance with the CF Act and the CF Regulation, and
- (d) there are reasonable grounds to believe that the Historic Houses Trust of New South Wales will be able to pay its debts as and when they fall due.

My opinions should be read in conjunction with the rest of the report.

The Trustees' Role

The financial report is the responsibility of the Trustees of the Historic Houses Trust of New South Wales. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows, the summary of compliance with financial directives and the accompanying notes.

The Auditor's Role and the Audit Scope

As required by the PF&A Act and the CF Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides *reasonable assurance* to Members of the New South Wales Parliament that the financial report is free of *material* misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Trustees in preparing the financial report,
- examined a sample of the evidence that supports:
 - (i) the amounts and other disclosures in the financial report,
 - (ii) compliance with accounting and associated record keeping requirements pursuant to the CF Act, and
- obtained an understanding of the internal control structure for fundraising appeal activities.

An audit does *not* guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that Trustees had not fulfilled their reporting obligations.

My opinions do *not* provide assurance:

- about the future viability of the Trust,
- that it has carried out its activities effectively, efficiently and economically, or
- about the effectiveness of its internal controls.

Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The PF&A Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.

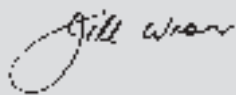
G J Gibson FCPA
Director of Audit

SYDNEY
15 October 2004

STATEMENT BY MEMBERS OF THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES

Pursuant to Section 41C(1C) of the Public Finance and Audit Act 1983, we state that:

- (a) The accompanying financial statements for the year ended 30 June 2004 have been prepared in accordance with the provisions of the Public Finance and Audit Act 1983, and regulations, applicable Accounting Standards, other mandatory professional reporting requirements, the Financial Reporting Code for Budget Dependent Government Sector Agencies and Treasurer's Directions.
- (b) In our opinion, the financial statements show a true and fair view of the financial position and transactions of the HHT.
- (c) There are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.
- (d) The financial report has been properly drawn up and the associated records have been properly kept for the period from 1 July 2003 to 30 June 2004, in accordance with the Charitable Fundraising (NSW) Act 1991 and Regulations.
- (e) Money received as a result of fundraising activities conducted during the period from 1 July 2003 to 30 June 2004 has been properly accounted for and applied in accordance with the Charitable Fundraising (NSW) Act 1991 and Regulations.



Jill Wran
Chairman



Peter Watts
Director

Dated this day Thursday 14 October 2004

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 30 JUNE 2004

	NOTES	ACTUAL 2004 \$'000	BUDGET 2004 \$'000	ACTUAL 2003 \$'000
EXPENSES				
OPERATING EXPENSES				
Employee Related	2(a)	12,432	10,989	11,472
Other Operating Expenses	2(b)	6,589	6,173	6,609
Maintenance		1,774	3,016	2,115
Depreciation and Amortisation	2(c)	1,378	1,330	1,355
Other Expenses	2(d)	156	–	151
TOTAL EXPENSES		22,329	21,508	21,702
Less:				
RETAINED REVENUE				
Sale of Goods and Services	3(a)	3,414	2,926	3,384
Investment Income	3(b)	289	326	320
Grants and Contributions	3(c)	949	318	1,593
Other Revenue	3(d)	–	–	575
TOTAL RETAINED REVENUE		4,652	3,570	5,872
Gain/(Loss) on Disposal of Non-Current Assets	4	6	–	(6)
NET COST OF SERVICES	19	17,671	17,938	15,836
GOVERNMENT CONTRIBUTIONS				
Recurrent Appropriation	5	15,688	15,660	14,904
Capital Appropriation	5	9,212	9,212	3,276
Acceptance by the Crown Entity of Employee Benefits and				
Other Liabilities	6	1,183	609	1,061
TOTAL GOVERNMENT CONTRIBUTIONS		26,083	25,481	19,241
SURPLUS FOR THE YEAR		8,412	7,543	3,405
NON-OWNER TRANSACTION CHANGES IN EQUITY				
Net Increase in Asset Revaluation Reserve		468	–	1,887
TOTAL REVENUES, EXPENSES AND VALUATION ADJUSTMENTS RECOGNISED DIRECTLY IN EQUITY		468	–	1,887
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS	16	8,880	7,543	5,292

The accompanying notes form part of these statements.

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004

	NOTES	ACTUAL 2004 \$'000	BUDGET 2004 \$'000	ACTUAL 2003 \$'000
ASSETS				
CURRENT ASSETS				
Cash	7	4,700	4,533	4,466
Receivables	9	676	610	610
Inventories	10	779	950	950
Other Financial Assets	8	1,098	1,046	1,046
TOTAL CURRENT ASSETS		7,253	7,139	7,072
NON-CURRENT ASSETS				
Property, Plant and Equipment				
- Land and Buildings	11(a)	111,742	111,512	103,106
- Plant and Equipment	11(b)	1,785	1,722	2,246
- Collections	11(c)	20,079	19,426	19,426
Total Property, Plant and Equipment		133,606	132,660	124,778
TOTAL NON-CURRENT ASSETS		133,606	132,660	124,778
TOTAL ASSETS		140,859	139,799	131,850
LIABILITIES				
CURRENT LIABILITIES				
Payables	13	975	903	903
Provisions	14	815	765	765
TOTAL CURRENT LIABILITIES		1,790	1,668	1,668
NON-CURRENT LIABILITIES				
Provisions	14	118	103	103
Other	15	26	34	34
TOTAL NON-CURRENT LIABILITIES		144	137	137
TOTAL LIABILITIES		1,934	1,805	1,805
NET ASSETS		138,925	137,994	130,045
EQUITY				
Reserves	16	17,120	16,652	16,652
Accumulated Funds	16	121,805	121,342	113,393
TOTAL EQUITY		138,925	137,994	130,045

The accompanying notes form part of these statements.

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2004

	NOTES	ACTUAL 2004 \$'000	BUDGET 2004 \$'000	ACTUAL 2003 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
PAYMENTS				
Employee Related		(11,918)	(10,583)	(10,930)
Other		(9,546)	(9,996)	(9,550)
TOTAL PAYMENTS		(21,464)	(20,579)	(20,480)
RECEIPTS				
Sale of Goods and Services		3,580	2,925	3,448
Interest Received		289	326	320
Other		1,967	1,126	1,912
TOTAL RECEIPTS		5,836	4,377	5,680
CASH FLOWS FROM GOVERNMENT				
Recurrent Appropriation		15,688	15,660	14,904
Capital Appropriation		9,212	9,212	3,276
Cash Reimbursements from the Crown Entity		734	609	673
NET CASH FLOWS FROM GOVERNMENT		25,634	25,481	18,853
NET CASH FLOWS FROM OPERATING ACTIVITIES	19	10,006	9,279	4,053
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of Land and Buildings, Plant and Equipment		15	–	16
Purchases of Land and Buildings, Plant and Equipment		(9,563)	(9,212)	(3,854)
Purchases of Collections		(172)	–	(694)
Purchases of Investments		(52)	–	(1,362)
Proceeds received from Investments		–	–	927
NET CASH FLOWS FROM INVESTING ACTIVITIES		(9,772)	(9,212)	(4,967)
NET INCREASE/(DECREASE) IN CASH		234	67	(914)
Opening Cash and Cash Equivalents		4,466	4,466	5,380
CLOSING CASH AND CASH EQUIVALENTS	7	4,700	4,533	4,466

The accompanying notes form part of these statements.

SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES

	2004				2003			
	RECURRENT		CAPITAL		RECURRENT		CAPITAL	
	APPROP \$'000	EXPENDITURE/ NET CLAIM ON CONSOLIDATED FUND \$'000	APPROP \$'000	EXPENDITURE/ NET CLAIM ON CONSOLIDATED FUND \$'000	APPROP \$'000	EXPENDITURE \$'000	APPROP \$'000	EXPENDITURE \$'000
ORIGINAL BUDGET APPROPRIATION/ EXPENDITURE								
Appropriation Act	15,660	15,660	9,212	9,212	14,904	14,904	6,322	3,276
Additional Appropriations	28	28	–	–	–	–	–	–
Total Appropriations/ Expenditure/Net Claim on Consolidated Fund (includes transfer payments)	15,688	15,688	9,212	9,212	14,904	14,904	6,322	3,276
Amount Drawn down against Appropriation		15,688		9,212		14,904		3,276
Liability to Consolidated Fund		–		–		–		–

NOTE: The Summary of Compliance is based on the assumption that Consolidated Fund moneys are spent first (except where otherwise identified or prescribed).

