



Government of South Australia
Department for Infrastructure and Transport

In reply please quote 2023/07096/01

[Redacted]

[Redacted]

**LEGAL
COMMERCIAL AND
ASSURANCE
SERVICES**

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Adelaide SA 5000
Karna County
GPO Box 1522
Adelaide SA 5001
PO Box 171

T 1300 872 677

W dit.sa.gov.au

ABN 92 366 288 135

**Build. Move.
Connect.**

Via email address: [Redacted]

Dear [Redacted]

**Notice of Determination – Request for access to documents under the
Freedom of Information Act (SA) 1991**

I refer to your application made under the *Freedom of Information Act 1991* (the Act) which was received by the Department for Infrastructure and Transport (the Department) on 19 September 2023.

You have requested access to the following:

“I would like to request under the FOI act a copy of all documents related to tender DPTI021941 - 'Preparation for Sentencing, Processing and Archiving of Plans and other Related Records which are the Residual from the Sale of the Australian National Railways Commission' and the resultant Contract. Please include any and all marked documents released with the tender, the terms and conditions of the contract, the total contract cost of the resultant contract, and the name and ABN of the successful respondent in addition to any other available documents that may be relevant to either the tender or the contract.

Date range Nil Provided.”

Further communication on 20 September 2023 confirmed that you were requesting:

“access to the tender and copy of the awarded contract, and no subsequent documents.”

The 30-day period for processing your application has now lapsed. A determination was due on 19 October 2023. As a result, the Department is deemed by section 19(2)(b) of the Act to have refused access to the documents requested. However, the Department has continued to process your application outside this timeframe.

There are 13 documents which have been located that are within the scope of your request. I have determined to release 11 documents in full and to partially release two (2) documents in accordance with Section 20(1)(a) and Clauses 6(1) and 7(1)(c) of Schedule 1 of the Act which states:

20—Refusal of access

- (1) *An agency may refuse access to a document—*
- (a) *if it is an exempt document.*

6—Documents affecting personal affairs

- (1) *A document is an exempt document if it contains matter the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*

7—Documents affecting business affairs

- (1) *A document is an exempt document—*
- (c) *if it contains matter—*
- (i) *consisting of information (other than trade secrets or information referred to in paragraph (b)) concerning the business, professional, commercial or financial affairs of any agency or any other person; and*
- (ii) *the disclosure of which—*
- (A) *could reasonably be expected to have an adverse effect on those affairs or to prejudice the future supply of such information to the Government or to an agency; and*
- (B) *would, on balance, be contrary to the public interest.*

Clause 6(1)

Document 013 contains the personal information of a third party, the disclosure of which would involve the unreasonable disclosure of personal affairs. The document includes the home address of the successful tenderer, release of which would enable individuals to be contacted at their place of residence, outside of their working hours. I consider this an intrusion on the personal life of the affected individual and an unreasonable disclosure of personal information. I therefore determine the information to be exempt from disclosure under clause 6(1) of Schedule 1 of the Act.

Clause 7(1)(c)

Document 012 contains information concerning the business affairs of third parties, the disclosure of which could reasonably be expected to have an adverse effect on those affairs. In particular, the documents contain a breakdown of information and monetary values from the tendering parties, and disclosure has the potential to have an adverse impact on the ability of those third parties to submit competitive bids for work in the future.

In considering the grounds for exemption of information under Clause 7, I have considered the public interest in disclosure or non-disclosure:

Factors in favour of release

- to enhance the scrutiny of government decision making; and
- promote the accountability of the agency and its staff.

Factors against release

- protecting the commercial and financial interests of third parties
- the public interest in ensuring agencies are able to achieve the best value for money when engaging with third parties; and

- the ability to affect public confidence in the State's approach to managing confidentiality in tender submissions.

Upon weighing these factors, I have determined, on balance, that it is contrary to the public interest to release the information.

Attached is an explanation of the provisions of the Act which details your rights to review this determination, and the process to be followed.

In accordance with 'Premier and Cabinet Circular PC045, if you are given access to documents as a result of this FOI application then details of your application, and the documents to which access is given, may be published in the agency's disclosure log within 90 days from the date of this determination. Any private information will be removed. If you have any objection to this publication, please contact us within 30 days of receiving this determination. A copy of PC045 can be found at <https://www.dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars>.

Should you have any enquiries concerning your application please contact [redacted] Freedom of Information Officer on telephone ([redacted]) or by email at DIT.FOI@sa.gov.au.

Yours sincerely



Jodie Beck
Accredited Freedom of Information Officer

19 December 2023

Released under the FOI Act 1991

FREEDOM OF INFORMATION ACT 1991

YOUR RIGHTS TO REVIEW

INTERNAL REVIEW

If you are dissatisfied or concerned with the decision of this Agency regarding access to documents or the request for amendment to your personal records, you can apply for an Internal Review of that decision.

To apply for an Internal Review you must write a letter addressed to the Principal Officer or lodge an Internal Review application form with the Principal Officer of this Agency. The legislated application fee must accompany all applications, unless the fee was waived in the original Freedom of Information application, in which case there would be no fee payable for the application. The application must be lodged within 30 days after being notified of the decision.

The Agency will undertake the Internal Review and advise you of its decision within 14 days of receipt of the application.

Where the decision was made by the Minister or Principal Officer of the Agency, you are unable to request an Internal Review but you can apply for an External Review by the Ombudsman, or SACAT.

You are unable to apply for an Internal Review regarding a decision to extend the time limit for dealing with an application but you can apply for an External Review.

EXTERNAL REVIEW BY THE OMBUDSMAN

If the Agency does not deal with your Internal Review application within 14 calendar days (or you remain unhappy with the outcome of the Internal Review) you are entitled to an External Review by the Ombudsman SA.

You may also request an External Review by the Ombudsman if you have no right to an Internal Review.

The application for review by the Ombudsman should be lodged within 30 days after the date of a determination. The Ombudsman's Office, at their discretion, may extend this time limit.

Investigations by the Ombudsman are free. Further information is available from the Office of the Ombudsman by telephone on 8226 8699 or toll free 1800 182 150 (within SA).

REVIEW BY THE SOUTH AUSTRALIAN CIVIL AND ADMINISTRATIVE TRIBUNAL (SACAT)

If you are still dissatisfied with the decision made by this Agency after an Internal Review or after a review by the Ombudsman, you can request a review from SACAT.

You must exercise your right of review to SACAT within 30 calendar days after being advised of the determination or the results of any other Internal or Ombudsman Review. Any costs will be determined by SACAT, where applicable. For more information, contact;

South Australian Civil and Administrative Tribunal (SACAT)

Phone: 1800 723 767

Email: sacat@sacat.sa.gov.au

Document Number	Description of Document	Date of Document	Author	Determination Release / Partial Release / Refuse Access	Schedule Clause Applied	Comments
001	2011-143 TD Archiving Australian National Drawings	15/12/2011	DIT	Release		
002	2011-143 TD Appendix 1 - Archiving Project Records Authority 2011	1/10/2011	DIT	Release		
003	2011-143 TD Appendix 2 - Archiving Project State Records Collinswood site plan	Undated	Matthews Architecture	Release		
004	004 2011-143 TD Appendix 3 - Archiving Project Islington Plan Room Catalogue Listing and Drawer Location Map	14/05/2007	Unknown	Release		
005	2011-143 TD Appendix 4 - Archiving Project Plan Room Scoping Study Final	24/10/2023	Unknown	Release		
006	2011-143 TD Appendix 5 - Archiving Project Map of the South Australian Railway System June 1951	30/06/1951	DIT	Release		
007	2011-143 TD Appendix 6 - Archiving Project_ Australian National Railway System Map	Undated	Unknown	Release		
008	2011-143 TD Appendix 7 - Listing of Recent Requests for Copies	Undated	Unknown	Release		
009	2011-143 TDa1	10/01/2012	DIT	Release		
010	2011-143 TDa2	12/01/2012	DIT	Release		
011	2011-143 TDa3	13/01/2012	DIT	Release		
012	2011-143 Financial Approval	29/03/2012	DIT	Partial release	7(1)(c)	
013	11C143 Signed Formal Instrument of Agreement	14/05/2012	DIT	Partial release	6(1)	

Released under the FOIA Act 1991

Revision 0
DTEI 2011/11311/01
CH / PW

2011-143



Government of South Australia
Department of Planning,
Transport and Infrastructure

REQUEST FOR TENDER

**PREPARATION FOR SENTENCING, PROCESSING AND ARCHIVING OF PLANS AND OTHER
RELATED RECORDS WHICH ARE THE RESIDUAL FROM THE SALE OF THE AUSTRALIAN
NATIONAL RAILWAYS COMMISSION**

CONTACT FOR FURTHER INFORMATION

Tender enquiries are to be directed to:

Mr Chris Hunt
Telephone: (08) 8204 8129 Mobile 0437 384 403
Fax: (08) 8204 8740
E-mail: chris.hunt@sa.gov.au

If the above person is unavailable, the enquiry may be directed to:

Mr Paul Whatling
Telephone: (08) 8343 2364 Mobile: 0401 984 585
Fax: (08) 8204 8740
E-mail: paul.whatling@sa.gov.au

CALL DATE:

15 December 2011

MANDATORY BRIEFING:

Refer Conditions of Tendering Annexure C for details

TENDERS CLOSE AT

**2.00 pm on Thursday 19 January 2012,
Ground Floor Tender Box, DPTI,
77 Grenfell Street Adelaide SA 5000
or electronically at the Government Tender Web
Site at www.tenders.sa.gov.au**

REVISION STATUS

AMENDED PART	REVISION STATUS OF AMENDED PART	CLAUSE
<u>Amendment No. 1</u> (Released 10/01/12)		
Statement of Requirements	A	Clause 5.2 "Processing and Transfer"
<u>Amendment No. 2</u> (Released 12/01/12)		
Conditions of Tendering	A	Annexure A
Schedules	A	Removal of Schedule 2
<u>Amendment No. 3</u> (Released 13/01/12)		
Statement of Requirements	B	Clause 5.2 "Processing and Transfer"
		Clause 6 "Accommodation"

Released under the FOI Act 1997

CONTENTS

Conditions of Tendering including:

- Annexure A: Tender Submission.
- Annexure B: Assessment of Tenders.
- Annexure C: Supplementary Information for Tenderers.

Schedule of Contract Documents

Scope of Contract

Statement of Requirements

DPTI General Conditions of Contract: Services Major

Appendices

- Appendix 1: Records Authority 2011/00553971
- Appendix 2: State Records Collinswood Site Plan
- Appendix 3: Islington Plan Room Catalogue Listing and Drawer Location Map
- Appendix 4: Plan Room Scoping Study – Final
- Appendix 5: Map of the South Australian Railway system – June 1951
- Appendix 6: Australian National Railway System Map
- Appendix 7: Listing of Recent Requests for Copies

Tender Form

Schedules

Released under the FOI Act 1997

CONDITIONS OF TENDERING

INVITATION

On behalf of the Minister for Transport (“Principal”), the Department of Planning, Transport and Infrastructure (“DPTI”) invites companies (“Tenderer”) to submit tenders for the provision of the services described in the attached Statement of Requirements.

CT 1 REQUEST FOR TENDER DOCUMENTS

The Request for Tender (“RfT”) documents comprise of the documents listed in the contents page of this document. If the General Conditions of Contract are an Australian Standard, the General Conditions of Contract will not be included in these documents and Tenderers are advised to obtain their own copy.

Any DPTI publications referred to in these documents are available from the internet at: http://www.dpti.sa.gov.au/contractor_documents.

No explanation or amendment to the RfT documents shall be recognised unless in the form of a written amendment thereto issued by the Principal. The Principal may amend the RfT documents at any time prior to the closing date. The Tenderer must be registered at the SA Tenders and Contracts website: <https://www.tenders.sa.gov.au/tenders/index.do>. Telephone (08) 8462 1411 for further information.

CT 2 TENDERER'S WARRANTIES AND OBLIGATIONS

These Conditions of Tendering prescribe the rules for the conduct of the tender process. By submitting a tender, a Tenderer agrees to comply with, and be bound by, the rules contained within these Conditions of Tendering. If a Tenderer acts contrary to these rules, the Principal reserves the right to terminate consideration of their tender.

Except for any express statement contained in the RfT documents, the Tenderer warrants that in lodging its tender it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the Principal, its officers, employees, agents or advisers. A Tenderer cannot rely upon any document designated as “For Information Only”.

This RfT is not an offer and these Conditions of Tendering will not form part of any Contract.

Prior to submitting a tender, a Tenderer is deemed to have:

- a) examined all written documentation made available by the Principal to the Tenderers for the purpose of tendering;
- b) examined all information relevant to the risks, contingencies and other circumstances having an effect on the tender and obtainable by the making of reasonable enquiries; and
- c) where applicable, inspected the site and its near surrounds.

CT 3 ENQUIRIES

Enquiries are to be directed to the Contact Officer(s) nominated on the cover sheet of this RfT document. Tenderers cannot rely on communication with any other person(s) with regard to the tender process.

It is the responsibility of the Tenderer to request any clarifications or additional information arising from analysis of this RfT. The DPTI Contact Officer may stipulate that any request for clarification or additional information arising from analysis of this document be forwarded in writing. Where it is appropriate for the Principal to provide a written reply to any enquiry, and the matter is not considered by the Principal to be commercially sensitive or designated by the Tenderer as commercial in confidence, a clarification may be sent to all Tenderers.

CT 4 BRIEFING

If a Briefing is indicated on the cover sheet of this RfT document, attendance at the Briefing by the Tenderer or a competent representative of the Tenderer is a condition precedent to the submission of a tender. In the event that a company does not attend the Briefing and extenuating circumstances exist, a determination whether that company will be permitted to submit a tender will be made in accordance with the DPTI Procedure for managing pre-tender briefings.

Minutes of the Briefing recorded by the Principal will be issued to all in attendance for information only.

CT 5 CODE OF CONDUCT

Tenderers, their employees and agents shall:

- a) at all times act with integrity;
- b) declare any actual or potential conflict of interest;
- c) not seek to employ or engage the services of any person who has a duty to the Principal in relation to this process as an adviser, consultant or employee (or former adviser, consultant or employee);
- d) not collude or enter into any agreement with any other Tenderer concerning the preparation of its tender, pay any amount to an unsuccessful Tenderer or seek to obtain knowledge of the price of any other tender;
- e) not attempt to influence the outcome of this process by offering gifts, employment or other benefits to SA Government employees or persons engaged by the Principal and others who are in a position to influence the award of the contract;
- f) not attempt to seek confidential information in respect of this tender process from the SA Government employees and others who have access to confidential information; and
- g) not make any news releases or responses to media enquiries and questions pertaining to this tender process without the Principal's written approval.

CT 6 SUBMISSION OF TENDERS

The Tenderer's submission must comply with the following:

- a) the submission shall be lodged in accordance with the requirements stated on the cover sheet of this RfT document;
- b) all documents and schedules listed in CT Annexure A "Tender Submission" shall be included in the submission;
- c) the format and number of copies shall be as stated in CT Annexure A "Tender Submission";
- d) the submission is in English and prices are in Australian dollars;
- e) the submission shall include a written acknowledgment of receipt of any amendments issued by the Principal; and
- f) hard copy documents shall be sealed in an envelope or package, marked confidential and clearly identified as a submission for this RfT.

The Tenderer's submission will become the property of the Principal.

The time specified is the time applicable to South Australia, as defined at <http://www.australia.gov.au/about-australia/our-country/time>. The Principal reserves the right to extend the tender closing date or time. The DPTI Tender Box at 77 Grenfell St, Adelaide, may only be accessed between 9.00 am and 5.00 pm on ordinary business days.

In the event of receipt of a Submission after the closing date and time, a determination regarding its acceptability will be made in accordance with the DPTI Procedure for Receipt of Tenders.