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2004

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Reporting Entity

The Historic Houses Trust of New South Wales (HHT), as a reporting entity, comprises all the entities under its control, namely the Rouse Hill Hamilton Collections Pty Ltd, the Hamilton Rouse Hill Trust, Foundation for the Historic Houses Trust of New South Wales Limited and the Foundation for the Historic Houses Trust of New South Wales.

(i) The Rouse Hill Hamilton Collections Pty Ltd

The sole purpose of the Rouse Hill Hamilton Collections Pty Ltd is to act as the Trustee of the Hamilton Rouse Hill Trust, and it has never traded in its own right.

The Company has issued two \$1 fully paid shares. The Historic Houses Trust of New South Wales holds one share and Peter Watts in his capacity of Director of the Historic Houses Trust of New South Wales holds the other share. There were no financial transactions in this financial year.

(ii) The Hamilton Rouse Hill Trust

The Hamilton Rouse Hill Trust was established on 27 October 1994 and holds collection items in and about Rouse Hill House. The only financial transaction during the year was a revaluation of the Hamilton Rouse Hill Trust's collections.

(iii) Foundation for the Historic Houses Trust of New South Wales Limited

The Foundation for the Historic Houses Trust of New South Wales Limited was incorporated on 13 September 2001 but did not commence activities until October 2002. The sole purpose of the Foundation for the Historic Houses Trust of New South Wales Limited is to act as Trustee to the Foundation for the Historic Houses Trust of New South Wales, and it has never traded in its own right. There were no financial transactions during the year.

(iv) Foundation for the Historic Houses Trust of New South Wales

The Foundation for the Historic Houses Trust of New South Wales was established on 14 November 2001 but did not commence activities until October 2002. It was set up for the purposes of promoting, advancing and developing the museums under the care, custody and control of the Historic Houses Trust of New South Wales. A summary of the Foundation's financial statements is at Note 21.

In the process of preparing the consolidated financial statements for the economic entity consisting of the controlling and controlled entities, all inter-entity transactions and balances have been eliminated.

The reporting entity is consolidated as part of the NSW Total State Sector Accounts.

(b) Basis of Accounting

The Historic Houses Trust of New South Wales financial statements are a general purpose financial report which has been prepared on an accruals basis and in accordance with:

- applicable Australian Accounting Standards
- other authoritative pronouncements of the Australian Accounting Standards Board (AASB)
- Urgent Issues Group (UIG) Consensus Views
- the requirements of the Public Finance and Audit Act and Regulations
- the Financial Reporting Directions published in the

Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under section 9(2)(n) of the Act.

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific Accounting Standard, other authoritative pronouncements of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS6 'Accounting Policies' is considered.

Except for certain investments, land and buildings, and collections, which are recorded at valuation, the financial statements are prepared in accordance with the historical cost convention.

All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency.

(c) Revenue Recognition

Revenue is recognised when the HHT has control of the goods or right to receive, it is probable that the economic benefits will flow to the HHT, and the amount of revenue can be measured reliably. Additional comments regarding the accounting policies for the recognition of revenue are discussed below.

(i) Parliamentary Appropriations and Contributions from Other Bodies

Parliamentary appropriations and contributions from other bodies (including grants and donations) are generally recognised as revenues when the HHT obtains control over the assets comprising the appropriations/contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

An exception to the above is when appropriations are unspent at year-end. In this case, the authority to spend the money lapses and generally the unspent amount must be repaid to the Consolidated Fund in the following financial year. As a result, unspent appropriations are accounted for as liabilities rather than revenue.

The HHT has spent all its appropriations in the financial year and there is nothing owing to the Consolidated Fund at year-end.

(ii) Sale of Goods and Services

Revenue from sale of goods and services comprises revenue from the provision of products or services, ie user charges. User charges are recognised as revenue when the HHT obtains control of the assets that result from them.

(iii) Investment Income

Interest revenue is recognised as it accrues. Rent revenue is recognised in accordance with AAS 17 'Accounting for Leases'.

(d) Employee Benefits and other provisions

(i) Salaries and Wages, Annual Leave, Sick Leave and On-Costs

Liabilities for salaries and wages (including non-monetary benefits), annual leave and vesting sick leave are recognised and measured in respect of employees' services up to the reporting date at nominal amounts based on the amounts expected to be paid when the liabilities are settled.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2004

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in future will be greater than the benefits accrued in the future.

The outstanding amounts of payroll tax, workers compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

(ii) Long Service Leave and Superannuation

The HHT's liabilities for long service leave and superannuation are assumed by the Crown Entity. The HHT accounts for the liability as having been extinguished, resulting in the amount assumed being shown as part of the non-monetary revenue item described as 'Acceptance by the Crown Entity of Employee Benefits and Other Liabilities'.

Long service leave is measured at the present value of the estimated future cash outflows (including on-costs) to be made by the HHT in respect of services provided by employees up to year-end. The present value methodology was adopted for the year ended 30 June 2003 and opening balances were adjusted to reflect this adoption as at 1 July 2002. The calculation of present value has taken into account future increases in remuneration rates, as they will increase the amount that the employer is required to pay to settle the liability. In financial years prior to the year ended 30 June 2003 the short hand method was used. This is based on the remuneration rates at year-end for all employees with five or more years of service. The change in methodology occurred as a result of calculations by the Government Actuary that have indicated that for budget dependent agencies this approach results in liabilities that are lower than those that would be calculated using the present value method. As a result, the HHT as a budget dependent agency whose long service leave is assumed by the Crown is required to adopt the present value methodology.

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (ie Basic Benefit and First State Super) is calculated as a percentage of the employee's salary. For other superannuation schemes (ie State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employee's superannuation contributions.

(e) Insurance

The HHT's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self-insurance for Government Agencies. The expense (premium) is determined by the Fund Manager based on past experience.

(f) Acquisition of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the HHT. Cost is determined as the fair value of the assets given as consideration plus the costs incidental to the acquisition.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arms-length transaction.

(g) Accounting for the Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where:

- The amount of GST incurred by the HHT as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense.
- Receivables and payables are stated with the amount of GST included.

(h) Plant and Equipment

Plant and equipment costing over \$5,000 and all computer hardware and major software are individually capitalised.

(i) Revaluation of Physical Non-Current Assets

Physical non-current assets are valued in accordance with the 'Guidelines for the Valuation of Physical Non-Current Assets at Fair Value' (TPP 03-02). This policy adopts fair value in accordance with AASB 1041 from financial years beginning on or after 1 July 2002. There is no substantive difference between the fair value methodology and the previous valuation methodology adopted in the NSW public sector.

Where available, fair value is determined having regard to the highest and best use of the asset on the basis of current market selling prices for the same or similar assets. Where market selling price is not available, the asset's fair value is measured as its market buying price, ie the replacement cost of the asset's remaining future economic benefits. The agency is a not-for-profit entity with some cash-generating operations.

Each class of physical non-current assets is revalued every five years and with sufficient regularity to ensure that the carrying amount of each asset in the class does not differ materially from its fair value at reporting date. Details of the last valuation for each class of physical non-current assets is disclosed in Note 11.

Non-specialised assets with short useful lives are measured at depreciated historical cost, as a surrogate for fair value. The Plant and Equipment class of physical non-current assets is measured by this methodology.

When revaluing non-current assets by reference to current prices for assets newer than those being revalued (adjusted to reflect the present condition of the assets), the gross amount and the related accumulated depreciation is separately restated.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2004

Otherwise, any balances of accumulated depreciation existing at revaluation date in respect of those assets are credited to the asset accounts to which they relate. The net asset accounts are increased or decreased by the revaluation increments or decrements.

Revaluation increments are credited directly to the asset revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the surplus/deficit, the increment is recognised immediately as revenue in the surplus/deficit.

Revaluation decrements are recognised immediately as expenses in the surplus/deficit, except that, to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve.

Revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise.

Where an asset that has previously been revalued is disposed of, any balance remaining in the asset revaluation reserve in respect of that asset is transferred to accumulated funds.

(j) Depreciation of Non-Current Physical Assets

Except for a limited number of heritage assets, depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the HHT.

All material separately identifiable component assets are recognised and depreciated over their shorter useful lives, including those components that in effect represent major periodic maintenance. Land is not a depreciable asset.

Certain heritage assets have an extremely long useful life, including original artworks, collections and heritage buildings. Depreciation for these items can not be reliably measured because the useful life and the net amount to be recovered at the end of the useful life can not be reliably measured. In these cases, depreciation is not recognised. The decision not to recognise depreciation for these assets is reviewed annually.