If a Tenderer bases their tender on any assumptions in relation to the interpretation of the specification, or qualifies their tender in any way, details of the assumption(s) or qualification(s) and any cost implications thereof must be included in the tender.

CT 7 COST OF PREPARATION OF BIDS

Tenderers are responsible for the cost of preparing and submitting a bid and all other costs arising out of the process which includes any subsequent contract negotiation phase prior to the award of a contract.

CT 8 NON-CONFORMING OR ALTERNATIVE TENDERS

A conforming tender must address every matter and comply with every requirement specified in the RFT documents. An incomplete tender or a tender which does not comply with every requirement specified in this RFT will be deemed to be a non-conforming tender. At the absolute discretion of the Principal, a non-conforming tender may be rejected.

A tender containing an alternative proposal may be considered provided the tender clearly states the manner in which the alternative differs from the requirements of the RFT and is accompanied by a conforming tender.

CT 9 CONSORTIUM RESPONSES

If a Tenderer submits a bid in conjunction with any other person or with the intention of acting, in future, in conjunction with any one or more other persons ("group members") in relation to this process the following applies:

- a) The Principal expects that a Tenderer will provide a description of the proposed legal structure and relationships that are proposed between tenderers and group members; and
- b) The Principal expects that tenderers will nominate one person as the preferred contact person for their company and all group members.

Notwithstanding any undertaking regarding confidentiality, by submitting a tender, The Tenderer agrees that the Principal may forward information relating to the Tenderer or the tender to the Australian Competition and Consumer Commission (ACCC) if the Principal reasonably suspects, or is notified by the ACCC that it reasonably suspects that there is cartel conduct or unlawful collusion in relation to this tender process (whether or not the suspicion relates to the Tenderer).

CT 10 TENDER ASSESSMENT AND NEGOTIATION

Tenders will be assessed in accordance with DPTI tender evaluation procedures and the criteria listed in CT Annexure B "Assessment of Tenders".

At any time prior to award of a contract, the Principal reserves the right to:

- a) seek clarification of any aspect of a tender;
- b) seek the advice and / or assistance of external consultants regarding the assessment of tenders; and
- c) make enquiries of any person, company or organisation to ascertain information regarding any Tenderer and its tender.

If requested by the Principal, selected Tenderer(s) must provide additional written information regarding their tender. The information required may be described as a "Post Tender submission" in CT Annexure A "Tender Submission". This information shall be submitted within the time stated and will be considered as part of the tender. Failure to submit the information in the time requested may result in the tender being set aside from further consideration.

Selected Tenderers (or their authorised representatives) may be required to attend an interview, workshop or meeting or enter into negotiations with the Principal. The Principal will record any agreements reached that are intended by the parties to be binding.

Tenderers are advised that the State Procurement Board Policy "International Obligations Policy" applies to this tender process. Refer: <http://www.spb.sa.gov.au>.

CT 11 REPRESENTATIONS

No representation made by or on behalf of the Principal in relation to this RFT (or its subject matter) will be binding on the Principal unless that representation is expressly incorporated into the contract ultimately entered into between the Principal and the successful Tenderer.

CT 12 CONFIDENTIALITY

The Tenderer and the Principal may disclose information to any consultant engaged for the purpose of this process if the consultant is required to preserve the confidentiality of that information.

Information supplied by or on behalf of the Principal after the date of close of tenders is confidential and the Tenderer is obliged to maintain its confidentiality, unless indicated otherwise.

The Principal understands the need to keep commercial matters confidential in appropriate circumstances (including information submitted at the request of the Principal after the date of close of tenders), but reserves the right to disclose some or all of the contents of a tender submission:

- a) if required to do so by a constitutional convention;
- b) in order that the relevant Minister may discharge their duties and obligations to Parliament and the South Australian Government;
- c) to the Australian Competition and Consumer Commission (ACCC) or any other government authority having relevant jurisdiction, if the Principal reasonably suspects or is notified by the ACCC that it reasonably suspects, that there is cartel conduct or unlawful collusion in relation to this tender process (whether or not the suspicion relates to the Tenderer); and
- d) as required by law.

Any condition in a bid that purports to prohibit or restrict the Government's right to make such disclosures cannot be accepted.

CT 13 DISCLOSURE OF CONTRACT

Tenderers are to be aware that if a contract is entered into, the Principal may disclose that contract and/or information in relation to it in either printed or electronic form and either generally to the public or to a particular person as a result of a specific request.

The Tenderer agrees that if it is successful, the contract may be disclosed on the South Australian Government's Contracts website <http://www.tenders.sa.gov.au>. in accordance with Premier and Cabinet Circular 27 (PCO27) a copy of which is available from http://www.premcbsa.gov.au/dpc/publications_circulars.html

CT 14 EMPLOYMENT OF EX-GOVERNMENT EMPLOYEES

The Principal will not accept the services of any former public sector employee, either directly or through a third party, who has, within the last three years, received a separation package from the Government, where such engagement may breach the conditions under which the separation package was paid to the former public sector employee.

CT 15 TENDER VALIDITY PERIOD

The Tenderer warrants that it will maintain the validity of its tender for a period of 90 days from date of submission of tender. Where the Principal seeks an extension of this period, a request in writing will be forwarded to the Tenderer. The failure of a Tenderer to respond to this request may result in its tender being excluded from further consideration.

CT 16 ACCEPTANCE OF TENDER

The Tenderer agrees and acknowledges that the Principal is under no obligation to accept the lowest or any tender received. In its absolute discretion, the Principal may reject any tender at any time or abandon this tender process.

Nothing in this RfT document or any subsequent tender assessment or negotiation process is to be construed as creating a binding contract (express or implied) between the Principal and any Tenderer. No legal relationship will exist between the Principal and any Tenderer unless and until the Principal has delivered (either by post, courier, hand delivery or facsimile) a written notice of acceptance of tender to the successful Tenderer at the address stated on the tender form.

CT 17 STATE FEDERAL COOPERATION ON TRADE PRACTICES MATTERS

The Tenderer must submit with the tender a signed declaration, on the form provided, that:

- a) confirms that the tender is independent and that there has not been any unlawful collusion with any other tenderer or party in connection with this tender process; and
- b) to the extent known at the time of submission, clearly indicates the total value of the goods and/or services to be provided by sub-contractors.

Where the value of work to be provided by sub-contractors exceeds either \$1,000,000 (GST inc) or 25% of the total value of the tender, the tender submission must include a complete list of all sub-contractors, the value, and the nature of the goods and services to be provided under each sub-contract, to the extent known at the time of submitting the tender.

If a tender is submitted jointly with another party or parties then each joint tenderer must provide the signed declaration.

The requirement for independence in sub-clause a) does not apply as between joint tendering parties.

If a duly completed declaration form is not provided or if any part of the declaration is found to be false:

- a) The Principal may exclude the tender from consideration; and
- b) If a contract has been awarded in relation to the tender process, the contractor will be in fundamental breach of that contract (such breach going to the root of the contract) and the Principal may terminate that contract without any obligation on the Principal to make any payment.

Released under the FOIA Act 1991

CT ANNEXURE A
TENDER SUBMISSION

TENDERERS MUST SUBMIT THE FOLLOWING WITH THE TENDER:

Tender Form

The following Schedules:

1. Certificate of Currency of Public Liability Insurance.
2. ~~Certificate of Currency of Professional Indemnity Insurance.~~²
3. Program for Provision of Services.
4. Statement of company experience relevant to this tender and track record of company (including referees).
5. Nominated personnel, their availability, accessibility, level and duration of input and their location normally and during the provision of services. Details of access to and availability of back-up resources should also be provided.
6. Details of subcontractors and suppliers.
7. Approach to the task and methodology.
8. Overview of Management Systems (including quality, technical, managerial, organisation, insurances and Occupational Health, Safety and Welfare).
9. Transportation Plan for relocating records from Lismington to State Records at Collinswood.
10. Proposed Payment Schedule.

NUMBER OF COPIES TO BE SUBMITTED:

(if not submitted electronically)

One original (unbound) plus 3 copies (may be bound or unbound).

² Amendment No. 2.

CT ANNEXURE B**ASSESSMENT OF TENDERS**

The tender assessment process will follow the general approach of "Matrix" Methodology, as described in the DPTI Tender Evaluation Guidelines, available from:
http://www.dpti.sa.gov.au/documents/contractsandtenders/guidelines_and_miscellaneous

Tenders will be evaluated in accordance with the following criteria and weightings:

Mandatory Requirements

- Experience in work of a similar magnitude and complexity
- Appropriate Management Systems for this work

CRITERIA	WEIGHTING
Company Experience in work of a similar nature	30%
Capacity to undertake the works in the time specified, resources allocated, including key personnel to be employed, backup staff and resources	25%
Approach to the task (i.e. methodology), which includes the Tenderer's understanding of all aspects of the work involved in the project and the Tenderer's ability to handle any technical problems likely to arise	20%
Price	25%

Tenderers that do not have satisfactory management systems may be excluded from consideration.

The above is only a summary of the evaluation process and other factors may be taken into account in the selection of the successful Tenderer.

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CT ANNEXURE C

SUPPLEMENTARY INFORMATION FOR TENDERERS

1. BRIEFING

Briefings and inspections are by appointment with the Contact Officer(s) nominated on the cover sheet. Inspections will include the Islington Plan Room, Collinswood facility and the current Plan Room access arrangements.

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SCHEDULE OF CONTRACT DOCUMENTS

The Services shall be provided in accordance with the following documents, which comprise the Contract in accordance with the General Conditions of Contract:

- 1) Formal Instrument of Agreement.
- 2) Letter of Acceptance of Tender.
- 3) The Scope of Contract.
- 4) Statement of Requirements.
- 5) General Conditions of Contract for Services - Major
- 6) Appendices which include:

Appendix 1	Records Authority 2011/00553971
Appendix 2	State Records Collinswood site plan
Appendix 3	Islington Plan Room Catalogue Listing and Drawer Location Map
Appendix 4	Plan Room Scoping Study – Final
Appendix 5	Map of the South Australian Railway System – June 1951
Appendix 6	Australian National Railway System Map
Appendix 7	Listing of Recent Requests for Copies

- 7) Tender Form
- 8) The following Schedules:
 - 3 Program for Provision of Services
 - 5 Contractor's Personnel
 - 6 Subcontractors and Suppliers
 - 7 Approach to the Task and Methodology
 - 9 Transportation Plan
 - 10 Payment Schedule
- 9) Any correspondence referred to in the letter of acceptance.

SCOPE OF CONTRACT**1. DESCRIPTION OF WORKS**

The work under the Contract consists of the archiving of records as described in the Statement of Requirements.

2. NATURE OF CONTRACT

This Contract shall be a Lump Sum Contract, vide Clause 12 of the General Conditions of Contract.

3. SUPPLY OF MATERIALS

The Principal will allow the Contractor to use furniture currently located at Islington and Collingwood sites. All other furniture and materials shall be supplied by the Contractor.

4. CONTRACT TIME

This Contract shall commence on the Date of Acceptance of Tender and shall be completed within 30 months of commencement.

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STATEMENT OF REQUIREMENTS

Released under the FOI Act 1997

STATEMENT OF REQUIREMENTS

CONTENTS

1. Glossary of Terms
2. Background
3. Customer Service
4. Disposal
5. Transfer
6. Accommodation
7. Reporting Requirements
8. Payment

1. GLOSSARY OF TERMS

(As defined by State Records at www.archives.sa.gov.au/management/glossary.html)

Access Determination

A determination made subject to Part 8 of the [State Records Act, 1997](#) that records in custody of State Records are subject or not subject to conditions of access.

Agency

As defined by the [State Records Act 1997](#), an agency means:

- the governor
- a Minister of the Crown
- a court or tribunal
- a person who holds an office established by an Act
- an incorporated or unincorporated body established for a public purpose by or under an Act; or established subject to control or direction by the Governor
- a Minister of the crown or any instrumentality or agency of the Crown
- a department or other administrative unit of the public service
- the police force
- a municipal or district council
- a person or body declared to be an agency.

It does not mean:

- a House of Parliament or a committee of the Parliament or a House of Parliament
- a present or former officer of a House of Parliament
- a present or former member of a House of Parliament (other than a Minister in respect of records made or received in his or her capacity as a Minister) a present or former member of staff of a House of Parliament or the joint parliamentary service.

State Records Act 1997

More generally, an agency may be defined as an organisation that has its own identifiable and independent recordkeeping systems.

Appraisal

The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept to meet business needs, the requirements of organisational accountability and community expectations.

AS4390-1 1996

Conservation

The physical aspects and processes of preservation of original archival materials.

- **Preventive Conservation.** Those measures taken in order to prevent or delay future degradation of holdings, eg the provision of environmentally sound and secure storage; the installation of warning devices; the withdrawal, restriction or copying of fragile items. Also referred to as macro-conservation.
- **Restorative Conservation.** Those measures taken to repair or restore damaged or deteriorated archival (and other) material to its original condition. In doing this, it is important that the evidential value of the original be retained, and consequently repairs are usually reversible and visible. Also referred to as micro-conservation. See also [Preservation](#).

Ellis, J 'Keeping Archives' 1995

Disposal

The range of processes associated with implementing records retention, destruction or transfer decisions, which are documented in disposal authorities or other instruments.

AS ISO 15489.1 - 2002

Disposal Schedule

A systematic listing of records created by an organisation or agency, which plans the life of these records from the time of their creation to their disposal. A Disposal Schedule is a continuing authority for implementing decisions on the value of records specified in the schedule. A disposal schedule includes:

- The records created by the agency;
- The retention period for each series or class of records;
- The disposal sentence for each series or class of records, specifying whether the records are to be retained as archives or destroyed;
- The custody arrangements for each series or class of records, specifying when the records are to be transferred to intermediate storage and/or to archives.

General disposal schedules cover functions common to a number of agencies, typically used by government archival authorities to cover functional areas such as Personnel, Finance and Stores.

A recent development in appraisal methodology is the view that functional analysis is more efficient than records analysis in producing disposal schedules. The resultant disposal schedules are based on function or activity within function, either across a range of related organisations or to provide a specific disposal schedule for a particular agency.

Ellis, J, 'Keeping Archives' 1995

Government Record Series (GRS)

A record series, which contains official agency records and is registered by State Records as a series that is under the control of the agency. See also [Record Series](#).

Operational Records Disposal Schedule

An Operational Records Disposal Schedule (RDS) is used to sentence those official records relating to functions and activities specific to an agency. Some examples are:

- archival collection management conducted by State Records
- criminal investigations performed by the South Australian Police
- education carried out by the Department of Education and Children's Services.

An RDS can be developed by appropriately trained and experienced agency staff or by an independent records management consultant.

Developing an RDS, and getting it approved, is made up of a number of steps.

Record

As defined by the [State Records Act, 1997](#) means:

1. written, graphic or pictorial matter; or
2. a disk, tape, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device).

[State Records Act 1997](#)

Record Series

Record series or archives that have the same provenance, alternatively records which belong together because they are part of a discernible, filing system (alphabetical, numerical, chronological, or a combination of these). They have been kept together because they result from the same activity, or they are of similar formats and relate to a particular function. Also, these records are referred to simply as a 'series'.

See also [Government Record Series](#).

Sentencing

Sentencing is the process of identifying and classifying records according to a disposal authority and applying the disposal action specified in it. Sentencing is the implementation of decisions made during appraisal. It allows agencies to apply the decisions made about classes of records to individual records. Together appraisal and sentencing help agencies to identify how long records should be retained.

[National Archives of Australia](#)

Transfer

1. (Custody) change of custody, ownership and / or responsibility for records.
2. (Movement) moving records from one location to another.

[AS ISO 15489.1 - 2002](#)

Transfer

A disposal process, consisting of a confirmed export of digital records and folders, followed by their destruction within the exporting EDRMS. Records may be transferred from one agency to another following administrative change, from an agency to archival custody, from an agency to a service provider, from the South Australia Government to the private sector or from one government to another.