The estimated useful life of items are as follows:

• Non-Heritage buildings	40 years
• Computer Equipment & Major Software	4 years
• Mechanical & Electronic Office Equipment	7 years
• Electronic Equipment	7 years
• Radio Communication Equipment	7 years
• Telephone Installations	10 years
• Office Fittings	10 years
• Miscellaneous Tools & Equipment	7 years
• Mobile Plant	10 years

(k) Maintenance and Repairs

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

(l) Leased Assets

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor effectively retains all such risks and benefits. The HHT has no finance leases.

Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

(m) Other Financial Assets

'Other financial assets' are generally recognised at cost, with the exception of TCorp Hour-Glass Facilities, which are measured at market value.

For current 'other financial assets', revaluation increments and decrements are recognised in the Statement of Financial Performance.

(n) Receivables

Receivables are recognised and carried at cost, based on the original invoice amount less a provision for any uncollectable debts. An estimate for doubtful debts is made when the collection of the full amount is no longer probable. Bad debts are written off as incurred.

(o) Inventories

Inventories are stated at the lower of cost and net realisable value. The cost is calculated using the weighted average cost method.

(p) Payables

These amounts represent liabilities for goods and services provided to the agency and other amounts, including interest. Interest is accrued over the period it becomes due.

(q) Budgeted Amounts

The budgeted amounts are drawn from the budgets as formulated at the beginning of the financial year and with any adjustments for the effects of additional appropriations, s 21A, s 24 and/or s 26 of the Public Finance and Audit Act 1983.

The budgeted amounts in the Statement of Financial Performance and the Statement of Cash Flows are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Statement of Financial Position, the amounts vary from the Budget Papers because the opening balances of the budgeted amounts are based on the carried forward actual amounts, ie per the audited financial statements (rather than carried forward estimates).

(r) Adoption of Australian Equivalents to International Financial Reporting Standards

The HHT will apply the Australian Equivalents to International Financial Reporting Standards (AIFRS) from the reporting period beginning 1 July 2005.

The HHT is managing the transition to the new standards by allocating internal resources and/or engaging consultants to analyse the pending standards and Urgent Issues Group Abstracts to identify key areas regarding policies, procedures, systems and financial impacts affected by the transition.

As a result of this exercise, the agency has taken the following steps to manage the transition to the new standards:

The HHT's Audit Committee is overseeing the transition. The Chief Financial Officer is responsible for the project and reports regularly to the committee on progress against the plan.

The following phases that need to be undertaken have been identified:

- HHT's strategy for adoption of AIFRS was submitted to Treasury on 30 June 2004.
- Draft opening balance sheet for 1 July 2004 to be prepared in order to adopt AIFRS. This will be submitted to

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2004

Treasury by 15 December 2004.

- Final opening balance sheet for 1 July 2004 to be prepared in order to adopt AIFRS. This will be submitted to Treasury by 31 March 2005 and will allow the audit of the opening trial balance before 30 June 2005.

NSW Treasury is assisting agencies to manage the transition by developing policies, including mandates of options; presenting training seminars to all agencies; providing a website with up-to-date information to keep agencies informed of any new developments; and establishing an IAS Agency Reference Panel to facilitate a collaborative approach to manage the change.

The HHT has identified a number of significant differences in accounting policies that will arise from adopting AIFRS. Some differences arise because AIFRS requirements are different from existing Australian Accounting Standards Board (AASB) requirements. Other differences could arise from options in AIFRS. To ensure consistency at the whole of government level, NSW Treasury has advised the HHT of options it is likely to mandate, and will confirm these during 2004–2005. This disclosure reflects these likely mandates.

The HHT's accounting policies may also be affected by a proposed standard designed to harmonise accounting standards with Government Finance Statistics (GFS). This standard is likely to change the impact of AIFRS and significantly affect the presentation of the income statement. However, the impact is uncertain, because it depends on when this standard is finalised and whether it can be adopted in the 2005–2006 financial year.

Based on current information, the following key differences in accounting policies are expected to arise from adopting AIFRS:

- AASB 1 'First-time Adoption of Australian Equivalents to International Financial Reporting Standards' requires retrospective application of the new AIFRS from 1 July 2004, with limited exemptions. Similarly, AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors' requires voluntary changes in accounting policy and correction of errors to be accounted for retrospectively by restating comparatives and adjusting the opening balance of accumulated funds. This differs from current Australian requirements, because such changes must be recognised in the current period through profit or loss, unless a new standard mandates otherwise.
- AASB 102 'Inventories for not-for-profit entities' requires inventory 'held for distribution' at no or nominal cost to be valued at the lower of cost and current replacement cost rather than the lower of cost and net realisable value. This may increase the amount of inventories recognised.
- AASB 116 'Property, Plant and Equipment' requires the cost and fair value of property, plant and equipment to be increased to include restoration costs, where restoration provisions are recognised under AASB 137 'Provisions, Contingent Liabilities and Contingent Assets'. Major inspection costs must be capitalised and this will require the fair value and depreciation of the related asset to be re-allocated.

- AASB 117 'Leases' requires operating lease contingent rentals to be recognised as an expense on a straight-line basis over the lease term rather than expensing in the financial year incurred.
- AASB 1004 'Contributions' applies to not-for-profit entities only. Entities will either continue to apply the current requirements in AASB 1004 where grants are normally recognised on receipt, or alternatively apply the proposals on grants included in ED 125 'Financial Reporting by Local Governments'. If the ED 125 approach is applied, revenue and/or expense recognition will be delayed until the agency supplies the related goods and services (where grants are in-substance agreements for the provision of goods and services) or until conditions are satisfied.
- AASB 136 'Impairment of Assets' requires an entity to assess at each reporting date whether there is any indication that an asset (or cash generating unit) is impaired, and, if such indication exists, estimate the recoverable amount. However, the effect of this standard should be minimal because all the substantive principles in AASB 136 are already incorporated in Treasury's policy 'Valuation of Physical Non-Current Assets at Fair Value'.
- AASB 139 'Financial Instrument Recognition and Measurement' results in the recognition of financial instruments that were previously off balance sheet, including derivatives. The standard adopts a mixed measurement model and requires financial instruments held for trading and available for sale to be measured at fair value and valuation changes to be recognised in profit or loss or equity, respectively. Previously they were recognised at cost. This may increase the volatility of the operating result and balance sheet.

To achieve full harmonisation with GFS, entities would need to designate all financial instruments at fair value through profit or loss. However, at this stage it is unclear whether this option will be available under the standard and, if available, whether Treasury will mandate this option for all agencies.

	2004 \$'000	2003 \$'000
2. EXPENSES		
(a) Employee Related Expenses		
Salaries and Wages (including recreation leave)	10,327	9,531
Superannuation	854	784
Long Service Leave	296	343
Workers Compensation Insurance	263	177
Payroll Tax and Fringe Benefits Tax	692	637
	12,432	11,472

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2004

	2004 \$'000	2003 \$'000
(b) Other Operating Expenses		
Advertising and Publicity	942	1,018
Auditor's Remuneration –		
Audit of the Financial Reports	53	34
Bad Debts	3	7
Books, Publications		
and Subscriptions	67	59
Contract Cleaning	386	376
Cost of Sales	496	521
Entertainment and Catering	39	42
Exhibitions	477	590
Fees for Services Rendered	535	555
Freight	41	42
Gas and Electricity	233	241
Insurance	161	195
Maintenance Contracts	39	47
Marketing	320	297
Motor Vehicle running costs	113	105
Other Expenses	496	433
Post and Telephone	309	295
Printing	292	217
Public Programs	601	466
Rates	45	43
Operating Lease Rental Expense		
– minimum lease payments	150	142
Security	192	173
Stores	463	569
Travel	136	142
	6,589	6,609
(c) Depreciation and Amortisation Expense		
Depreciation:		
Buildings	525	524
Plant and Equipment	853	831
	1,378	1,355
(d) Other Expenses		
Obsolete stock write-off	156	151
This represents stock that was either written off or written down to net realisable value due to it being stock that was no longer able to be sold or sold at existing prices. The stock that has been written off has been or will be donated to schools and councils or destroyed where it could not be donated.		
3. REVENUES		
(a) Sale of Goods and Services		
Sale of Goods:		
• Merchandise,		
Book and Publication sales	843	834
Rendering of Services:		
• Admissions and Functions	1,588	1,609
• Rentals	376	416
• Special Activities and Openings	452	410
• Filming and Photography	32	64
• Miscellaneous	123	51
	2,571	2,550
	3,414	3,384

	2004 \$'000	2003 \$'000
(b) Investment Income		
Interest	289	320
(c) Grants and Contributions		
Sponsorships	252	290
Statutory Authorities	50	99
Donation of Collections	20	250
Other Donations	274	491
Services Provided at no Charge (see Note 12)	353	463
	949	1,593
(d) Other Revenue		
Recognition of Collection Assets	–	575
The archaeology collections located at the Museum of Sydney, Hyde Park Barracks Museum and The Mint were brought to account at their fair market value during June 2003.		
4. GAIN/(LOSS) ON DISPOSAL OF NON-CURRENT ASSETS		
Proceeds from Disposal of Plant and Equipment	15	16
Written Down Value of Assets Disposed	(9)	(22)
Net Gain/(Loss) on Disposal of Non-Current Assets	6	(6)
5. APPROPRIATIONS		
Recurrent Appropriations		
Total Recurrent Drawdowns from Treasury (per Summary of Compliance)	15,688	14,904
Capital Appropriations		
Total Capital Drawdowns from Treasury (per Summary of Compliance)	9,212	3,276
The HHT had no transfer payments during the year.		
6. ACCEPTANCE BY THE CROWN ENTITY OF EMPLOYEE BENEFITS AND OTHER LIABILITIES		
The following liabilities and/or expenses have been assumed by the Crown Entity:		
Superannuation	852	786
Long Service Leave	280	228
Payroll Tax on Superannuation	51	47
	1,183	1,061
7. CURRENT ASSETS – CASH		
Cash On Hand and At Bank	409	463
TCorp HourGlass Cash Facility	3,255	3,000
TCorp HourGlass Bond		
Market Facility	1,036	1,003
	4,700	4,466

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$'000	\$'000

Cash comprises cash on hand and bank balances within the Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate adjusted for a management fee to Treasury.

The HHT does not have any bank overdraft facility.

The HHT has investments in TCorp's Hour-Glass Investment facilities. The HHT's investments are represented by a number of units in managed investments within the facilities. Each facility has different investment horizons and comprises a mix of asset classes appropriate to that investment horizon. TCorp appoints and monitors fund managers and establishes and monitors the application of appropriate investment guidelines. These investments are generally able to be redeemed on a daily basis. The value of the investment held can decrease as well as increase depending upon market conditions. The value that best represents the maximum credit risk exposure is the net fair value. The value of the above investments represents the HHT's share of the value of the underlying assets of the facility and those assets are stated at net fair value.

For the purposes of the Statement of Cash Flows, cash includes cash on hand, cash at bank and TCorp Hour-Glass facilities. Cash assets recognised in the Statement of Financial Position are reconciled to cash at the end of the financial year as shown in the Statement of Cash Flows as follows:

Cash		
(per Statement of Financial Position)	4,700	4,466
Closing Cash and Cash Equivalents		
(per Statement of Cash Flows)	4,700	4,466

8. CURRENT ASSETS – OTHER FINANCIAL ASSETS

TCorp Term Deposit	382	364
Other Term Deposits	716	682
	1,098	1,046

The HHT has placed funds on deposit with TCorp, which has been rated 'AAA' by Standard & Poors. These deposits are similar to money market or bank deposits and can be placed 'at call' or for a fixed term. The interest rate payable by TCorp is negotiated initially and is fixed for the term of the deposit. The HHT has other funds placed in term deposits with Westpac, St George and Macquarie Bank. The interest rate is fixed for the term of the security and the securities are held to maturity.

All of the above deposits have terms of less than one year. All deposits above have been recorded at their carrying amount which equates to their net fair value. The deposits at balance date were earning an average interest rate of 5.36% (2003 – 4.56%), while over the year the weighted average balance was \$1,068,381 (2003 – \$721,756).

	2004	2003
	\$'000	\$'000

9. CURRENT ASSETS – RECEIVABLES

Sale of Goods and Services	637	586
Prepayments	37	24
Accrued Interest on Deposit	2	–
	676	610
Less: Provision for Doubtful Debts	–	–
	676	610

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. A provision for doubtful debts is raised when some doubt as to collection exists. The credit risk is the carrying amount (net of any provision for doubtful debts). No interest is earned on trade debtors. The carrying amount approximates net fair value. Sales are made on 30 day terms.

10. CURRENT ASSETS – INVENTORIES

At Cost

Publications in Progress	23	30
Merchandise in Progress	–	1
Merchandise	411	507
Publications	308	367
	742	905

At Net Realisable Value

Publications	37	45
	37	45
Total Inventories	779	950

11. NON-CURRENT ASSETS – PROPERTY, PLANT AND EQUIPMENT

(a) Land and Buildings

At Fair Value	117,065	107,905
Less Accumulated Depreciation	(5,323)	(4,799)
	111,742	103,106

(b) Plant and Equipment

At Fair Value	8,757	8,669
Less Accumulated Depreciation	(6,972)	(6,423)
	1,785	2,246

(c) Collections

At Fair Value	20,079	19,426
	20,079	19,426

Total Property, Plant and Equipment at Net Book Value	133,606	124,778
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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2004

Reconciliations – Non Current Assets

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current and previous financial year are set out below:

2004	LAND AND BUILDINGS \$'000	PLANT AND EQUIPMENT \$'000	COLLECTIONS \$'000	TOTAL \$'000
Carrying amount at start of year	103,106	2,246	19,426	124,778
Additions	9,161	402	192	9,755
Disposals	–	(314)	(7)	(321)
Net Revaluation Increment less Revaluation Decrements	–	–	468	468
Depreciation Expense	(525)	(853)	–	(1,378)
Depreciation Written Back on Disposals	–	304	–	304
Carrying Amount at End of Year	111,742	1,785	20,079	133,606

(i) All controlled properties have been valued in accordance with guidelines for Valuation of Land and Heritage assets in the NSW Public Sector, and as such reflect the current market value of the properties having regard to heritage and development restrictions. Accredited valuers from the State Valuation Office have valued the Land and Buildings at June 2000. During the year costs incurred on the conservation of those properties have been expensed.

(ii) The major collection items at each property have been valued by accredited valuers, at their fair market value. The remaining collection items were valued internally by curatorial staff. Except where otherwise stated, the Collections have been brought to account at those valuations. Any acquisitions since the last valuation date have been brought to account at cost. Costs incurred on conservation and restoration of objects in the HHT's collection have been expensed during the year.

(iii) The Meroogal collection was revalued in June 2003 by Anthony Palmer, Valuer, and brought to account at its fair market value.

(iv) The Government House collection was revalued in June 2003 by Anthony Palmer, Valuer, and brought to account at its fair market value.

(v) The collections from Elizabeth Bay House, Elizabeth Farm and Vaucluse House were brought to account at their fair market value, as valued by accredited valuers during the period May to June 2002:

Category	Valuer
Ceramics and silver	Anthony Palmer
Decorative arts, paintings and textiles	Anthony Palmer
Furniture and decorative arts	Anthony Palmer
Rare books	Anthony Palmer

(vi) The collections from the following properties were brought to account at their fair market value, as valued by accredited valuers during June 2000:

Category	Valuer
Rose Seidler House collection	Andrew Shapiro
Museum of Sydney silver collection	Alan Landis

Museum of Sydney rare books
and photographs collection Tim McCormick
Justice & Police Museum collection Simon Storey

(vii) The Library & Research Collection was brought to account at its fair market value, as valued by accredited valuers during June 2001:

Category	Valuer
Decorative arts, paintings and textiles	Anthony Palmer

(viii) The Rouse Hill estate collection was revalued in March 2004 by Anthony Palmer, Valuer, and brought to account at its fair market value.

(ix) The Susannah Place Museum collection was revalued in March 2004 by Anthony Palmer, Valuer, and brought to account at its fair market value.

(x) The archaeology collections located at the the Museum of Sydney, Hyde Park Barracks Museum and The Mint were brought to account at their fair market value, as valued by Simon Storey, Valuer, during June 2003.

	2004 \$'000	2003 \$'000
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12. NON-CASH FINANCING AND INVESTING ACTIVITIES

The following non-cash transactions are included in the financial accounts for the year:

Donations of collections – brought to account by creating an asset and crediting non-cash donations

	20	250
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The following items are brought to account as expenses in the Statement of Financial Performance and are credited as income in the form of non-cash sponsorships, non-cash donations or services provided free of charge:

Advertising	145	135
Maintenance (Department of Commerce)	353	463

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$'000	\$'000

The HHT received maintenance services free of charge for the maintenance of Government House as shown from the Heritage Buildings Program of the Department of Commerce.

The HHT received advertising free of charge as shown from SBS as sponsorship for several exhibitions.

The HHT's work was also assisted by the Friends of the Historic Houses Trust and volunteers. These services were provided free of charge and it is considered not possible to estimate their value.