[Adapted from The National Archives \(UK\)](#)

Transfer of Ownership and Custody Schedule

A Transfer of Ownership and Custody Schedule (TOCS) identifies records which will be transferred to either the ownership or temporary custody (to facilitate access for business purposes) of an entity. The entity may be a private organisation receiving the records as part of a sale, privatisation or contractual arrangement. The entity may also be a government body of another jurisdiction (eg a Commonwealth, Territory or other State Government) to which certain functions and activities and associated records have been transferred to (eg as a result of administrative or legislative change, a COAG agreement, etc).

2. BACKGROUND

The Islington Plan Room collection is a collection of rail engineering plans and other related records dating back to the historical rail activities in South Australia.

The Commonwealth Department of Infrastructure and Transport (DIT) have owned the Islington Plan Room collection since Australian National was privatised in 1997. The National Archives of Australia under Records Authority 2011/00553971 has given DIT permission under the *Archives Act 1983* to transfer the custody of its

records stored at the Islington Plan Room to the Department of Planning, Transport and Infrastructure (DPTI) of the Government of South Australia.

A copy of the Records Authority is attached as Appendix 1.

A scoping study of the Islington Plan Room collection has determined the number of plans and records to be in the order of 200 000. The majority of the plans are securely located in plan drawer cabinets.

An abbreviated copy of the Scoping Study is attached as Appendix 4.

3. CUSTOMER SERVICE

Access to the Islington Plan Room collection is currently provided by the Commonwealth. The Commonwealth has provided this continual service for approximately 14 years.

The need to incorporate an ongoing reference service is a mandatory requirement of the project. The duration may not be for the total duration of the contract period. The Contractor shall provide the ongoing reference service requirement in accordance with Schedule 7.

A Commonwealth legacy issue from the sale of Australian National is to provide ongoing public access to the plans collection to such time as the requirements of Great Southern Rail (GSR) and Genesee and Wyoming Australia (GWA) have been met. The Contractor shall provide this ongoing service for a period that will ensure continuity of the service during the archiving project and prior to permanent records being made available through State Records.

A second Commonwealth legacy issue is a requirement to provide copies of drawings of items purchased by Great Southern Rail (GSR) and Genesee and Wyoming Australia (GWA). A requirement for the Contractor will be to identify inadequacies with the electronic copied plans provided to GWA and GSR under the sale arrangements by the Commonwealth. Sixteen CDs were provided to GWA and GSR. These CDs require review and a complete and searchable index provided to enable quick and easy search of the contents of the discs. There are approximately 40 000 records contained on these CDs.

In addition a gap analysis is to be conducted of the entire collection to determine if any records have not been included. Records identified from the gap analysis shall be scanned, indexed and provided to GSR and GWA. An estimate of drawings requiring scanning is in the order of 20 000 +/- 10%. In recognition of completion of this task the Principal will under the direction of the Commonwealth sign off with GWA, GSR completion of this Commonwealth, Australian National sale requirement.

The project requires the Contractor to meet all customer service requests. The Contractor shall provide copies of documents to interested parties at a reasonable charge based on cost recovery with the exception of the following parties:

- Great Southern Railway Ltd
- Genesee and Wyoming Australia Pty Ltd

The above parties shall be allowed one copy of individual drawings free of charge. Requests for multiple copies shall be provided at a reasonable charge based on cost recovery.

A listing of recent requests for copies is attached as Appendix 7. It is expected that the quantities and frequencies shown will be similar during the period of this contract.

A monthly report shall be provided to the Principal's Representative of the customer activity relating to requests for copies of plans and other related records from the Australian National collection.

4. DISPOSAL

The bulk of the plans and the other related records lack disposal coverage. The preparation of a relevant operational records disposal schedule or schedules (RDS) shall be required. The development and approval of RDS shall be done in accordance with State Records' requirements. This includes preparation of RDS using a standard template, conducting necessary stakeholder consultation, submitting the RDS to State Records' Internal Disposal Meeting for determination and submitting the RDS to the State Records Council for approval.

As a minimum, RDS identify records that are of ongoing (permanent) value to the State (and will be transferred to the custody of State Records) and those that are of temporary value (and will therefore not be transferred to the custody of State Records).

No records shall be destroyed or otherwise disposed of without the permission of the National Archives. This does not prevent sentencing or sorting the records according to whether they should be retained or destroyed.

5. TRANSFER

5.1 Registrations

In accordance with State Records requirements, permanent records shall be registered in the current Government Records Series (GRS) system before transfer. Preparation of agency and series registrations shall be undertaken as the first part of the transfer sequence. This is a critical prerequisite to completing the subsequent processing of consignments and individual items.

Plans and other related records contained within the Islington Plan Room that are not permanent will not require GRS registration. However they shall be listed and disposal classes attributed as described for Clause 5.2 "Processing and Transfer".

5.2 Processing and Transfer

This process involves the individual listing of all records, the attribution of disposal classes and retention periods for each record, the preparation of consignments according to series and values and the packaging of them as required.

The Islington Plan Room plans and other related records which include the former South Australian Railways (SAR), Commonwealth Railways (CR) and Australian National (AN) plans shall be sentenced, processed and described in accordance with State Records' standards.

The sentencing and processing of consignments shall cover:

- the sentencing of records using the agency's KOS/s and GDS 15 for administrative records common to all agencies, eg financial records to identify appropriate disposal actions;
- the recording of disposal decisions and other relevant details, eg unit and/or item conservation status on Intention to Destroy Records Report or consignment lists;
- the annotation, packaging or boxing of records prior to transfer to identify series and consignments to which the records belong. Where loose volumes are transferred, each has to be annotated with the relevant consignment details and running item number;
- the processing of all sentenced records according to consignments; and
- preparation of related documentation required by State Records for destruction of records (Intention to Destroy Records Report) or transfer of consignments to State Records (Cover Sheet and Consignment List, Access Determinations).

The scoping study already conducted has identified plans associated with Tasmanian Rail, this by way of example is considered part of the 'other related records' category. Work has previously been undertaken by National Archives to prepare a guide to Tasmanian railway records in recognition of their value to Tasmania. The Contractor shall identify these types of records during the processing stage to allow commencement of dialogue initially with the Project Reference Group (as defined in Clause 7) and for subsequent discussion by Australian Government representatives with the various state railway authorities and related Archives to determine their interest in receiving any records not required by the State Government of South Australia.

In addition to the above actions, the Contractor shall make provision for:

- relevant series registration and/or consignment advice by State Records to process permanent consignments for transfer to State Records.
- sufficient and appropriate storage containers for transfer of records to State Records.
- repackaging and conservation materials as required. *Conservation will be limited to advice only*¹
- sufficient workspace to process the records.

¹ Amendment No.1.

- approval of transfer paperwork by State Records prior to the physical receipt of records.

The contractor shall provide State Records with sufficient storage containers to house permanent records. These may include storage containers obtained from the Islington Plan Room provided they remain in adequate physical condition and appropriately protect the records. State Records no longer accepts tube-boxes as storage containers for rolled plans. Where plans require packaging, the use of polypropylene sleeves is recommended. Additional storage containers may need to be purchased at the Contractor's cost.³

5.3 Transport

The Contractor shall re-locate all records from Islington to the State Records Collinswood facility in accordance with Schedule 9 "Transportation Plan".

Transportation costs for relocating records from their current location at Islington to State Records shall be borne by the Contractor. In addition, all costs associated with the final relocation of permanent records to State Records shall be borne by the Contractor.

6. ACCOMMODATION

The State Records Collinswood facility will be utilised for the interim storage and processing of the collection.

A records storage and processing area will be provided within the Collinswood facility for the Contractor. The site will be sub-leased by the Principal for the duration of the archiving project.

Permanent records will remain at Collinswood. The majority of the Collinswood facility will be set up with compactus shelving, with additional static shelving for oversized items. Collinswood has a total capacity for approximately 35 000 linear metres of records.³

7. REPORTING REQUIREMENTS

The Contractor shall provide monthly reports to the Principal's Representative indicating progress on:

- customer requests for access to the plans collection;
- the preparation of a records disposal schedule or schedules;
- preparation and completion of agency and series registrations;
- numbers of plans listed, either in draft or final form; and
- consignments prepared for transfer to State Records.

This report will form part of the reporting structure required by the Commonwealth.

DIT have advised their reporting and consultation requirements for this project are as follows:

- a) a Project Reference Group will be formed to monitor the project, with a representative from:
 - DIT;
 - DPTI;
 - National Archives of Australia;
 - State Records of South Australia; and
 - The Contractor.
- b) the project reference group will meet three times per year to monitor the project.
- c) a copy of the reports provided by the Contractor to the Principal's Representative shall in turn be provided to DIT.

8. PAYMENT

Payment will be in accordance with Schedule 10.

³ Amendment No. 3.

This Contract will not be subject to Rise and Fall adjustments for the first year. Rates for each subsequent year shall be adjusted in accordance with Australian Bureau of Statistics Catalogue 6345 Table 3b ID Series A2609689C for South Australia.

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APPENDIX 1

RECORDS AUTHORITY 2011/00553971

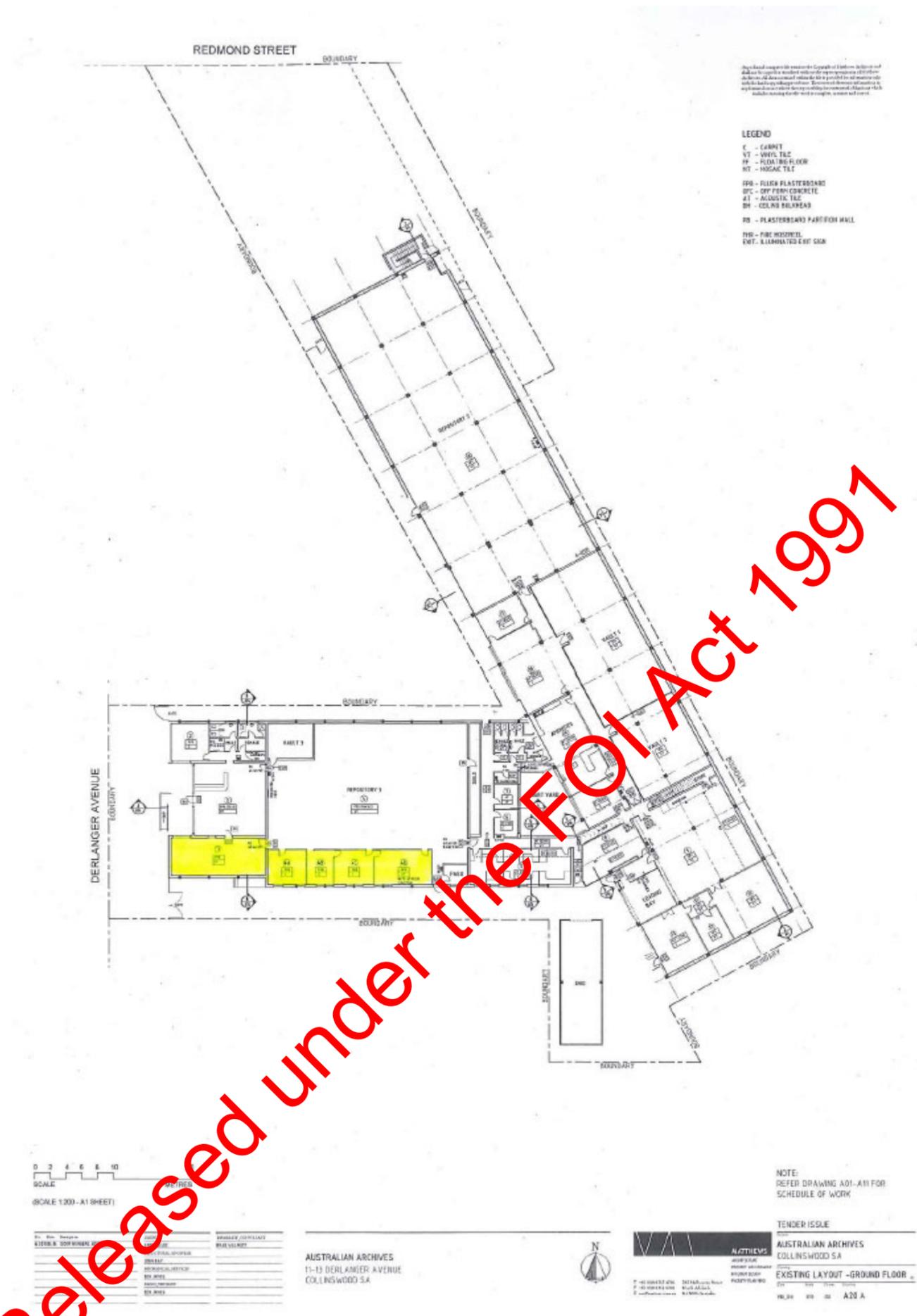
(Refer to separate Electronic File)

Released under the FOI Act 1997

APPENDIX 2

STATE RECORDS COLLINSWOOD SITE PLAN

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APPENDIX 3

ISLINGTON PLAN ROOM CATALOGUE LISTING AND DRAWER LOCATION MAP

(Refer to separate Electronic File)

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APPENDIX 4

PLAN ROOM SCOPING STUDY – FINAL

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The plans and other records currently held in the Islington Plan Room are a collection of former South Australian Railways (SAR) and Commonwealth Railways (CR), then Australian National (AN) records dating back to the 1850s and 1910s respectively that were aggregated when AN ceased operations.

The former SAR records came into the custody of the Commonwealth subsequent to formal agreement between the State and the Commonwealth in relation to the acquisition of all non-metropolitan railways.

In the absence of formal archival legislation in place at that time for both parties, the disposition of records was determined more by possession and convenience than formal review with very little contemporary action taken to separate plans of metropolitan and non-metropolitan lines.

Although initially containing "Head Office" records of both SAR and CR agencies, plans from SAR, then AN or AN divisional offices at Murray Bridge, Mount Gambier, Peterborough, Port Augusta, Port Lincoln and Port Pirie were subsequently added to the collection.

At the closure of AN, very few plans had been transferred to archival custody, other than the former SAR drawer plans and pigeon hole plans that had been hurriedly removed without adequate archival control from the Adelaide Railway Station to allow for its development as a casino.

The National Archives of Australia (NAA) declined to transfer further plans, not only because of lack of disposal coverage, but also because of issues regarding accessibility and copying that led to the development of servicing arrangements with Inprotrans Pty Ltd (Inprotrans). However it should be stated that there was an expectation that, regardless of value, the plans would have to be listed for accountability under any anticipated archival programs.

Despite some descriptive work undertaken by NAA on records of the Tasmanian Railways vested to the Commonwealth under a similar formal transfer agreement that implied that they had enduring value, no formal assessment of these operational records was made.

Under a scheme of arrangement dated 13 March 2001, arrangements were made to transfer custody of the majority AN records, including the main series of plans in the custody of NAA from NAA to State Records so that continued access could be provided to various stakeholders involved in the AN sale and researchers. These records comprised various series within the range CRS D1540 - D1541. State Records has provided a storage and limited reference service on those records since that time.

Concurrently some plan series were also returned to Islington for further processing.

In 2008 the Commonwealth Department of Infrastructure, Transport, Regional Development and Local Government sought to produce a disposal authority to ascertain value of the plans and other records held at Islington and at State Records. With the support of NAA, a draft records disposal authority (RDA) was produced that essentially recommended the retention of control records only that led to an option to release other records to suitable qualified institutions.

Concurrently discussions were held with interested stakeholders to determine a way forward. Arising from those discussions it was recognised that the draft RDA was deficient and unacceptable because of the continuing interest and access to the range of plans in the collection.

It is understood that commitment was made to the retention of the records in South Australia and their comprehensive listing.

This scoping study arises in part from those commitments and the recognition that most of the records are linked intrinsically with the history of South Australia, if not the development of railway infrastructure in Australia.