13. CURRENT LIABILITIES – PAYABLES

Accrued Salaries,		
Wages and On-Costs	124	303
Creditors	465	391
Revenue Received in Advance	184	36
Accrued Expenses	202	173
	975	903

The liabilities are recognised for amounts due to be paid in future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or statement is received. Treasurer's Direction 219.01 allows the Minister to award interest for late payment. No Ministerial direction was given, nor did the HHT incur any interest expense in relation to the late payment of invoices for the financial years 2004 and 2003.

14. CURRENT/NON-CURRENT LIABILITIES – PROVISIONS

Current Employee Benefits and related On-Costs		
Recreation Leave	802	754
Long Service Leave On-Costs (not assumed by Crown)	5	4
Payroll Tax on Long Service Leave (not assumed by Crown)	8	7
Total Current Provisions	815	765

16. CHANGES IN EQUITY

	ACCUMULATED FUNDS		ASSET REVALUATION RESERVE		TOTAL EQUITY	
	2004	2003	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance at the Beginning of the Financial Year	113,393	109,988	16,652	14,765	130,045	124,753
Changes in Equity – Other Than Transactions with Owners as Owners						
Surplus for the Year	8,412	3,405	–	–	8,412	3,405
Increment on Revaluation of:						
Collections	–	–	468	1,887	468	1,887
Total	8,412	3,405	468	1,887	8,880	5,292
Balance at the end of the financial year	121,805	113,393	17,120	16,652	138,925	130,045

The Asset Revaluation Reserve is used to record increments and decrements on the revaluation of non-current assets. This accords with the agency's policy on the 'Revaluation of Physical Non-Current Assets' as discussed in Note 1.

	2004	2003
	\$'000	\$'000

Non-Current Employee Benefits and related On-Costs

Long Service Leave On-Costs (not assumed by Crown)	43	37
Payroll Tax on Long Service Leave (not assumed by Crown)	75	66

Total Non-Current Provisions 118 103

Total Provisions 933 868

Aggregate Employee Benefits and Related On-Costs

Provisions – Current	815	765
Provisions – Non-Current	118	103
Accrued Salaries, Wages and On-Costs (Note 13)	410	303
	1,343	1,171

15. NON-CURRENT LIABILITIES – OTHER

Security Deposits	26	34
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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$'000	\$'000

17. COMMITMENTS FOR EXPENDITURE

(a) Capital Commitments

Aggregate capital expenditure for the acquisition of The Mint head office project contracted for at balance date and not provided for:

Not later than one year	2,251	8,277
Later than one year and not later than five years	–	–
Later than five years	–	–
Total (including GST)	2,251	8,277

(b) Other Expenditure Commitments

Aggregate other expenditure for the acquisition of goods and services contracted for at balance date and not provided for:

Not later than one year	254	–
Later than one year and not later than five years	–	–
Later than five years	–	–
Total (including GST)	254	–

(c) Operating Lease Commitments

Future non-cancellable operating lease rentals not provided for and payable:

Not later than one year	223	74
Later than one year and not later than five years	46	31
Later than five years	–	–
Total (including GST)	269	105

Commitments include input tax credits of \$252,119 (2003 – \$761,498), that are expected to be recoverable from the Australian Taxation Office.

18. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

The Trustees are not aware of any contingent liabilities or contingent assets.

19. RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO NET COST OF SERVICES

Total Net Cash Flow		
from Operating Activities	10,006	4,053
Depreciation	(1,378)	(1,355)
Decrease/(Increase) in Provisions	(65)	(154)
Net (Loss)/Gain on Sale of Plant and Equipment	6	(6)
Donations of Collections	20	250
Deaccession of Collections	(8)	–
Initial recognition of Archaeological Collection	–	575
(Increase)/Decrease in Other Liabilities	8	(29)
Increase/(Decrease) in Receivables	66	185
Increase/(Decrease) in Inventories	(171)	(150)
(Increase)/Decrease in Payables	(72)	36
Recurrent Appropriation	(15,688)	(14,904)
Capital Appropriation	(9,212)	(3,276)
Acceptance by Crown Entity of Employee Benefits & Other Liabilities	(1,183)	(1,061)
Net Cost of Services	(17,671)	(15,836)

20. PROGRAMS/ACTIVITIES OF THE HHT

The HHT operates under one program which is to develop, conserve and manage the museums in its care, and to provide facilities for the visiting public, including exhibitions, educational programs and specialist advice.

The objectives of the program are to conserve, interpret and manage places of cultural significance in the care of the HHT with integrity and imagination, and in doing so to inspire an understanding of New South Wales histories and diverse cultural heritage for present and future audiences.

All revenues, expenses, assets and liabilities of the HHT are directly attributable to this program.

21. CONTROLLED ENTITIES

The Foundation for the Historic Houses Trust of New South Wales and the Hamilton Rouse Hill Trust were the only controlled entities with financial transactions this financial year.

The following is a summary of the Foundation for the Historic Houses Trust of New South Wales financial statements for the financial year.

A separate financial report is prepared for the Foundation for the Historic Houses Trust of New South Wales and is published further in this report (see pages 86–92).

Revenues	389	419
Expenses	171	145
Surplus for the Year	218	274
Total Assets	2,154	1,950
Total Liabilities	143	157
Net Assets	2,011	1,793
Accumulated Funds	2,011	1,793
Distributions to Beneficiary; the Historic Houses Trust of New South Wales amounted to:	–	203

The following is a summary of the Hamilton Rouse Hill Trust financial statements for the financial year.

A separate financial report is prepared for the Hamilton Rouse Hill Trust.

Revenues	–	–
Expenses	–	–
Surplus for the Year	–	–
Total Assets	733	686
Total Liabilities	–	–
Net Assets	733	686
Accumulated Funds and Reserves	733	686

The balances for the controlled entities reported above are included in the consolidated financial report prepared by the Historic Houses Trust of New South Wales within the relevant line items.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$'000	\$'000

22. BUDGET REVIEW

(a) Net Cost of Services

The actual net cost of services for the 2003–2004 financial year was lower than budgeted by \$267,000.

This was primarily due to the following:

• An Increase in Sale of Goods and Services	488
• An Increase in Sponsorships and Donations (see Note 3(c))	631

(b) Assets and Liabilities

Net Assets were higher than the budget by \$931,000 primarily due to the following:

• An Increase in the Value of Collections due to Scheduled Revaluations (see Note 11)	468
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(c) Cash Flows

The overall cash position increased by \$234,000 principally as a result of increased other revenue.

23. CHARITABLE FUNDRAISING ACTIVITIES CONDUCTED BY THE CONTROLLED ENTITY FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES

Results of fundraising activities

(a) Gross proceeds from fundraising appeals	75,325	86,589
Less: Costs of fundraising appeals	22,239	55,265
Net surplus obtained from fundraising appeals	53,086	31,324
(b) Contributions to the Historic Houses Trust of New South Wales	–	202,739
Transferred to/ (from) accumulated funds	53,086	(171,415)
	53,086	31,324

List of all forms of appeals

Events

How appeal monies are applied

As at 30 June 2004 the Foundation had not paid a distribution to the Historic Houses Trust of New South Wales. This has been done at the request of the Historic Houses Trust of New South Wales and funds raised will be made available in future years to fund future acquisitions by the Historic Houses Trust of New South Wales.

	2004		2003
	\$	%	\$ %

Comparative figures and ratios

Total costs of fundraising /	22,239 /		55,265 /	
Gross income from fundraising	75,325	30	86,589	64
Net surplus from fundraising /	53,086 /		31,324 /	
Gross income from fundraising	75,325	70	86,589	36
Total costs of services /	– /		202,739 /	
Total expenditure	170,558	–	145,038	140
Total costs of services provided /	– /		202,739 /	
Total income received.	388,800	–	418,704	48

24. AFTER BALANCE DAY EVENTS

The four children of the late Caroline Simpson OAM have indicated an intention to gift their mother's collection, housed at Clyde Bank, The Rocks, to the HHT. The collection is valued at \$12.3 million. It is expected that a small part of the collection will be sold by the family to provide a \$1.5 million endowment for the Library and Research Collection.

END OF AUDITED FINANCIAL STATEMENTS

AUDITOR-GENERAL'S CERTIFICATE

FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES



GPO BOX 12
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES

To Members of the New South Wales Parliament

Audit Opinion Pursuant to the *Public Finance and Audit Act 1983*

In my opinion, the financial report of the Foundation for the Historic Houses Trust of New South Wales:

- (a) presents fairly the Foundation's financial position as at 30 June 2004 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- (b) complies with section 41B of the *Public Finance and Audit Act 1983* (the PF&A Act).