Disposal Coverage

Notwithstanding the intention to gift the records to the State, the transaction is subject to the provisions of Commonwealth and State archival legislation.

On the Commonwealth side, a transfer of custody and ownership is required under the provisions of the *Archives Act 1983*. Under this Act, records created by Commonwealth agencies Eg AN are the property of the Commonwealth. Any change of ownership of records needs to be authorised by NAA through the creation of a Records Authority (RA).

If the archival work is undertaken on a contractual basis for the Commonwealth, this RA would not need to be signed off until completion of sentencing and description programs that would determine whether further redistribution is required eg for Tasmanian and Canberra Railways. This would require an update of the scheme of arrangement dated 13 March 2001 to provide for ownership, as well as custody arrangements.

State Records will not accept custody of records unless they are covered by an operational records disposal schedule (RDS) under the provisions of the *State Records Act*.

With the exception of records created before 1901, some records relating to metropolitan lines covered in the current STA (State Transport Authority) RDS and SAR publications and control records covered by GDS 15 Version 7, the bulk of the records lack disposal coverage.

It could be argued that the pre 1901 records, being records created solely by SAR, could be sentenced and transferred as permanent records under the provisions of the State Records Council pre 1901 ruling without reference to any transfer of custody and ownership schedules and would allow the early start to the processing and transfer of records.

Reference

Inprotrans has indicated it has fulfilled its obligation to provide successor agencies with sets of CDs containing scanned plans required for their ongoing operations and, where necessary, photocopies of control records. This scanned material is inadequate because it contains no complementary listings of character recognition to assist with retrieval of individual plans. Inprotrans has indicated that this production was influenced by costs.

Inprotrans claims that at least 90% of requests can be met by using these CDs, but acknowledges that supplementary reference to control records is also required to identify specific plans.

Inprotrans claims that the remaining requests are met from the reference copy of aperture cards of microfilmed plans that are an integral part of the 'Islington' collection and/or records eg GRG42/169 that were transferred to archival custody prior to the implementation of a microfilming program and cross referencing on plans.

The same concerns still apply about accessibility and copying that influenced the decision by NAA not to transfer the plans.

Until these scanned records and all associated records can be controlled at the item level, it would be preferable for Inprotrans to continue to provide a reference and copying service on them, preferably on a fee for service basis to take advantage of their corporate memory and copying services.

Inprotrans has the capacity to provide a copying service that would be expensive to emulate and the corporate knowledge to quickly resolve any queries made by researchers.

This would also allow the transfer process to proceed without distraction.

Working closely with Inprotrans may also unravel what appears to be disputed intellectual property rights that have become blurred during the extended servicing by Inprotrans.

We further recommend that any work undertaken by Inprotrans be managed as part of this project to ensure a uniformity of purpose and direction that align to the outcomes of this project.

Disposal

While disposal of records would be quantified by any gifting arrangements and records disposal authorities produced, the application of those authorities by sentencing would identify those records that are of continuing interest.

The 2008 draft RA identified four classes of records to be dealt with:

- Civil infrastructure
- Control records
- Locomotives and rolling stock

- Signals, communications and electrical infrastructure

Without pre-empting any State Records Council decision about the value of the records and taking into account the 2008 draft RA, the likely outcome of any review, at best, would be to make first two categories permanent and the latter two long term temporary to be kept for the life of the assets, however there is a certain impracticability about the implementation of this disposal action.

The difficulty in applying a 'life of assets' sentence, the ongoing re-use of railway equipment and level of interest of railway historical societies, enthusiasts and historians suggest that there is also an argument to classify the latter categories as permanent as well. These stakeholders were not considered in the original RA draft.

While there may be an argument to transfer some Tasmanian Rail and non-Commonwealth railways plans to other archives institutions these should be considered as part of the Commonwealth custody and ownership. RDS and destroy remnants of Commonwealth Railways drawings of overseas lines (eg Burma and Indonesia as identified in Entry 1.7 of the draft RA), these should be considered as part of the State Records RDS.

The 'foreign drawings' form an integral part of the locomotives and rolling stock sets of plans and should be considered as part of the State Records RDS.

There are a lot of variables in the preparation of a RDS including the need for mandatory consultation with internal and external stakeholders and an historian. The end date is also variable, because of the limited dates for submission to the State Records Council for approval and changing State Records requirements.

Transfers to State Records

There are three parts to this work.

Part 1 - Registrations

Because of State Records' requirement for records to be registered in its current 'GRS' series system before transfer and the associated times required to process the initial registration and the subsequent related consignment documentation, preparation of series registrations needs to be undertaken as the first part of the transfer sequence. It is a crucial prerequisite to complete the subsequent processing of individual items and consignments.

As a rule of thumb, preparation of documentation required by State Records for the registration of Agencies (GA) and Series (GRS) and related Access Determinations where agencies and records have not previously been registered with State Records takes about two hours per registration for simple series, up to four hours for complex registrations requiring multiple linkages to existing or related series or extensive notes and a contingent amount for background research.

Under normal circumstances approval of these registrations and provision of 'GA' and 'GRS' numbers may take between 4 and 8 weeks to receive.

Although early administrative arrangements for the operation of SAR involved the creation of several departments eg Locomotive, Carriages and Wagons, Signals, Communications, Electrical Engineering, Plant Engineering and Tooling Engineering as operational entities, it would be pragmatic for these early departments to be registered under the one SAR agency, consistent with the original State Records GRG 42 registration that is primarily the only State Records agency registration that exists.

Based on this approach and confirmed by the summary of agencies in the NAA RecordSearch, at least 16 agencies need to be registered for the SAR, CR and AN head and divisional offices.

The records audit supported by Inprotrans Drawing Section Descriptions has identified at least 200 series of plans and other records that require registration, as well as associated control records for those records that may include both registers and indexes. More may be identified as wrapped rolls and parcels (from Murray Bridge and Port Lincoln) are broken open.

Part 2 – Processing and Transfer

This second part involves the individual listing of all items, the attribution of disposal classes and holding periods for each item, the preparation of consignments according to series and values and the packaging of them as required.

The sentencing and processing consignments would involve

- The sentencing of records using the agency's RDS and GDS 15 for administrative records common to all agencies eg financial records to identify appropriate disposal actions;
- The recording of disposal decisions and other relevant details eg unit and/or item conservation status on Intention to Destroy Records Reports or consignment lists;
- The annotation, packaging or boxing of records prior to transfer to identify series and consignments to which the records belong. Where loose volumes are transferred, each has to be annotated with the relevant consignment details and running item number;
- The processing of all sentenced records according to consignments;
- Preparation of related documentation required by State Records for destruction of records (Intention to Destroy Records Report) or transfer of consignments to State Records (Cover Sheet and Consignment List). It should be noted that the both temporary and permanent records require a minimum listing by item number, item title and date.

In the case of permanent records, the way that sets of plans are intrinsically linked to each other through annotations and cross-references on individual plans instead of their controlling registers will require more detailed examination, description and associated cross-referencing of them, particularly for locomotives and rolling stock. Examples of more detailed description are available in NAA RecordSearch Series P1284, Items DER77 and DEU280.

In the case of Permanent Way records, a broader description of contents would assist with locating the buildings, lines etc entered on them. An example of a more detailed description is available in NAA RecordSearch Series D1717, Item 129/54.

Implied in these actions is the provision of

- Relevant series registration and/or consignment details by State Records to process permanent consignments for transfer to State Records
- Sufficient and appropriate storage containers for transfer of records to State Records
- Repackaging and conservation materials as required
- Sufficient workspace to process the records.

Before transfers can be accepted by State Records, they have to be provided with a cover sheet and item listing for each consignment. After acceptance, State Records will provide advice when transfer can be effected.

The records audit extended the scope of the work to a quantity in excess of 200,000 plans and drawings (as opposed to 180,000 in the historical background). However there is an argument that

3. The miscellany of plans previously transferred to State Records as GRG42/169 Engineer plan collection comprising contract plans for railway construction, 1857 - 1983 (that also contains AN records eg AN Tarcoola - Alice Springs Railway (sectional) Specifications for Earthworks, Culverts and Bridges)
4. Other smaller GRG42 series and
5. SAR drawings (CRS D 1718), pigeon hole (CRS D 1717), alphabetical annual single number (CRS D 5044), being the main series and other plans subsequently transferred from NAA to State Records on relocation of NAA.

should also be incorporated into this project.

It appears that sale obligations may not have been met by omitting them from consideration when plans were copied for companies involved with the AN sale. This is particularly relevant to work undertaken for Genesee Wyoming Australia (GWA) and the Australian Rail Track Corporation (ARTC).

Because both these plan collections are largely unlisted, access is very difficult to the extent that the State Records Council has restricted access to GRG42/169, unless relevant plan numbers can be cited and there is no definitive link to the location of the former NAA holdings via its ArchiveSearch and primary control within State Records.

The identification and sorting of records from GRG42/169 into relevant series and the listing of GRG42/169 and records transferred via NAA should be integrated into this project to get maximum benefit from it.

I emphasise that these records are an extension of the 'Islington' plan collection and form parts of the various series in that collection.

Because of OHS considerations, work on outsize and rolled plans would need to be interspersed with work on smaller sized plans. In view of this mixing and the more detailed recording that may be required, offset by savings in use of relevant registers, it is difficult to accurately forecast how much time would be spent on each plan

In the event that work on GRG42/169 and the former NAA holdings is integrated into this project, this would increase required item listings by 10,000 and 50,000 respectively.

Part 3 – Transport

In this case, there will be costs associated with the initial relocation from Islington to State Records prior to processing, as well as the final relocation on permanent transfer from DTEI to State records.

In anticipation of an early start, I have obtained a firm quotation 28439/1 from Chess Moving (that can be held for 3 months) to arrange the initial transfer from Islington to State Records Collinswood repository.

The removal **cost of \$36,363 (GST excluded)** was confirmed in my e-mail of 7 June 2011.

Accommodation

In consultation with State Records it has been agreed that they have an area that can be provided at commercial rental rates at its Collinswood repository for the storage and processing of these plans with separate and discreet space allocated for storage (in the repository) and processing (in the front office area) for the duration of the project.

The advantage of being accommodated within the State Records repository is that records can be systematically transferred to State Records before completion of the project.

DTEI is currently negotiating the terms of this lease.

As part of the fitout, provision will have to be made for the purchase of additional map cabinets to replace those (wooden map cabinets) owned by Inprotrans. In addition provision will have to be made for those records held in Inprotrans owned four drawer cabinets.

I had previously envisaged that these four drawer cabinets could be replaced by surplus government furniture (to reduce costs), however the storage footprint would be more effectively managed by transferring them, together with control records (currently located in the kitchen area at Islington) and map parcels in Room 2 to static 8 shelf high shelving on the wall adjoining the storage and processing areas.

This would create sufficient space to store the loose rolled plans, including those bundled and wrapped in brown paper in a manner that State records considers acceptable in boxes on pallets.

The processing area needs to accommodate at least 4 persons and suitable furniture required to list and process the plans. Because of the size of some of the plans, they need to be viewed on a tilted table top (similar to a draughtsman's table) while others may need to be viewed on a light table to make reading easier.

Methodology

Once in principal agreement to the project is reached, the first step would be the fitout of Collinswood involving the immediate purchase of static shelving, replacement map cabinets and processing furniture.

Provided that transfer, on delivery of additional shelving the current removal quotation can be activated to transfer the records from Islington to Collinswood

Because the transfer is dependant on the approval of an operational RDS, its preparation should commence as soon as possible after the in principal agreement.

As soon as the records are transferred from Islington, work should commence on the registration of control records, as they are already confirmed as permanent records. They should also be used for the preliminary listing of the plans that they describe.

Once the preliminary listings are complete, they will form the basis for arranging the appropriate mix of simple and complex plans processed each week. An average throughput of 1550 plans per week is required to complete the project within the allocated time.

Notwithstanding the supporting actions required for the preparation of a RDS and the resultant State Records registrations, the key focus has to be the achievement of the required weekly throughput.

Progress would be measured by brief monthly reports initially indicating progress on

- the preparation of a disposal authority or authorities and
- agency and series registrations, as well as
- numbers of plans listed, either in draft or final form and
- consignments prepared for transfer to State Records.
- (Custody) change of custody, ownership and / or responsibility for records.
- (Movement) moving records from one location to another.

AS ISO 15489-1:2002

Released under the FOI Act 1997

APPENDIX 5

MAP OF THE SOUTH AUSTRALIAN RAILWAY SYSTEM – JUNE 1951

(Refer to separate Electronic File)

Released under the FOI Act 1997

APPENDIX 6

AUSTRALIAN NATIONAL RAILWAY SYSTEM MAP

(Refer to separate Electronic File)

Released under the FOI Act 1997

APPENDIX 7

LISTING OF RECENT REQUESTS FOR COMES

(Refer to separate Electronic File)

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**Government
of South Australia**

Department of Planning,
Transport and Infrastructure

GENERAL CONDITIONS OF CONTRACT

FOR SERVICES - MAJOR

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Released under the FOI Act 1991

1. OBJECTIVES AND SCOPE

The Parties enter into this Contract on the basis of the following:

- A. The Principal requires the Contractor to provide the Services specified in the Statement of Requirements; and
- B. The Contractor has agreed to provide those Services in all respects upon the terms and conditions of this Contract.

The provisions of this Contract shall be construed so as to give full effect to the objectives contained in this Clause.

2. DEFINITIONS

In this Contract:

"Business Day" means any day that is not a Saturday or Sunday or a public holiday in South Australia;

"Commencement Date" means the date specified in the Annexure or such other date as agreed to by the Parties;

"Complying Services" are Services that comply with the Contractor's warranties in clause 7.2;

"Confidential Information" means all information (other than information in the public domain or information that is trivial or obvious) acquired by the Contractor from or about the Government, the Principal or the Principal's agents, business associates or employees pursuant to this Contract;

"Conflict of Interest" means any interest or duty which conflicts or potentially conflicts with the obligations, liabilities or rights of either party as written in this Contract;

"Contract" means the agreement between the Contractor and Principal;

"Contractor" means the entity who as a party to the Contract is bound to Provide the Services in accordance with the Contract;

"Contractor's Representative" means the person as the Contractor may nominate in writing from time to time to and with the approval of the Principal;

"Crown" means the Crown in right of the State of South Australia;

"Document" means any embodiment of any text or image however recorded;

"Event of Default" occurs if the Contractor:

- (a) has an Insolvency Event;
- (b) has a Conflict of Interest;
- (c) does not provide sufficient Personnel to meet its obligations;
- (d) does not comply with the insurance requirements;
- (e) assigns any of its rights or obligations, except as allowed by this Contract;
- (f) does not comply with any notice given by the Principal under this Contract;
- (g) is subject to a change of ownership;
- (h) does not comply with any Law;
- (i) is in breach of this Contract and fails to rectify the breach within 30 days of being notified of the breach by the Principal; or
- (j) becomes the subject of a takeover;

"Expiry Date" means the date specified in the Annexure, or where a period of time is specified in the Annexure, the last day of the period;

"GST" means the tax imposed by the GST Law;

"GST Law" has the meaning attributed in the *A New Tax System (Goods and Services Tax) Act 1999 (Cth)*;

"GST Rate" has the meaning attributed in the GST Law;

"Insolvency Event" means:

If the Contractor is a body corporate:

- (a) an administrator is appointed to the Contractor;
- (b) the Contractor resolves to be wound up;
- (c) a court order is made that the Contractor be wound up (for insolvency or otherwise);
- (d) the Contractor ceases business;
- (e) a receiver or manager is appointed to the Contractor;
- (f) a liquidator or provisional liquidator of the Contractor is appointed;
- (g) the Contractor enters into an arrangement with its creditors; or
- (h) the Contractor is unable to pay its debts when they are due;

If the Contractor is a natural person or:

- (a) the Contractor has committed an act of bankruptcy as contemplated by the Bankruptcy Act 1966 (Cth);
- (b) the Contractor is unable to pay his or her debts as and when they become due and payable;
- (c) the court has made a sequestration order against the Contractor's estate;
- (d) a creditors' petition has been presented against the Contractor;
- (e) the Contractor has presented to the official receiver a declaration of intention to present a debtor's petition;
- (f) the Contractor becomes a bankrupt;
- (g) a meeting of creditors of the Contractor is convened; or
- (h) Contractor lodges with his or her trustee a proposal to his or her creditors for a composition in satisfaction of his or her debts or a scheme of arrangement of his or her affairs;

If the Contractor is trading as a partnership, the occurrence of any of the events described in above relation to any of the partners of the partnership.

"Intellectual Property Rights" means all intellectual property rights, including:

- (a) patents, plant breeders' rights, copyright, rights in circuit layouts, registered designs, trade marks, know-how and any right to have Confidential Information kept confidential; and
- (b) any application or right to apply for registration of any of the rights referred to in subclause (a) above,

but for the avoidance of doubt excludes moral rights and performers' rights;

"Laws" means all Acts of Parliament of the Commonwealth of Australia and of the State of South Australia, and the requirements of all ordinances, regulations, by-laws, orders, and proclamations;

"Personnel" means any subcontractors, employees, agents and any other person employed or engaged by the Contractor to perform this Contract, and includes the Contractor's Representative;

"Prices" means the prices set out in or determined in accordance with the schedules;

"Principal" means the person named in the Annexure;

"Principal's Representative" means the person named and described in the Annexure or such other person as the Principal may nominate in writing from time to time to the Contractor;

"Records" means a document (either hard copy or electronic) that the Contractor is required to prepare under this Contract (including plans, diagrams, supporting calculations and data), but excludes the Contractor's internal administrative records;

"Services" means the services referred to in and required pursuant to this Contract and may include the provision of goods associated with the services;

"Specification" means the "Statement of Requirements";

"Statement of Requirements" means the document, designated as such, which stipulates the nature, performance requirements and scope of Services to be provided under this Contract;

3. INTERPRETATION

In this Contract:

- (a) A reference to any legislation includes:
 - all legislation, regulations, proclamations, ordinances, by-laws and instruments issued under that legislation; and
 - any modification, consolidation, amendment, re-enactment or substitution of that legislation.
- (b) Any word importing:
 - the singular includes the plural;
 - the plural includes the singular; and
 - a gender includes every other gender.
- (c) Words referring to individuals include corporations, unincorporated associations, partnerships, trusts and joint ventures;
- (d) A reference to a party includes that party's administrators, successors and permitted assigns;
- (e) Any act due on a weekend or a public holiday may be done the next Business Day;
- (f) Where a word or phrase is given a defined meaning, then any other grammatical form of that word or phrase has the same meaning;
- (g) A reference to two or more persons means all of them together;
- (h) The words "clause" or "schedule" refer to this Contract;
- (i) A reference to a clause number includes its sub-clauses;
- (j) The word "or" is not exclusive;
- (k) "Includes" or "including" shall not be interpreted as a word of limitation.
- (l) Clause headings are for reference only and do not form part of this Contract;
- (m) Monetary references are references to Australian currency;
- (n) This Contract between the parties comprises these standard General Conditions of Contract and all other documents listed in the Schedule of Contract Documents. In resolving inconsistencies in this Contract, the following order of precedence shall apply:
 1. the Formal Instrument of Agreement (if prepared)
 2. the Letter of Acceptance (if prepared)
 3. any other documents agreed by the Parties to be part of the Contract and noted as such
 4. the Statement of Requirements
 5. General Conditions of Contract.

4. TERM

- a. This Contract starts on the Commencement Date and ends on the Expiry Date specified in the Annexure unless terminated earlier ("**Term**"). If no Commencement Date is specified, the Commencement Date shall be the Date of the Letter of Acceptance.
- b. The Principal may extend the Term for the period specified in the Annexure by giving 3 months written prior notice to the Contractor.

5. CONTRACT ADMINISTRATION

- a. Each Party shall at all times throughout the Term have a representative who has authority to:
- (a) exercise all of the powers and functions of his or her party under this Contract other than the power to amend this Contract;
 - (b) bind his or her party in relation to any matter arising out of or in connection with this Contract; and
 - (c) amend the Statement of Requirements (including Annexures, Schedules and Attachments) after the amendment has been agreed by both representatives.
- b. The Contractor must comply with all reasonable instructions pursuant to this Contract given by the Principal's Representative.
- c. The Principal's Representative will be that person described in the Annexure or such other person as the Principal may nominate in writing from time to time.
- d. The Contractor's Contract Representative will be that person nominated in writing by the Contractor to the Principal's Representative from time to time.
- e. The Contractor shall not appoint as Contractor's Representative any person not approved by the Principal, which approval shall not be unreasonably withheld. The Principal may require the Contractor to remove or replace a Contractor's Representative judged by the Principal to be negligent, unsuitable or otherwise unacceptable to the Principal by written notice to the Contractor.
- f. The Principal may arrange periodic meetings to discuss performance of the Services. The Parties shall ensure that their Representative or an authorised representative of the Representative is present at all meetings.
- g. The Contractor shall provide copies of all Records required to be prepared under this Contract to the Principal.

6. Reserved**7. CONTRACTOR'S OBLIGATIONS**

- a. The Contractor must provide the Services in accordance with the requirements of this Contract. The Services must at all times and for all purposes relevant to this Contract conform with the Statement of Requirements.
- b. The Contractor warrants, represents and undertakes to the Principal that:
- (a) when supplying the Services:
 - it will use adequate numbers of qualified individuals with suitable training, education, experience and skill to perform the Services;
 - it will use its best efforts to perform the Services in the most cost-effective manner consistent with the required level of quality and performance;
 - it will perform the Services in a manner that complies with all laws and codes applicable to the Contractor's provision of the Services, including without limitation identifying and using best endeavours to procure the required permits, certificates, approvals and inspections; and
 - (b) it shall ensure that its Personnel observe and comply with the provisions of this Contract.
- c. The Contractor acknowledges that it:
- (a) enters into this Contract after having carried out its own diligent investigations into all matters relating to the provision of the Services, not relying on any representations made by the Principal, its agents or Personnel; and
 - (b) is fully informed in respect to its obligations under this Contract.

8. NON-COMPLIANCE

- a. If in the Principal's reasonable opinion, the Contractor has failed to comply with this Contract in the performance of the Services, the Principal may give written notice to the Contractor, and the Contractor must, within 14 calendar days of the Principal's notice, rectify the non-compliance and if reasonably required, must redeliver the Services.
- b. If the Contractor fails to comply with a written direction given by the Principal in accordance with this clause and the direction includes notification that Principal may elect to have the Services carried out by others, the Principal may have the Services carried out by others. The cost of having the Services so carried out shall be deducted from the amount owing to the Contractor.

9. Reserved**10. Reserved****11. NON-EXCLUSIVITY**

This Contract is entered into on a non-exclusive basis. The Principal may purchase other services similar to the Services from other providers.

12. PRICES

- a. The Prices apply to the provision of the Services, except to the extent otherwise provided in this Contract.
- b. Subject to clause 13, the Prices include all taxes, duties or government charges imposed or levied in Australia or overseas in connection with this Contract.
- c. The Prices include all costs of compliance with the Contractor's obligations under this Contract, whether foreseen or unforeseen. Unless provided for elsewhere in this Contract, no other costs or expenses are payable by the Principal.
- d. The Prices payable to the Contractor under this Contract shall be ascertained in accordance with the following methods, as stated in the Annexure:

Lump Sum

For work for which the Principal has accepted a Lump Sum, the Principal will pay the Lump Sum, adjusted by any additions or deletions made pursuant to the Contract. Payment will not exceed the Lump Sum unless the Principal has issued a Variation, in writing, in accordance with Clause 38.

The Lump Sum shall be deemed to full payment for the provision of all supplies, tasks, services, activities, incidentals, taxes overheads, fees and disbursements relating to the Lump Sum part of the Contract, regardless of whether or not these are mentioned in any Schedule of Prices. If a Schedule of Prices has been provided, it shall be used for the purpose of assisting in the determination of progress payments only.

Unless specified otherwise, any progress payments will be made as a portion of the Lump Sum commensurate with the amount of Services provided as of the date of invoice.

Schedule of Rates

For work for which the Principal has accepted a Schedule of Rates, the Principal will pay the sum ascertained by multiplying the measured quantity of each item of service actually carried out under the Contract by the rate accepted by the Principal for the item of service, adjusted by any additions or deletions made pursuant to the Contract.

Except where a disbursement has been specifically included in the schedules, the rates are deemed to allow for all supplies, tasks, services, activities, incidentals, overheads, fees and disbursements relating to the item of service listed in the schedule. No separate payment will be made for any work or expense required for the item of service listed in the schedule but not specifically mentioned in the description of the item of service. A change in the measured quantity provided does not entitle the Contract to amend the applicable rate.

Upper Limiting Fee

For work for which the Principal has accepted an Upper Limiting Fee, the Principal will pay an amount ascertained on the same basis as a Schedule of Rates, up to the amount of the Upper Limiting Fee. Payment shall not exceed the Upper Limiting Fee unless the Principal has issued a Variation, in writing, in accordance with Clause 38.

13. GST

- a. The Contractor represents that:
 - (a) it is registered under the A New Tax System (Australian Business Number) Act 1999 (Cth), and that the ABN shown in Annexure 2 is the Contractor's ABN; and
 - (b) it is registered under the GST Law.
- b. If the prices are expressed as being GST exclusive and the supply for which payment is claimed is a Taxable Supply then, in addition to any amount payable by the Principal by reference to the Prices (the "**base consideration**"), the Principal must pay to the Contractor, an additional amount of consideration ("**GST consideration**") for the Taxable Supply calculated by multiplying the GST Rate by the base consideration. The GST consideration is payable at the same time and subject to the same conditions as the base consideration. In this Contract, "**Taxable Supply**", and "**GST Rate**" have the meaning attributed to it in the GST Law.

14. PAYMENT ARRANGEMENTS

- a. The Contractor is entitled to invoice the Principal for payment in respect of a Service, only on a monthly basis (unless a alternative time has been specified in the Statement of Requirements), when the Service has been provided.
- b. The Principal does not have to pay a Contractor's invoice unless the invoice is properly rendered. An invoice is properly rendered if it:
 - (a) is issued in respect of Service for which the Contractor is entitled to invoice under this Contract;
 - (b) reflects the correct price for the Service under this Contract;
 - (c) is a valid Tax Invoice within the meaning of the GST Law; and
 - (d) is accompanied by such information and documentation as reasonably required by the Principal to verify the invoice.
- c. Subject to the provisions of this clause, the Principal will pay the Contractor within 30 days of receiving a valid invoice.
- d. If the Contractor's performance of the Services is in breach of this Contract, the Principal may withhold payment of the moneys due for that part of the services not provided in accordance with the Contract. If payment is to be withheld, the Principal will notify the Contractor within 14 days of the receipt of the Contractor's invoice of its intention to and reasons for withholding payment of the moneys due, or any part thereof. If the Principal disputes a claim for payment, the Principal will pay any undisputed portion of the invoice.

Payment will not be subject to Rise and Fall unless specified otherwise in the Statement of Requirements.

15. INTELLECTUAL PROPERTY RIGHTS

- a. Subject to clause 15.2, the Crown will own all Intellectual Property Rights in any thing that is delivered to the Principal or otherwise produced in the course of the provision of the Services.
- b. The Crown does not own the Contractor's Intellectual Property Rights in:
 - (a) all material prepared or developed by the Contractor existing at, or prior to, the date of commencement of this Contract; and
 - (b) improvements to such Intellectual Property developed during the provision of the Services that have not been created or developed by the Contractor exclusively for the Contract,

and such Intellectual Property Rights remain vested in the Contractor. However, to the extent necessary for the provision of the Services, the Contractor grants the Principal and the Crown a perpetual, irrevocable, royalty free, fee free licence to use, copy, modify and adapt any such Intellectual Property Rights in relation to the provision of the Services.

- c. The Contractor must not infringe the Intellectual Property Rights of any person in performing its obligations under this Contract.
- d. The Contractor shall indemnify the Crown against all costs, expenses and liabilities arising out of any claim that the provision of the Services by the Contractor infringes the Intellectual Property Rights of any person.
- e. If it is determined by any independent tribunal of fact or law, or if it is agreed between the parties to a dispute, that an infringement of Intellectual Property Rights has occurred, then the Contractor must at its own expense:
 - (a) obtain for the Principal the right to continue using the Records;
 - (b) modify or replace method of provision of the Records so as to avoid the infringement, and compensate the Principal for any direct loss or damage sustained or incurred by the Principal during, or as a result of, such modification or replacement); or
 - (c) if the solutions in either of the two preceding paragraphs cannot be achieved on reasonable terms:
 - (d) refund the moneys paid for the Records; and
 - (e) pay to the Principal the amount of any direct loss or damage sustained as a result of such removal.
- f. The Principal may determine that it is necessary to retain and continue to use the Records. If so, any payments to a third party as a consequence of this action shall be reimbursed by the Contractor to the Principal.

16. INDEMNITY

- a. The Contractor indemnifies, and undertakes to keep indemnified, the Principal, from and against any costs, losses, damages, expenses (including legal expenses), liabilities or other outgoings of whatever kind suffered or incurred by the Principal arising out of or in respect of:
 - (a) any negligence, wrongful act or omission or breach of duty by the Contractor or any of its Personnel; or
 - (b) any Event of Default or breach by the Contractor of any of the provisions of this Contract.
- b. This Clause will survive termination of this Contract.

17. INSURANCE

- a. The Contractor must effect and maintain at its own expense during the Term of this Contract the policies set out in the Annexure and for amounts not less than those specified in the Annexure.
- b. The insurance policies set out in the Annexure must be with insurers satisfactory to the Principal.
- c. Where a professional indemnity policy is specified, the Contractor must maintained the policy for at least 2 years after the expiry of this Contract.
- d. The policies referred to in the Annexure must be in the name of the Contractor and must cover the Contractor and all subcontractors for their respective rights, interests and liabilities.
- e. Before supplying Services under this Contract, the Contractor must provide the Principal with insurance certificates of currency for the insurances required under this Clause. At any time during the Term, the Principal may require the Contractor to provide proof that the policies of insurance have been maintained.
- f. The Principal, in specifying levels of insurance in this Contract accepts no liability for the completeness of their listing, the adequacy of the sum insured, limit of liability, scope of coverage, conditions or exclusions of those insurances in respect to how they may or may not respond to any loss, damage or liability.
- g. The Contractor acknowledges and agrees that it is the Contractor's responsibility to assess and consider the risks and scope of insurances required under this Contract.

18. CONFIDENTIAL INFORMATION

- a. Subject to this Contract, the party (“**receiving party**”) to whom Confidential Information is disclosed by another party (“**disclosing party**”) must not disclose Confidential Information to any person without first obtaining the disclosing party’s written consent.
- b. There will be no breach of the obligations of the receiving party under this Contract if the Confidential Information is legally required to be disclosed or the circumstances of its disclosure are permitted by this Contract.
- c. The receiving party may disclose Confidential Information to its officers, Personnel, and agents (“**Authorised Persons**”) if:
 - (a) the Authorised Person needs to know the Confidential Information for the performance of his or her duties under this Contract;
 - (b) the receiving party first notifies the proposed disclosure to the disclosing party; and
 - (c) the receiving party first makes the Authorised Person aware of the confidential nature of the Confidential Information and requires the employee to treat it confidentially.
- d. Despite anything else in this Contract, it is a condition to any permitted disclosure that the receiving party must notify the disclosing party promptly if the receiving party becomes aware of any unauthorised disclosure by a third party. The receiving party must give the disclosing party all assistance reasonably required by that party in connection with any proceedings which it may institute against any persons for the disclosure.
- e. The receiving party indemnifies the disclosing party against any loss or damage which the disclosing party may suffer or for which the disclosing party may become liable as a result of:
 - (a) any disclosure or use of Confidential Information in breach of this Contract by the receiving party; or
 - (b) any unauthorised disclosure or use by an Authorised Person of Confidential Information.
- f. The Contractor acknowledges that the Principal may disclose Confidential Information:
 - (a) to Parliament, the Governor, Cabinet or a Parliamentary or Cabinet committee or subcommittee;
 - (b) where required by law to do so;
 - (c) to any agency, authority, instrumentality, minister or officer of the Crown to whom it is customary for the Principal to disclose information such as the Confidential Information (whether or not the Principal is legally obliged to do so); or
 - (d) for the purposes of prosecuting or defending any legal proceedings.