Audit Opinion Pursuant to the *Charitable Fundraising Act 1991*

In my opinion:

- (a) the accounts of the Foundation for the Historic Houses Trust of New South Wales show a true and fair view of the financial result of fundraising appeals for the year ended 30 June 2004
- (b) the accounts and associated records of the Foundation have been properly kept during the year in accordance with the *Charitable Fundraising Act 1991* (the CF Act) and the *Charitable Fundraising Regulation 2003* (the CF Regulation)
- (c) money received as a result of fundraising appeals conducted during the year has been properly accounted for and applied in accordance with the CF Act and the CF Regulation, and
- (d) there are reasonable grounds to believe that the Foundation will be able to pay its debts as and when they fall due.

My opinions should be read in conjunction with the rest of the report.

The Trustees' Role

The financial report is the responsibility of the Directors of the Foundation for the Historic Houses Trust of New South Wales Limited as Trustees of the Trust. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows and the accompanying notes.

The Auditor's Role and the Audit Scope

As required by the PF&A Act and the CF Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides *reasonable assurance* to Members of the New South Wales Parliament that the financial report is free of *material* misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Trustee's directors in preparing the financial report,
- examined a sample of the evidence that supports:
 - (i) the amounts and other disclosures in the financial report,
 - (ii) compliance with accounting and associated record keeping requirements pursuant to the CF Act, and
- obtained an understanding of the internal control structure for fundraising appeal activities.

An audit does *not* guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that Trustee's directors had not fulfilled their reporting obligations.

My opinions do *not* provide assurance:

- about the future viability of the Foundation,
- that it has carried out its activities effectively, efficiently and economically, or
- about the effectiveness of its internal controls.

Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The PF&A Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.

G J Gibson FCPA
Director of Audit

SYDNEY
15 October 2004

DIRECTORS' REPORT

FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES

The directors of the Foundation for the Historic Houses Trust of New South Wales Limited, the Trustee of the Foundation for the Historic Houses Trust of New South Wales, submit herewith the financial report of the Foundation for the Historic Houses Trust of New South Wales for the year ended 30 June 2004. The directors report as follows:

The names and particulars of the directors of the Foundation for the Historic Houses Trust of New South Wales Limited during or since the end of the financial period are:

NAME	PARTICULARS
Marylyn Abbott	Company Director
Neville Allen	Solicitor, Property Partner, Holding Redlich
Zeny Edwards	Architectural historian and author
Lynette Fern	Author
David Hall	Chartered Accountant, Company Director
Michael Heraghty	Solicitor, Corporate Division Manager & Senior Partner, Tress Cocks & Maddox
John Kehoe	Special Counsel, Gadens Solicitors and Company Director
Beat Knoblauch	Company Director, Beat Knoblauch & Associates
Rodney Leaver	Managing Director, Ronin Property Limited. President of the NSW Division of the Property Council of Australia
Clive Lucas OBE	Heritage Architect and Director, Clive Lucas Stapleton & Partners
William McLaughlin	Former Group Manager Corporate Affairs AGL
Susan Rothwell	Architect, Principal Partner, Susan Rothwell & Associates
Stephen Wall	Co-founder and Chairman, HWW Limited
Peter Watts	Director, Historic Houses Trust of New South Wales
Lesley Wild	Corporate Communications Director, FDC Courier
Jill Wran	Chairman, Historic Houses Trust. Chairman, Foundation for the Historic Houses Trust

The above named directors held office during the financial period.

PRINCIPAL ACTIVITIES

The principal activity of the Foundation during the financial period was the raising of funds to support the management, maintenance, promotion, and development of museums under the care of the Historic Houses Trust of New South Wales.

There was no change in the principal activity of the Foundation during the period.

REVIEW OF OPERATIONS

The net surplus of the Foundation for the financial year ended 30 June 2004 was \$218,242.

The Foundation is a not-for-profit organisation and is exempt from the payment of income tax under Subdivision 50-5 of the Income Tax Assessment Act 1997.

CHANGES IN STATE OF AFFAIRS

During the financial period there was no significant change in the state of affairs of the Foundation other than that referred to in the financial statements or notes thereto.

SUBSEQUENT EVENTS

There has not been any matter or circumstance, other than that referred to in the financial statements or notes thereto, that has arisen since the end of the financial period, that has significantly affected, or may significantly affect, the operations of the Foundation, or the state of affairs of the Foundation in future financial years.

FUTURE DEVELOPMENTS

Disclosure of information regarding likely developments in the operations of the Foundation in future financial years and the expected results of those operations is likely to result in unreasonable prejudice to the Foundation. Accordingly this information has not been disclosed in this report.

DISTRIBUTIONS

There were no distributions paid during the financial period.

INDEMNIFICATION OF OFFICERS

The Historic Houses Trust of New South Wales (the controlling entity) has included the Foundation within its Treasury Managed Fund Indemnity Coverage. The Treasury Managed Fund is a self-insurance scheme owned and underwritten by the New South Wales Government. Such inclusion of the Foundation confers upon it 'protected entity' status within the Treasury Managed Fund. The contract of coverage is an indemnification for any and all actions leading to a claim against the covered entity subject to the Contract of Coverage. Each Board Member, Trustee, Officer and Employee of the 'Protected Entity' is covered by the Contract of Coverage for any 'legal liability', alleged or actual, as long as the action is not based on an illegal and/or criminal act or outside the scope of their duties.

DIRECTORS' REPORT (CONTINUED)

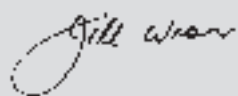
FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES

The following tables set out the number of directors' meetings held (including meetings of committees of directors) during the financial year and the number of meetings attended by each director (while they were a director or a committee member). During the financial year, six Board meetings, three Endangered Houses Fund Committee meetings, four Events Committee meetings, four Donors and Ongoing Relationships Committee meetings, five Finance, Legal and Bequests Committee meetings, and one Communications Committee meeting were held.

	BOARD OF DIRECTORS		ENDANGERED HOUSES FUND COMMITTEE		EVENTS COMMITTEE	
Directors	Held	Attended	Held	Attended	Held	Attended
Jill Wran (Chairman)	6	6	3	2	4	3
Marylyn Abbott	6	2	–	–	–	–
Neville Allen	6	5	3	2	–	–
Zeny Edwards	2	2	–	–	1	1
Lynette Fern	6	3	–	–	4	3
David Hall	6	2	–	–	–	–
Michael Heraghty	6	6	–	–	–	–
John Kehoe	6	5	–	–	–	–
Beat Knoblauch	6	4	–	–	–	–
Rodney Leaver	6	4	3	3	–	–
Clive Lucas OBE	6	5	3	3	4	2
William McLaughlin	6	5	3	2	–	–
Susan Rothwell	6	5	3	3	4	3
Stephen Wall	6	5	–	–	–	–
Peter Watts	6	6	3	2	–	–
Lesley Wild	6	1	–	–	–	–

	DONORS AND ONGOING RELATIONSHIPS COMMITTEE		FINANCE LEGAL AND BEQUESTS COMMITTEE		COMMUNICATIONS COMMITTEE	
Jill Wran (Chair)	4	2	–	–	–	–
Marylyn Abbott	–	–	–	–	–	–
Neville Allen	4	1	–	–	–	–
Zeny Edwards	1	1	–	–	–	–
Lynette Fern	4	3	–	–	1	1
David Hall	–	–	5	1	–	–
Michael Heraghty	–	–	5	2	–	–
John Kehoe	–	–	5	4	–	–
Beat Knoblauch	–	–	5	5	–	–
Rodney Leaver	–	–	–	–	–	–
Clive Lucas OBE	–	–	–	–	1	1
William McLaughlin	4	4	–	–	–	–
Susan Rothwell	–	–	–	–	1	1
Stephen Wall	4	3	5	3	–	–
Peter Watts	–	–	–	–	–	–
Lesley Wild	–	–	–	–	–	–

Signed in accordance with a resolution of the Directors.
On behalf of the Directors



Jill Wran
Chairman



Beat Knoblauch
Director

Sydney, 12 October 2004

DIRECTORS' DECLARATION

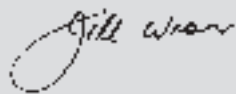
FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES

The directors of the Foundation for the Historic Houses Trust of New South Wales Limited, the Trustee of the Foundation for the Historic Houses Trust of New South Wales, declare that:

- (a) The attached financial statements and notes thereto comply with Australian Accounting Standards, Public Finance and Audit Act 1983 and regulations, Urgent Issues Group Consensus Views and other authoritative pronouncements.
- (b) The attached financial statements and notes thereto give a true and fair view of the financial position and performance of the Trust.
- (c) In the directors' opinion, the attached financial statements and notes thereto are in accordance with the Trust Deed.
- (d) In the directors' opinion, there are reasonable grounds to believe that the Trust will be able to pay its debts as and when they become due and payable.
- (e) The directors are not aware of any circumstances which would render any particulars included in the financial report to be misleading or inaccurate.
- (f) The financial report has been properly drawn up and the associated records have been properly kept for the period from 1 July 2003 to 30 June 2004, in accordance with the Charitable Fundraising (NSW) Act 1991 and Regulations.
- (g) Money received as a result of fundraising activities conducted during the period from 1 July 2003 to 30 June 2004 has been properly accounted for and applied in accordance with the Charitable Fundraising (NSW) Act 1991 and Regulations.

Signed in accordance with a resolution of the directors.

On behalf of the directors:



Jill Wran
Chairman



Beat Knoblauch
Director

Dated this day Tuesday 12 October 2004

STATEMENT OF FINANCIAL PERFORMANCE
FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES
FOR THE PERIOD ENDED 30 JUNE 2004

	NOTES	ACTUAL 2004	ACTUAL 2003
REVENUE FROM ORDINARY ACTIVITIES	2	388,800	418,704
EXPENSES FROM ORDINARY ACTIVITIES			
Administration Expenses		97,034	64,792
Marketing Expenses		24,747	56,373
Occupancy Expenses		24,000	7,200
Audit Fees	3	4,200	3,000
Other Expenses from Ordinary Activities		20,577	13,673
TOTAL EXPENSES FROM ORDINARY ACTIVITIES		170,558	145,038
SURPLUS FROM ORDINARY ACTIVITIES	12	218,242	273,666
TOTAL REVENUES, EXPENSES AND VALUATION ADJUSTMENTS RECOGNISED DIRECTLY IN EQUITY		-	-
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS	10	218,242	273,666

The accompanying notes form part of these financial statements.

STATEMENT OF FINANCIAL POSITION
FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES
AS AT 30 JUNE 2004

	NOTES	ACTUAL 2004	ACTUAL 2003
ASSETS			
CURRENT ASSETS			
Cash Assets	4	1,078,870	927,785
Receivables	5	2,996	375
Other Financial Assets	6	1,072,113	1,021,338
TOTAL CURRENT ASSETS		2,153,979	1,949,498
TOTAL ASSETS		2,153,979	1,949,498
LIABILITIES			
CURRENT LIABILITIES			
Payables	7	142,085	156,792
Provisions	8	946	–
TOTAL CURRENT LIABILITIES		143,031	156,792
TOTAL LIABILITIES		143,031	156,792
NET ASSETS		2,010,948	1,792,706
TRUST FUNDS			
Settled Funds	9	1,721,779	1,721,779
Accumulated Surplus	10	289,169	70,927
TOTAL EQUITY		2,010,948	1,792,706

The accompanying notes form part of these financial statements.

STATEMENT OF CASH FLOWS

FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES
FOR THE PERIOD ENDED 30 JUNE 2004

	NOTES	ACTUAL 2004	ACTUAL 2003
CASH FLOWS FROM OPERATING ACTIVITIES			
PAYMENTS			
Employee Related		(88,238)	(55,877)
Other		(96,695)	(37,478)
TOTAL PAYMENTS		(184,993)	(93,355)
RECEIPTS			
Interest Received		92,467	60,879
Grants and Contributions		294,325	358,089
TOTAL RECEIPTS		386,792	418,968
NET CASH FLOWS FROM OPERATING ACTIVITIES	12(c)	201,859	325,613
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchases of Investments		(50,774)	(1,332,788)
Proceeds from Investments		–	927,726
NET CASH FLOWS (USED IN) INVESTING ACTIVITIES		(50,774)	(405,062)
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from Contributed Equity		–	1,209,973
Distribution Paid		–	(202,739)
NET CASH FLOWS FROM FINANCING ACTIVITIES		–	1,007,234
NET INCREASE IN CASH		151,085	927,785
Opening Cash and Cash Equivalents		927,785	–
CLOSING CASH AND CASH EQUIVALENTS	12(a)	1,078,870	927,785

The accompanying notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES

FOR THE YEAR ENDED 30 JUNE 2004

1. SUMMARY OF ACCOUNTING POLICIES

Financial Reporting Framework

The financial report is a general purpose financial report which has been prepared in accordance with the Trust Deed, Australian Accounting Standards and other authoritative pronouncements of the AASB, Urgent Issues Group Consensus Views, Public Finance and Audit Act 1983 and regulations and complies with other requirements of the law.

The financial report has been prepared on the basis of historical cost and except where stated, does not take into account changing money values or current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

Significant Accounting Policies

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

The following significant accounting policies have been adopted in the preparation and presentation of the financial report:

(a) Revenue Recognition

Interest revenue – interest revenue is recognised on an accruals basis.

Donations – revenue received from donations is recorded as and when it is received.

(b) Acquisition of Assets

Assets acquired are recorded at the cost of acquisition, being the purchase consideration determined as at the date of acquisition plus costs incidental to the acquisition.

(c) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST except where:

- The amount of GST incurred by the Foundation as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense.
- Receivables and payables are stated with the amount of GST included.

(d) Receivables

Trade receivables and other receivables are recorded at amounts due less any allowance for doubtful debts.

(e) Income Tax

The Foundation is exempt from the payment of income tax, and accordingly, no provision for income tax liability or future income tax benefit has been included in the accounts.

(f) Accounts Payable

Trade payables and other accounts payable are recognised when the Foundation becomes obliged to make future payments resulting from the purchase of goods and services.

(g) Date of Commencement of Trading

The Foundation was formed on 14 November 2001 but did not commence activities until October 2002 when all assets and liabilities of the Historic Houses Trust of New South Wales Foundation were transferred across (refer Note 9). Accordingly the comparative figures cover the period from the date of transfer, 1 October 2002 to 30 June 2003.

(h) Adoption of Australian Equivalents to International Financial Reporting Standards

The Foundation will apply the Australian Equivalents to International Financial Reporting Standards (AIFRS) from the reporting period beginning 1 July 2005.

The Foundation is managing the transition to the new standards by following the advice and strategy prescribed by the Foundation's controlling entity, the Historic Houses Trust of New South Wales (HHT). The HHT has allocated internal resources and/or engaged consultants to analyse the pending standards and Urgent Issues Group Abstracts to identify key areas regarding policies, procedures, systems and financial impacts affected by the transition.

As a result of this exercise, the HHT has taken the following steps to manage the transition to the new standards, which includes the Foundation as a controlled entity.

The HHT Audit Committee is overseeing the transition. The Chief Financial Officer of the HHT is responsible for the project and reports regularly to the Committee on progress against the plan.

The controlling entity, the HHT, has identified the following phases to be undertaken.

- The controlling entity, the HHT, strategy for adoption of AIFRS was submitted to Treasury on 30 June 2004.
- The controlling entity, the HHT, draft consolidated opening balance sheet for 1 July 2004 to be prepared in order to adopt AIFRS. This will be submitted to Treasury by 15 December 2004.
- The controlling entity, the HHT, final consolidated opening balance sheet for 1 July 2004 to be prepared in order to adopt AIFRS. This will be submitted to Treasury by 31 March 2005 and will allow the audit of the opening trial balance before 30 June 2005.

NSW Treasury is assisting the HHT to manage the transition by developing policies, including mandates of options; presenting training seminars; providing a website with up-to-date information to keep government agencies informed of any new developments; and establishing an IAS Agency Reference Panel to facilitate a collaborative approach to manage the change.

The Foundation through the advice of its controlling entity, the HHT, has identified a number of significant differences in accounting policies that will arise from adopting AIFRS. Some differences arise because AIFRS requirements are different from existing AASB requirements. Other differences could arise from options in AIFRS. To ensure consistency at the whole of government level, NSW Treasury has advised the HHT of options it is likely to mandate, and will confirm these during 2004–2005. This disclosure reflects these likely mandates.