19. DISCLOSURE OF CONTRACT

The Principal may disclose this Contract or information in relation to this Contract in either printed or electronic form and may generally to the public or to a particular person as a result of a specific request. The Contractor agrees to disclosure of this Contract in accordance with Department of Premier and Cabinet Circular 27 (PCO 27) "Disclosure of Government Contracts", available from:

http://www.premcab.sa.gov.au/dpc/publications_circulars.html. The Contractor’s attention is drawn to the *Freedom of Information Act 1991*. No exemption from the provisions of this Act applies to this Contract.

20. CONFLICTS OF INTEREST

- a. The Contractor warrants that at the Commencement Date, to the best of its knowledge, having made all reasonable inquiries, no conflict of interest exists in relation to this Contract or is likely to arise during the period of this Contract.
- b. If the Contractor becomes aware that it or any of its Personnel do have or will have a Conflict of Interest, then the Contractor shall immediately inform the Principal, in writing, with full details of that Conflict of Interest.
- c. The Contractor shall comply with all reasonable directions of the Principal requiring it to resolve or otherwise deal with any Conflict of Interest.

- d. The provision of this Clause will operate without prejudice to any other rights which the Principal may have arising out, or in respect of, the existence of any Conflict of Interest or potential Conflict of Interest.

21. **FORCE MAJEURE**

- a. Force Majeure means an event or circumstance which prevents a party from complying with any of its obligations under this Contract and which that party:
 - (a) did not cause;
 - (b) cannot control or influence; and
 - (c) cannot prevent or avoid through prudent management processes, policies and procedures, including the use of alternative resources, the procuring of services from another source and work around plans.
- b. It includes without limitation, fire, flood, drought, storm, lightning, act of God, peril of sea or air, explosion, sabotage, accident, embargo, civil commotion, act of war and war; but does not include industrial disputes, strikes and difficulties between the Contractor and its Personnel or sub-contractors.
- c. The affected party must notify the other party if the Force Majeure is preventing it from complying with any of its obligations as soon as it becomes aware of the Force Majeure.
- d. The affected party's rights and obligations will be suspended to the extent and for so long as the performance of the affected party's rights and obligations are prevented or delayed by the Force Majeure.
- e. The affected party must keep the other party informed of the continuation and expected duration of the Force Majeure and of measures taken to comply with this Clause.
- f. The affected party must recommence performance of its obligation as soon as possible without delay after the Force Majeure has ceased to exist.

22. **REMEDIES**

- a. Any claim the Principal may have against the Contractor may be set off against monies owed to the Contractor under this Contract.
- b. The rights and remedies provided under the Contract are cumulative and not exclusive of any remedies provided by law or any other right or remedy.

23. **TERMINATION**

- a. The Principal shall be entitled to terminate this Contract upon 14 calendar days written notice in the event that an Event of Default occurs.
- b. The Principal may terminate this Contract if the Contractor fails to comply with a notice under clause 8. "Non-Compliance".
- c. The Principal may terminate this Contract for convenience upon 28 days written notice.

24. **EFFECT OF EXPIRY OR TERMINATION OF THIS CONTRACT**

- a. If the Principal terminates this Contract, or if the Term of this Contract expires, the Principal must pay the Contractor for Services (if any) that have been ordered, and supplied by the Contractor up to the date of termination or the Completion Date.
- b. If the Principal terminates this Contract for convenience:
 - (a) the Principal must pay the Contractor pursuant to this clause 24.1;
 - (b) the Principal must elect at the time of termination whether it requires the Services on order to be supplied, or to cancel the order;
 - (c) if the Principal elects to have Services on order to be supplied such Services on order at the time of termination must be supplied by the Contractor in accordance with the provisions of this Contract and the Principal must pay for them; and

- (d) if the Principal elects to cancel orders for Services standing at the time of termination, the Principal must pay the Contractor reasonable compensation for costs incurred in relation to the cancelled orders.
- c. Subject to clause 24.2(c), the Contractor has no obligation to respond to an order for any Services under this Contract after the Principal has issued a notice of termination.
- d. Any termination of this Contract by the Principal is without prejudice to any rights, remedies or actions that the Principal may have against the Contractor that may have arisen prior to the date of termination.

25. SUB-CONTRACTING

- a. The Contractor must not engage any sub-contractor without approval of the Principal, which shall not be unreasonably withheld.
- b. The Contractor must apply to the Principal in writing for approval to appoint a sub-contractor and the application must include details of the name of the proposed sub-contractor and the tasks that the Contractor proposes that it performs.
- c. The Principal may request other information about the proposed sub-contractor.
- d. If the Principal grants its approval then the approval may be given on such conditions as the Principal reasonably considers appropriate.
- e. The Principal shall have the right during the Term to revoke its prior approval of a subcontractor if:
 - (a) the subcontractor's performance is deficient;
 - (b) there have been material misrepresentations made to the Principal by or concerning the subcontractor.
- f. The Contractor shall remain responsible for obligations performed by subcontractors to the same extent as if such obligations were performed by the Contractor.

26. COMPLIANCE WITH LAWS AND POLICIES

- a. The Contractor must comply with the requirement of all Laws.
- b. The Contractor undertakes to comply with all South Australian Government policies that are specified in the Statement of Requirements and which relate to the performance of the Contractor's obligations under this Contract.
- c. The parties submit themselves to the exclusive jurisdiction of the Courts having jurisdiction in South Australia.
- d. Any proceedings brought in a Federal Court must be instituted in the Adelaide registry of that court, and the parties undertake not to apply to transfer any proceedings to a registry of the Federal Court located in another State or Territory, or to the courts of another State or Territory.

27. RESOLUTION OF DISPUTES

- a. Either party may, in a case of genuine urgency, seek immediate interlocutory relief or an interim remedy.
- b. Subject to clause 24.1, neither party may commence legal proceedings without attempting to resolve the dispute as follows:
 - (a) Each party must submit the dispute to one of its senior officers who has not previously been involved in the dispute ("**Negotiators**") within 7 days of the dispute arising.
 - (b) The Negotiators must meet as soon as possible to resolve the dispute.
 - (c) If the Negotiators cannot resolve the dispute within 14 days of its reference to them, each Negotiator must prepare a written summary of his or her attempts to resolve the dispute and immediately refer that summary to a senior executive of each party ("**the Executive Negotiators**").

- c. The Executive Negotiators must meet as soon as possible to resolve the dispute, but in any case within 7 days of its reference to them. Each party must authorise and inform its Executive Negotiator sufficiently so that he or she can undertake that meeting without detailed reference to another person.
- d. Notwithstanding the existence of a dispute each party must continue to perform its obligations under this Contract.
- e. This clause survives any expiry or termination of this Contract.

28. PUBLICITY

The Contractor must not make any public announcement or media release in respect of any aspect of this Contract or the Services without the prior written approval by the Principal.

29. Reserved

30. ENTIRE AGREEMENT

This Contract:

- (a) incorporates the annexure and any attached schedules;
- (b) contains the entire agreement between the parties with respect to its subject matter; and
- (c) supersedes any prior agreement, understanding or representation of the parties on the subject matter.

31. MODIFICATION OF CONTRACT

This Contract may be amended or modified by the parties, but changes will not be binding upon the parties unless they are in writing and signed by each party or its representative authorised for that purpose.

32. WAIVER

A party's:

- (a) failure to exercise, or delay in exercising, a power or right does not operate as a waiver of that power or right;
- (b) waiver or exercise of a power or right does not preclude its future exercise or the exercise of any other power or right; and
- (c) waiver of any power or right will not be effective unless it is in writing and signed by the Representative of the party waiving its rights.

33. SEVERANCE

- a. Each word, phrase, sentence, paragraph and Clause of this Contract is severable
- b. If a court determines that a part of this Contract is unenforceable, invalid, illegal or void that court may sever that part.
- c. Severance of any part of this Contract will not affect any other part of this Contract.

34. READING DOWN

Where a word, phrase, sentence, paragraph or other Clause or provision of this Contract would otherwise be unenforceable, illegal or void the effect of that provision shall so far as possible, be limited and read down so that it is not unenforceable, illegal or void.

35. COSTS

Except as otherwise provided by this Contract, each party is responsible for its own costs and risks in relation to the negotiation and preparation of this Contract and all things to be done under this Contract.

36. NOTICES

Any notice or purchase order relating to this Contract must be:

- (a) in writing or by email;
- (b) signed by the Representative of the sender or directly from their email address; and
- (c) given to the other party:
 - by hand delivery;
 - by prepaid mail; or
 - by facsimile or email transmission.
- (d) For the purposes of delivery of notices:
 - mail must be sent to the address of the recipient party set out in this Contract and
 - facsimile or email messages must be marked for the attention of the person specified in this Contract.
- (e) If a Party changes its contact details, then it must provide written notice to the other party within five (5) Business Days.
- (f) A notice sent for the purposes of this Clause will be considered received:
 - if delivered before 5.00 pm on a Business Day, otherwise on the next Business Day;
 - if sent by pre-paid mail, on the third Business Day after posting; or
 - if transmitted by facsimile before 5.00 pm on a Business Day and a complete transmission report is received on the day of transmission, otherwise on the next Business Day, provided that:
 - i. if the recipient receives by facsimile transmission a notice that is illegible, the recipient must notify the sender immediately and the sender must continue to retransmit the notice until the recipient confirms that it has received a legible notice; and
 - ii. if transmitted by email before 5.00 pm on a Business Day and the Sender receives a message opened response, otherwise on the next Business Day, subject always to the Sender receiving a message-opened response.

37. NO ASSIGNMENT

The Contractor must not assign, encumber or otherwise transfer any of its rights or obligations under this Contract without the prior written consent of the Principal.

38. VARIATION TO THE PROVISION OF SERVICES

- a. The Services may be varied in accordance with this Clause.
- b. The Principal may propose varying the Services by notice in writing to the Contractor setting out the proposed variation. If the proposed variation would increase the scope of the Services, the Contractor shall:
 - (a) notify the Principal that the proposed variation will cause the scope of the Services to increase;
 - (b) provide to the Principal a written quotation indicating the additional cost of providing the Services should the proposed variation be implemented; and
 - (c) indicate the amount of additional time (if any) which will be required to perform the Services if varied.
- c. The Contractor shall not provide any services additional to the Services, until the Contractor has received a written notice from the Principal accepting the quotation and altering the time in which the Services, as varied, are to be provided.
- d. If the proposed variation would decrease the scope of the Services, the Principal shall give written notice to the Contractor indicating:
 - (a) how the scope of the Services are decreased;
 - (b) how the Fee will be adjusted; and

- (c) how the Expiry Date will be adjusted.
- e. The Services, as varied under this Clause, shall be provided in accordance with the terms and conditions of this Contract.
- f. If the Contractor proposes to provide Services which the Contractor considers to be a variation and the matter has not been brought to the attention of the Principal, the Contractor shall inform the Principal as soon as practicable. The Principal shall not be liable for payment for any additional services provided by the Contractor if the Principal has not been notified of the Contractor's intent for the additional services to be classified as a variation.

39. RELATIONSHIP

- a. Nothing in this Contract constitutes any relationship of employer and employee or partnership between the parties.
- b. No party has any authority to bind the other party in any manner without the prior consent of the other party.
- c. Except for as provided for under Clause 21 "Subcontracting", the Contractor shall only permit the Contractor's Personnel to provide the Services.
- d. The Contractor shall ensure that the Contractor's Personnel comply with this Contract.
- e. The Contractor shall immediately notify the Principal of the occurrence of any event that may affect the approval granted by the Principal with respect to the Contractor's Personnel.
- f. The Contractor acknowledges and agrees that:
 - (a) there is no contract of any nature in existence pursuant to this Contract between the Principal and the Contractor's Personnel (and any other person employed or engaged by the Contractor for purposes of this Contract);
 - (b) the Contractor is liable for all remuneration, claims and other entitlements payable to the Contractor's Personnel; and
 - (c) the Contractor is responsible for complying with the requirements with the Income Tax Assessment Act 1936 (Commonwealth) pursuant to this Contract to the extent that the Principal is not thereby required to make PAYE deductions from any amount payable for the Services.
- g. If the Contractor's Personnel are workers within the meaning of the Workers Rehabilitation and Compensation Act, 1986 then the Contractor shall comply with all the requirements of an employer under that Act arising out of or in conjunction with the provision of the Services.
- h. If any of the Contractor's Personnel are not workers within the meaning of the Workers Rehabilitation and Compensation Act 1986, then the Contractor shall ensure that the Contractor's Personnel effect and maintain a policy of insurance providing sickness and accident benefits similar to those provided for under the Workers Rehabilitation and Compensation Act, 1986.
- i. During the Term the Principal forms the opinion that any of the Contractor's Personnel do not have the capacity to adequately undertake the tasks to be performed pursuant to this Contract or do not maintain the standard of work required by this Contract or are responsible for any disruption of work being undertaken as part of this Contract the Principal may notify the Contractor accordingly, and thereupon such Contractor's Personnel shall be withdrawn from undertaking further work involved in the Services.
- j. The Contractor indemnifies the Principal and the Government and shall keep the Principal and the Government indemnified against any claims by any person who is employed by or is an agent of the Contractor that it may be held or asserted that a relationship of employer and employee has been created under this Contract.
- k. The Contractor must not engage any former public sector employee, either directly or through a third party, who has, within the last three years, received a separation package from the government, where such engagement may breach the conditions under which the separation package was paid to the former public sector employee.

40. OCCUPATIONAL HEALTH AND SAFETY

- a. The Principal is committed to the provision of a healthy and safe working environment and expects the Contractor to demonstrate the same level of commitment to occupational health, safety and welfare.
- b. If requested by the Principal, the Contractor must:
 - (a) provide evidence satisfactory to the Principal of its capacity to comply with the *Occupational Health, Safety and Welfare Act 1986 (SA)*;
 - (b) provide evidence that its Personnel, agents and subcontractors have received appropriate training in and are aware of their legal obligation and responsibilities in relation to occupational health safety and welfare; and
 - (c) provide the Contractor's Workcover Registration Number.
- c. If all or part of the work under this Contract is to be provided on the premises of the Principal and under the direction of the Principal, the Contractor shall comply with the Principal's OHS&W policies, procedures and instructions while on the Principal's premises. If the Contractor becomes aware of any potentially hazardous situation on the premises of the Principal, the Contractor shall immediately bring it to the Principal's attention for a direction regarding the matter.
- d. If the Principal has additional requirements regarding the preparation and implementation of OHS&W systems and plans, these will be detailed in the Statement of Requirements.
- e. The Contractor must comply with the *Occupational Health, Safety and Welfare Act 1986 (SA)* at all times, regardless of whether the Principal issues direction in that regard or not.

41. KEY PERFORMANCE INDICATORS

- a. This Clause only applies where Key Performance Indicators (KPI) have been specified in the Statement of Requirements. The Contractor shall at all times exceed or achieve any minimum Key Performance Indicators specified.
 - b. The Contractor acknowledges that any adjustment to payment specified in the Statement of Requirements which is a consequence of the Contractor's performance when measured against the KPI's is a genuine pre-estimate of the losses incurred by the Principal and not a penalty.
 - c. If the Contractor fails to meet any Key Performance Indicator, the Contractor must, if requested by the Principal, and without limiting any other remedy the Principal may have:
 - (a) investigate the underlying causes of the failure to meet the KPI's and use its best efforts to preserve any data identifying the cause of the underlying causes;
 - (b) prepare and deliver to the Principal a report identifying the underlying causes and proposed remedial action, within seven days of the request from the Principal or such other time specified by the Principal;
 - (c) take whatever remedial action is necessary to rectify the underlying cause(s) so as to comply with the KPI's; and
 - (d) advise the Principal in writing of the status of the remedial efforts
 - d. No additional payment will be made to the Contractor for compliance with this Clause.
- If the Contractor repeatedly fails to achieve any minimum KPI specified in the Contract, the Contractor is deemed to be in substantial breach of Contract and the Principal may terminate the Contract in accordance with Clause 23.

ANNEXURE

The Principal: (Clause 1)	Minister for Transport
The address of the Principal:	Roma Mitchell House 136 North Terrace ADELAIDE 5000.
The Principal's Representative: (Clause 5)	Rail Asset Manager
The address of the Principal's Representative: (Clause 5)	Roma Mitchell House 136 North Terrace ADELAIDE 5000
Commencement Date of this Contract: (Clause 4)	Refer to Scope of Contract
Expiry Date of this Contract: (Clause 4)	Refer to Scope of Contract
Period of Extended Term: (Clause 4)	Not Applicable
The amount of Public Liability Insurance shall be not less than: (Clause 17)	\$10 000 000
The amount of Professional Indemnity Insurance shall be not less than: (Clause 17)	Not applicable.
Payment will be by the method: (Clause 12.4)	Lump Sum

Released under the FOI Act 1997

TENDER FORM

TO THE EXECUTIVE DIRECTOR:

**SENTENCING, PROCESSING AND ARCHIVING OF PLANS AND OTHER RELATED RECORDS
WHICH ARE THE RESIDUAL FROM THE SALE OF THE AUSTRALIAN NATIONAL RAILWAYS
COMMISSION**

I/We the undersigned, do hereby tender to perform the above in accordance with the Request for Tender documents.

Tendered Sum (exclusive of GST)	\$
GST amount	\$
Tendered Sum (inclusive of GST)	\$

I/We acknowledge the receipt of amendments numbered:.....
(Tenderer to insert number of amendments received)

Tenderer's Name
(BLOCK LETTERS)

ACN ABN

Address

Telephone No. Fax No.

Contact E-mail Address

I/We declare that this tender is independent and that there has not been any unlawful collusion with any other potential responder to the procurement process.

Signature of Tenderer Name
(signature not required if submitting electronically)

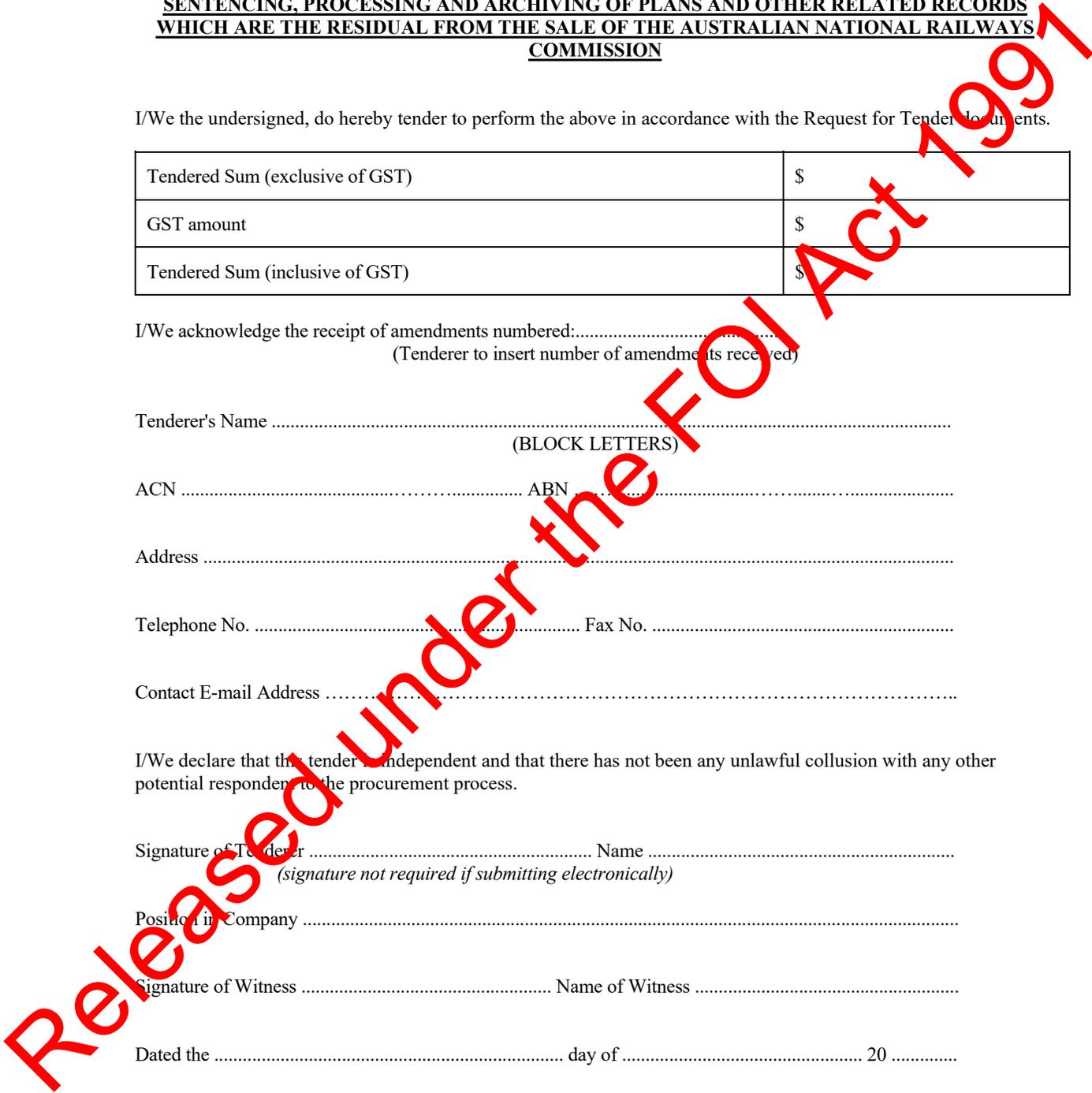
Position in Company

Signature of Witness Name of Witness

Dated the day of 20

FOR OFFICE USE ONLY

.....Tender(s) opened on/...../..... by (.....) in the presence of (.....)	Tender No. Examined: Checked: Date/...../.....
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TENDER FORM (CONTINUED)

DECLARATION IN RELATION TO UNLAWFUL COLLUSION

Re: DPTI 2011-143 SENTENCING, PROCESSING AND ARCHIVING OF PLANS AND OTHER RELATED RECORDS WHICH ARE THE RESIDUAL FROM THE SALE OF THE AUSTRALIAN NATIONAL RAILWAYS COMMISSION

I,of
[insert name and address of declarant]

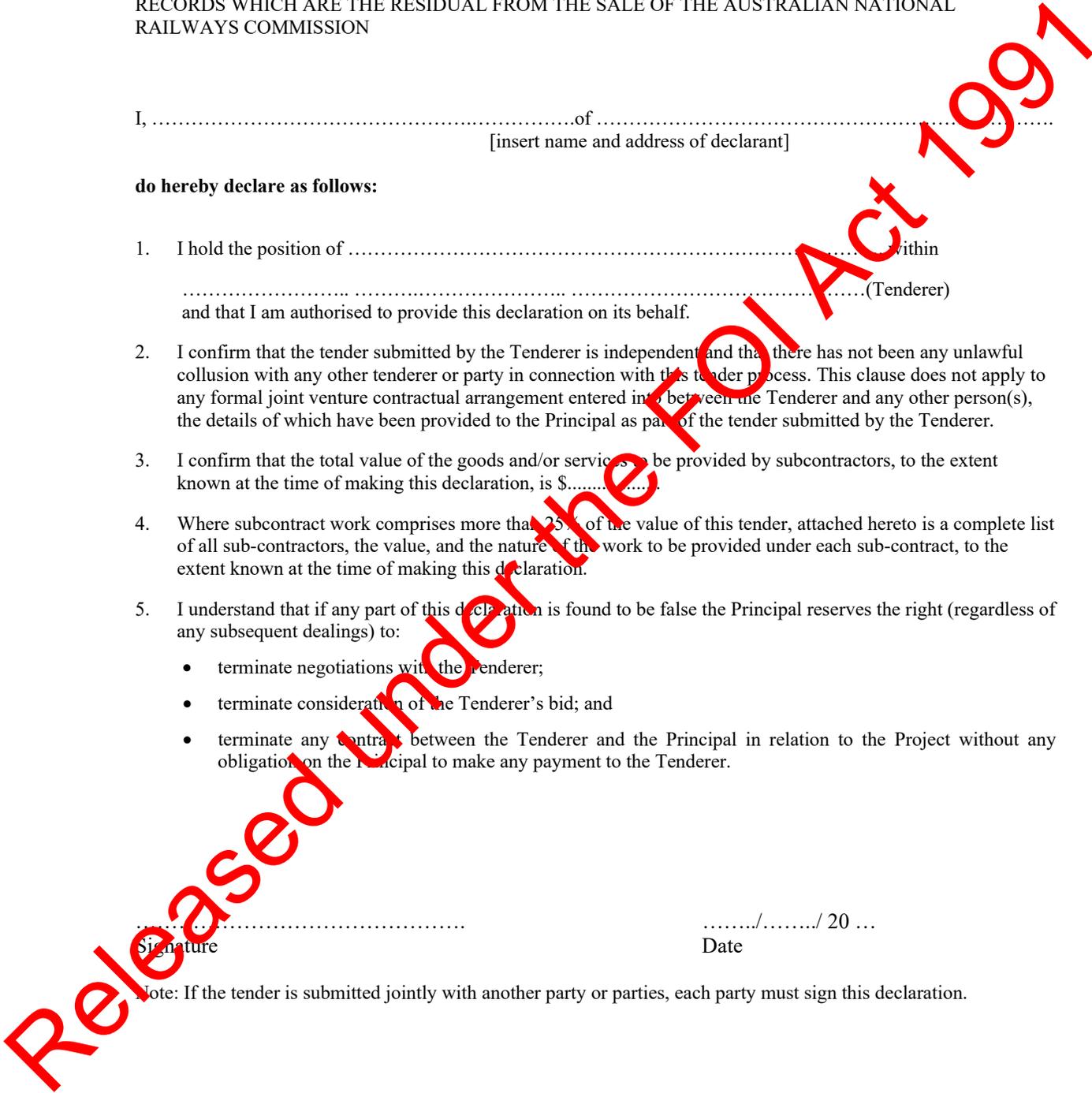
do hereby declare as follows:

1. I hold the position of within(Tenderer) and that I am authorised to provide this declaration on its behalf.
2. I confirm that the tender submitted by the Tenderer is independent and that there has not been any unlawful collusion with any other tenderer or party in connection with this tender process. This clause does not apply to any formal joint venture contractual arrangement entered into between the Tenderer and any other person(s), the details of which have been provided to the Principal as part of the tender submitted by the Tenderer.
3. I confirm that the total value of the goods and/or services to be provided by subcontractors, to the extent known at the time of making this declaration, is \$.....
4. Where subcontract work comprises more than 25% of the value of this tender, attached hereto is a complete list of all sub-contractors, the value, and the nature of the work to be provided under each sub-contract, to the extent known at the time of making this declaration.
5. I understand that if any part of this declaration is found to be false the Principal reserves the right (regardless of any subsequent dealings) to:
 - terminate negotiations with the Tenderer;
 - terminate consideration of the Tenderer's bid; and
 - terminate any contract between the Tenderer and the Principal in relation to the Project without any obligation on the Principal to make any payment to the Tenderer.

.....
Signature

...../...../ 20 ...
Date

Note: If the tender is submitted jointly with another party or parties, each party must sign this declaration.



SCHEDULE 1

CERTIFICATE OF CURRENCY OF PUBLIC LIABILITY INSURANCE

Tenderer to attach a current copy of Public Liability Insurance Certificate.

Released under the FOI Act 1997

.....
Tenderer's signature

.....
Date

SCHEDULE 2

CERTIFICATE OF CURRENCY OF PROFESSIONAL INDEMNITY INSURANCE

Tenderer to attach a current copy of Professional Indemnity Insurance Certificate.²

Released under the FOI Act 1997

² Amendment No. 2.

.....
Tenderer's signature

.....
Date

SCHEDULE 3

PROGRAM

Tenderer to attach proposed program for the provision of these services.

Released under the FOI Act 1997

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Tenderer's signature

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Date

SCHEDULE 4

COMPANY EXPERIENCE

Please enter details of Company experience, track record and referee details

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Released under the FOI Act 1997

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Tenderer's signature

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Date

SCHEDULE 5

CONTRACTOR'S PERSONNEL

Tenderer to attach details here.

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Released under the FOI Act 1997

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Tenderer's signature

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Date

SCHEDULE 6

SUBCONTRACTORS AND SUPPLIERS

Tenderer to attach details here.

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Released under the FOI Act 1997

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Tenderer's signature

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Date

SCHEDULE 7

APPROACH TO THE TASK AND METHODOLOGY

Tenderer to attach details here

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Released under the FOI Act 1997

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Tenderer's signature

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Date

SCHEDULE 8

OVERVIEW OF MANAGEMENT SYSTEMS

Tenderer to attach details here

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Released under the FOI Act 1997

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Tenderer's signature

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Date

SCHEDULE 9
TRANSPORTATION PLAN

Tenderer to attach details here

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Released under the FOI Act 1997

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Tenderer's signature

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Date

SCHEDULE 10

PROPOSED PAYMENT SCHEDULE

Tenderer to attach details here

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Released under the FOI Act 1997

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Tenderer's signature

.....
Date



Australian Government

National Archives of Australia

Records Authority
2011/00553971

**Department of Infrastructure and
Transport**

*Islington Plan Room records transfer
of custody*

October 2011

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Islington Plan Room records	

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INTRODUCTION

This authority gives the Department of Infrastructure and Transport (DIT) permission under the *Archives Act 1983* to transfer the custody of its records stored at the Islington Plan Room to the Department for Transport, Energy and Infrastructure of the Government of South Australia (DTEI).

The records need to be removed to make way for redevelopment of the Islington site. DTEI will arrange for the records to be stored at the premises of State Records of South Australia (SRSA). The transfer will enable DTEI to manage a project to appraise, describe, arrange, and sentence the records in accordance with the policies, procedures and standards of SRSA or, where relevant, identify records which may be subject to different treatment. This project has the support of DIT and the National Archives of Australia.

The project is in anticipation of a transfer of ownership of the majority of the Plan Room records to DTEI, with records of significance to South Australia being cared for by SRSA.

Islington Plan Room records

The records known as the Islington Plan Room records comprise approximately 20,000 plans and drawings and associated records formerly owned by the Australian National Railways Commission. The records are housed within the Genesee & Wyoming (G&W) Islington Workshop complex at 320 Churchill Road, Kilburn, South Australia.

The records, which date from the 1850s to 1997, include material created by former South Australian railway authorities, Commonwealth Railways and the Australian National Railways Commission (later Australian National or AN). The Australian National Railways Commission was established by the Australian Government in 1975, incorporating the Commonwealth Railways, the Tasmanian Government Railways and the non-urban railways of South Australia.

A collection of plans and drawings was moved to Islington from the Adelaide Railway Station in the late 1970s. Prior to the sale of AN in 1997, plans from the former Commonwealth railway workshops at Port Augusta, South Australia, various Mechanical Division plan rooms and the ANR Head Office at Keswick, Adelaide, were relocated to Islington, together with any relevant control records. Since that time, other collections that have come to light have been deposited at the Plan Room.