The Foundation's accounting policies may also be affected by a proposed standard designed to harmonise accounting standards with Government Finance Statistics (GFS). This standard is likely to change the impact of AIFRS and significantly affect the presentation of the income statement. However, the impact is uncertain, because it depends on when this standard is finalised and whether it can be adopted in 2005–2006.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES
FOR THE YEAR ENDED 30 JUNE 2004

Based on current information, the following key differences in accounting policies are expected to arise from adopting AIFRS:

- AASB 1 'First-time Adoption of Australian Equivalents to International Financial Reporting Standards' requires retrospective application of the new AIFRS from 1 July 2004, with limited exemptions. Similarly, AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors' requires voluntary changes in accounting policy and correction of errors to be accounted for retrospectively by restating comparatives and adjusting the opening balance of accumulated funds. This differs from current Australian requirements, because such changes must be recognised in the current period through profit or loss, unless a new standard mandates otherwise.
- AASB 1004 'Contributions' applies to not-for-profit entities only. Entities will either continue to apply the current requirements in AASB 1004 where grants are normally recognised on receipt, or alternatively apply the proposals on grants included in ED 125 'Financial Reporting by Local Governments'. If the ED 125 approach is applied, revenue and/or expense recognition will be delayed until the agency supplies the related goods and services (where grants are in-substance agreements for the provision of goods and services) or until conditions are satisfied.
- AASB 136 'Impairment of Assets' requires an entity to assess at each reporting date whether there is any indication that an asset (or cash generating unit) is impaired and if such indication exists, the entity must estimate the recoverable amount. However, the effect of this standard should be minimal because all the substantive principles in AASB 136 are already incorporated in Treasury's policy 'Valuation of Physical Non-Current Assets at Fair Value'.
- AASB 139 'Financial Instrument Recognition and Measurement' results in the recognition of financial instruments that were previously off balance sheet, including derivatives. The Standard adopts a mixed measurement model and requires financial instruments held for trading and available for sale to be measured at fair value and valuation changes to be recognised in profit or loss or equity, respectively. Previously they were recognised at cost. This may increase the volatility of the operating result and balance sheet.

To achieve full harmonisation with GFS, entities would need to designate all financial instruments at fair value through profit or loss. However, at this stage it is unclear whether this option will be available under the standard and, if available, whether Treasury will mandate this option for all agencies.

	2004	2003
--	------	------

2. SURPLUS FROM ORDINARY ACTIVITIES

Surplus from ordinary activities includes the following items of revenue:

(a) Operating Revenue

Donations	294,325	358,089
Interest	94,475	60,615
	388,800	418,704

Expenses of the Foundation are paid by the controlling entity and recharged.

	2004	2003
--	------	------

3. REMUNERATION OF AUDITORS

Audit of the financial report		
Foundation for the Historic Houses Trust of New South Wales	3,000	3,000
Foundation for the Historic Houses Trust of New South Wales Limited	1,200	–
	4,200	3,000

4. CASH ASSETS

Cash On Hand and At Bank	230,074	309,129
TCorp Hour-Glass Cash Facility Trust	848,796	618,656
	1,078,870	927,785

5. CURRENT RECEIVABLES

Prepayments	613	–
Accrued interest on deposit	2,383	375
	2,996	375

6. OTHER CURRENT FINANCIAL ASSETS

TCorp Term Deposit	382,197	364,076
Macquarie Bank Limited Term Deposit	689,916	657,262
	1,072,113	1,021,338

7. CURRENT PAYABLES

Trade payables – HHT (the Controlling Entity)	122,731	153,792
Accrued Salaries, Wages and On-Costs	5,029	–
Accrued Expenses	14,325	3,000
	142,085	156,792

8. CURRENT LIABILITIES – PROVISIONS

Current Employee Benefits and Related On-Costs		
Recreation Leave	946	–
Total Provisions	946	–
Aggregate Employee Benefits and Related On-Costs		
Provisions – Current	946	–
Accrued Salaries, Wages and On-Costs (Note 7)	5,029	–
	5,975	–

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES
FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
9. SETTLED FUNDS		
Opening Balance at Beginning of Financial Period	1,721,779	–
Transactions with owners as owners		
Settled funds transferred	–	1,721,779
Balance at the end of the financial period	1,721,779	1,721,779

Settled funds represent the net assets transferred in from the Historic Houses Trust of New South Wales Foundation on 1 October 2002.

These represented the following assets and liabilities:

Cash	–	1,209,973
Receivables	–	640
Other Financial Assets	–	616,274
TOTAL ASSETS	–	1,826,887
Payables	–	105,108
TOTAL LIABILITIES	–	105,108
Net Assets Transferred In	–	1,721,779

10. ACCUMULATED SURPLUS

Balance at the Beginning of the Financial Period	70,927	–
Net Profit from Ordinary Activities	218,242	273,666
Transactions with owners as owners		
Less: Distribution Paid to the Historic Houses Trust of New South Wales	–	(202,739)
Balance at the End of the Financial Period	289,169	70,927

11. RELATED PARTY TRANSACTIONS

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

(a) Transactions with Related Entities

During the financial period the Trustee of the Foundation for the Historic Houses Trust of New South Wales was the Foundation for the Historic Houses Trust of New South Wales Limited. This company's ultimate parent entity is the HHT. Transactions with the HHT for services provided are fully reimbursed by the Foundation.

Aggregate amounts receivable from and payable to related entities at balance date are as follows.

Current Receivables Controlling Entity	–	–
Current Payables Controlling Entity	122,731	153,792

(b) Transactions with Directors

There were no transactions between the directors of the Trustee and the Foundation.

No director of the Trustee receives remuneration for his/her duties as a director.

One of the directors is an employee of the HHT and as such received the following income.

	170,122	155,664
The number of directors of the Trustee whose income from related bodies corporate was within the following specified bands:		
\$150,000 – \$159,999	–	1
\$170,000 – \$179,999	1	–

12. NOTES TO THE STATEMENT OF CASHFLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand and in banks and TCorp Hour-Glass deposits. Cash at the end of the financial period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

Cash and Cash Equivalents	1,078,870	927,785
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(b) Non-Cash Financing and Investing Activities

The Foundation receives administration assistance from the HHT at no charge.

The value of these services is unable to be estimated.

(c) Reconciliation of Surplus from Ordinary Activities to Net Cash Flows from Operating Activities

Surplus from Ordinary Activities	218,242	273,666
(Increase)/Decrease in Assets:		
Current Receivables	(2,621)	265
Increase/(Decrease) in Liabilities:		
Current Payables	(14,708)	51,682
Provisions	946	–
Net Cash from Operating Activities	201,859	325,613

13. SEGMENT REPORTING

The Foundation operates in one geographical sector, being New South Wales, and one business sector, being the raising of funds for the provision of conservation and heritage services in relation to historic houses in New South Wales.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES
FOR THE YEAR ENDED 30 JUNE 2004

14. FINANCIAL INSTRUMENTS

(a) Significant Accounting Policies

Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which revenues and expenses are recognised in respect of each class of financial asset, financial liability and equity instrument are disclosed in Note 1 to the Financial Statements.

(b) Interest Rate Risk

The table below details the Foundation's exposure to interest rate risk as at 30 June 2004.

INTEREST RATE RISK	AVERAGE INTEREST RATE %	VARIABLE INTEREST RATE \$	FIXED INTEREST RATE MATURITY < 1 YEAR \$	NON INTEREST BEARING \$	TOTAL \$
Financial Assets					
Cash	4.5	1,078,670	–	200	1,078,870
Receivables	–	–	–	2,996	2,996
Other Financial Assets	5.4	–	1,072,113	–	1,072,113
Financial Liabilities					
Payables	–	–	–	142,085	142,085

(c) Credit Risk

Credit risk refers to the risk that a counterparty will default on its contractual obligations resulting in financial loss to the Foundation. The Foundation has adopted the point of only dealing with creditworthy counterparties as a means of mitigating the risk of financial loss from defaults. The Foundation measures credit risk on a fair value basis.

The Foundation does not have any significant credit risk exposure to any single counterparty or any group of counterparties having similar characteristics.

(d) Net Fair Value

The carrying value of financial assets and liabilities recorded in the financial statements approximates their net fair values.

	2004	2003
--	------	------

15 CHARITABLE FUND RAISING ACTIVITIES

Results of fundraising activities

(a) Gross proceeds from fundraising appeals	75,325	86,589
Less: Costs of fundraising appeals	22,239	55,265
Net surplus obtained from fundraising appeals	53,086	31,324
(b) Contributions to the Historic Houses Trust of New South Wales	–	202,739
Transferred to/(from) accumulated funds	53,086	(171,415)
	53,086	31,324

List of all forms of appeals

Events

How appeal monies are applied

As at 30 June 2004 the Foundation had not paid a distribution to the Historic Houses Trust of New South Wales. This has been done at the request of the Historic Houses Trust of New South Wales and funds raised will be made available in future years to fund acquisitions by the Historic Houses Trust of New South Wales.

	2004 \$	%	2003 \$	%
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Comparative figures and ratios

Total costs of fundraising /	22,239 /		55,265 /	
Gross income from fundraising	75,325	30	86,589	64
Net surplus from fundraising /	53,086 /		31,324 /	
Gross income from fundraising	75,325	70	86,589	36
Total costs of services /	– /		202,739 /	
Total expenditure	170,558	–	145,038	140
Total costs of services provided /	– /		202,739 /	
Total income received.	388,800	–	418,704	48

END OF AUDITED FINANCIAL STATEMENTS

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