The Department of Infrastructure and Transport inherited the records when AN was privatised in 1997. Since that time, the scale and complexity of records at the Plan Room and the range of interests in the material have been obstacles to achieving satisfactory archival and disposal arrangements.

CONDITIONS

The Department of Infrastructure and Transport is to ensure that DTEI and its agents understand that no records are to be destroyed or otherwise disposed without the permission of the National Archives. This does not prevent sentencing or sorting the records according to whether they should be retained or destroyed.

Apart from the custody arrangements permitted by this authority, the Department of Infrastructure and Transport is to ensure that the records will be treated as if they were in the Department's custody, possession or control for the purposes of Commonwealth laws relating to records or information.

In some circumstances, it may be necessary to enter into contractual arrangements with the body taking custody of the records. The contract may include clauses to:

- recover records at the completion of the contract, or at any other reasonable time;
- ensure that the records are appropriately managed and maintained;
- protect the security of the records;
- ensure compliance with the provisions of the Privacy Act 1988;
- prevent unauthorised disclosure of information;
- provide for reasonable physical access to the records by the Commonwealth and its

- authorised agents;
- facilitate official access or public access to records in the open access period under the Archives Act 1983;
- limit the use of the records to legitimate purposes.

You should seek specific legal advice on these matters.

Conditions associated with this transfer of custody permission will cease to apply to records whose ownership is subsequently transferred.

CONTACT INFORMATION

For assistance with this authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610
Fax: (02) 6212 3995
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

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AUTHORISATION

RECORDS AUTHORITY 2011/00553971

Person to whom notice of authorisation is given:

Mr Mike Mrdak
Secretary
Department of Infrastructure and Transport
111 Alinga Street
Canberra City, ACT 2601

Purpose:

Authorises arrangements for the transfer of custody of records in accordance with section 24(2)(b) of the Archives Act.

Application:

Islington Plan Room records.

This authority gives permission for the transfer of custody of the records described. This authority will apply only with the consent of the agency currently responsible for the business documented in the records described.

Authorising Officer



Margaret Chalker
Assistant Director-General
Government Information Management
National Archives of Australia

Date of issue:

24 October 2011

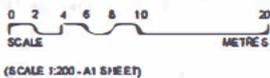
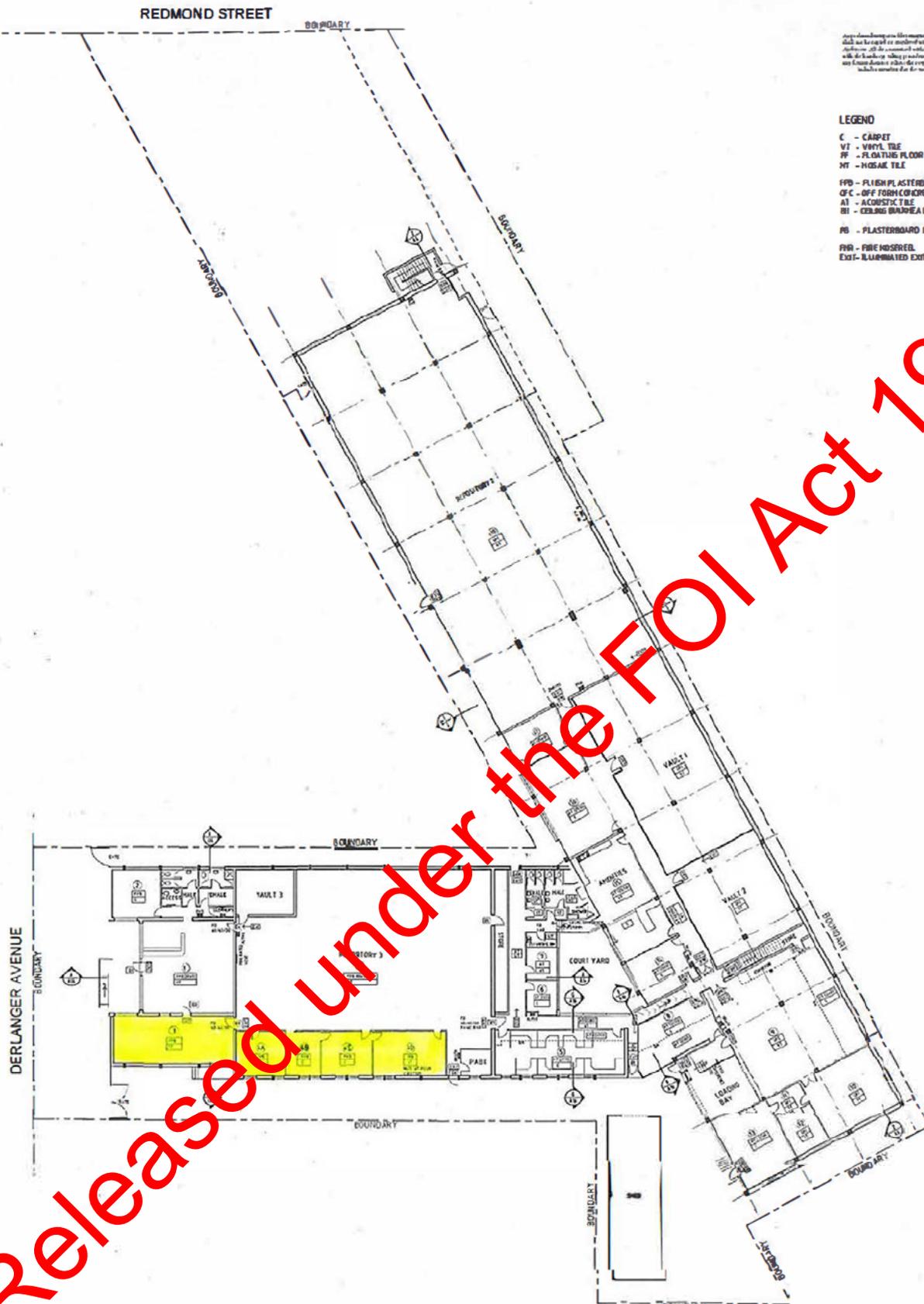
ISLINGTON PLAN ROOM RECORDS

Class No	Description of records	Disposal action
53494	Commonwealth records located in the Plan Room at Islington Rail Workshops, Kilburn, South Australia at the date of issue of this authority.	Transfer custody to the Department for Transport, Energy and Infrastructure of the Government of South Australia. See the Introduction for conditions.

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Any drawings or documents created by or for the Australian Archives are the property of the Australian Archives and shall not be used for any other purpose without the written consent of the Australian Archives. The material described in this document is the property of the Australian Archives and shall not be used for any other purpose without the written consent of the Australian Archives.

- LEGEND**
- C - CARPET
 - VT - VINYL TILE
 - PF - FLOATING FLOOR
 - HT - HOSAK TILE
 - FPD - FLUSH PLASTERBOARD
 - OF C - OFF FORM CONCRETE
 - AT - ACoustic TILE
 - BT - CEILING BRIDGE
 - PB - PLASTERBOARD PARTITION WALL
 - FR - FIRE HOSE ROLL
 - EXIT - ILLUMINATED EXIT SIGN



(SCALE 1:200 - A1 SHEET)

NOTE:
REFER DRAWING A01-A11 FOR
SCHEDULE OF WORK

TENDER ISSUE

AUSTRALIAN ARCHIVES
COLLINSWOOD SA
EXISTING LAYOUT - GROUND FLOOR

DATE	BY	REVISION

AUSTRALIAN ARCHIVES
11-13 DERLINGER AVENUE
COLLINSWOOD SA



MATTHEWS
ARCHITECTS
11-13 DERLINGER AVENUE
COLLINSWOOD SA
T 41 684 7272 F 41 684 7273
3071 Collinswood SA
P 41 684 7273 E info@matthews.com.au

SCALE: 1:200
DATE: 11/01/2023
DRAWN BY: JAY
CHECKED BY: JAY
PROJECT NO: 2023/07096/01
SHEET NO: A20 A

Drawing Series Code	DRAWING SERIES	SECTION	SECTION DESCRIPTION
1	S.A.R. Permanent Way	W0001series	
		W10000 series	
		W20000 series	
		W30000 series	
		W40000 series	
		W50000 series	
		W60000 series	
2	Australan National Head Office Metric Civil Drawing	W90000 series	
		A0/yr	
		A1/yr	
		A2/yr	
		A3/yr	
		RA0/yr	
3	Civil Pigeon Hole	RA1/yr	
		RA2/yr	
		RA3/yr	
4	Civil Drawer Plans	PH	
5	S.A.R. Head Office Imperial Civil Drawings	DR	
		C/yr	
		D/yr	
		E/yr	
		F/yr	
6	S.A.R. Civil Drawings	G/yr	
		R/yr	
7	Standard Gauge Projects	CS/yr	
		DS/yr	
		ES/yr	
8	S.Gauge Scheme	FS/yr	
		SE/yr	
9	Foreign Drawings Civil Projects	CP/yr	
		DP/yr	
		EP/yr	
		FP/yr	
10	S.A.R. Head Office Signal & Communication Drawings	T/yr	
		RE/yr	
		RD/yr	
		RC/yr	
		RF/yr	
		RA/yr	
		RB/yr	
11	Electrical Fittings	F	
12	S.A.R. Departmental Housing	E	
		A	
		L	
		P	
13	S.A.R. Electrical Cottages	M	
		MB	
		AD	
		PB	
		PL	
14	S.A.R. Signal Drawings	NR	
		A	
		B	
		H	
		N	
		K	
		RA	
		RB	
		RH	
		RI	
15	Port Augusta Civil Drawing	RI	
		B	
		C	
		D	
		E	
16	Port Augusta Civil	R	
17	Port Augusta Civil	EWW	
18	Port Augusta Civil Sketch	CCE	
19	Port Augusta Foreign	CCE Sketch	
20	Port Augusta Standard Drawing	Foreign ?????	
21	C.R. Railway Construction	SD	
22	WW Bridge Drawings	HO	
23	S.A.R. Station Yards	M	
24	Pt.Aug. Station Yards		
25	C.A.R. Station Yards		
26	N.A.R. Station Yards		
27	Leigh Creek Line		
28	Pt Aug. To Kalgoorlie	M	
29	Passenger Cars Engineering Section Keswick	C1	Passenger Car Details, Body, Mechanical.
		C2	Passenger Car Details, Body, Electrical.
		C3	Passenger Car Details, Bogies, Wheels, Axles etc.
		C4	Passenger Car Details, Brake Gear.
		C5	Passenger Car Details, Draft Gear.
		C8	Passenger Car Details, Miscellaneous (not covered elsewhere).
30	Locomotives Engineering Section Keswick	L1	Locomotive Details, Body, Mechanical
		L2	Locomotive Details, Body, Electrical
		L3	Locomotive Details, Bogies, Wheels, Axles etc.
		L4	Locomotive Details, Brake Gear.
		L5	Locomotive Details, Draft Gear.
		L6	Locomotive Details, Motive Power, Mechanical.
		L7	Locomotive Details, Motive Power, Electrical.
		L8	Locomotive Details, Miscellaneous (not covered elsewhere).
	Wagons Engineering	W1	Freight wagon & Mntnce Details, Body, Mechanical
		W2	Freight wagon & Mntnce Details, Body, Electrical
		W3	Freight wagon & Mntnce Details, Bogies, Wheels, Axles etc.

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Civil Drawings

Drawing Series Code	DRAWING SERIES	SECTION	SECTION DESCRIPTION
31	Section Keswick	W4	Freight wagon & Mntnce Details, Brake Gear.
		W5	Freight wagon & Mntnce Details, Draft Gear.
		W8	Freight wagon & Mntnce Details, Miscellaneous (not covered elsewhere).
32	Schemes	S1	Schemes.
33	Schemes	Scheme	Islington Carriage & Wagon Schemes
34	Standards	S	Standard Details (Size E/A3 only).
35	Plant - Islington	8000D series	Plant Islington
36	Plant Plant Engineer Section Islington	P1	Workshop Plant and Equipment, Buildings and structural details
		P2	Workshop Plant and Equipment, Machines & Machinery Details, Productive.
		P3	Workshop Plant and Equipment, Non Productive Handling Equipment.
		P4	Workshop Plant and Equipment, Layouts.
		P5	Workshop Plant and Equipment, Tooling & Testing Equipment.
		P6	Workshop Plant and Equipment, Industrial Heating Equipment.
		P7	Workshop Plant and Equipment, Miscellaneous Equipment, Amenities etc.
		P8	Workshop Plant and Equipment, Mains, Services, Power Generating Plant etc.
37	Islington Carriage and Wagon	01-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -General Arrangements
		02-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Complete Bogie Arrangements & Details
		03-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Axle Boxes & Details, Wheels & Axles
		04-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Springs, Load bearing, (Bogies etc.)
		05-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Underframe Arrangements & Details
		06-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Draft Gear Arrangements & Details
		07-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Brake Arrangements & Details
		08-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Body Arrangements & Details
		09-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Roof Arrangements & Details
		10-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Partitions & Details
		11-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Floors & Associated Details
		12-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Interior Fittings
		13-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Exterior Fittings
		14-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Combolet, Lavatory & Washroom Fittings & Details
		15-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Berths, Seats & Associated fittings.
		16-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Concertinas and Associated end of carriage details.
		17-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Electrical Circuits, Generators & Battery details.
		18-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Water Reticulation and Details.
		19-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Heating & Refrigeration Equipment.
		20-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Miscellaneous.
		21-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Windows, Blinds & Fittings.
		22-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Luggage Racks
		23-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Electrical Fittings
		24-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Air Conditioning & Floor Heaters.
		25-C	Islington Drawings Carriage & Wagon, from 12/4/54 to '74, -Wireless Equipment.
38	Islington Carriage and Wagon Metric	01-CM	Carriage & Wagon, General Arrangements
		02-CM	Carriage & Wagon, Bogie Arrangements & Details (Excl 3 & 4 CM Below)
		03-CM	Carriage & Wagon, Wheels, Axles & Bearing Details
		04-CM	Carriage & Wagon, Springs, Load bearing, (Bogies etc.)
		05-CM	Carriage & Wagon, Underframe Arrangements & Details
		06-CM	Carriage & Wagon, Draft Gear Arrangements & Details
		07-CM	Carriage & Wagon, Brake Arrangements & Details
		08-CM	Carriage & Wagon, Body Arrangements & Details
		09-CM	Carriage & Wagon, Roof Arrangements & Details
		10-CM	Carriage & Wagon, Partitions & Details
		11-CM	Carriage & Wagon, Floors & Associated Details
		12-CM	Carriage & Wagon, Interior Fittings
		13-CM	Carriage & Wagon, Exterior Fittings.
		14-CM	Carriage & Wagon, Combolet, Lavatory & Washroom Fittings & Details.
		15-CM	Carriage & Wagon, Berths, Seats & Associated fittings.
		16-CM	Carriage & Wagon, Concertinas and Associated end of carriage details.
		17-CM	Carriage & Wagon, Electrical Circuits, Generators & Battery details.
		18-CM	Carriage & Wagon, Water Reticulation and Details.
		19-CM	Carriage & Wagon, Heating & Refrigeration Equipment.
		20-CM	Carriage & Wagon, Miscellaneous.
		21-CM	Carriage & Wagon, Windows, Blinds & Fittings.
		22-CM	Carriage & Wagon, Luggage Racks
		23-CM	Carriage & Wagon, Electrical Fittings
		24-CM	Carriage & Wagon, Air Conditioning & Floor Heaters.
		25-CM	Carriage & Wagon, Wireless Equipment.
39	Diesel Electric Locomotive Islington	01-DE	Diesel Electric Locomotives, General Arrangements, Colour Schemes, etc.
		02-DE	Diesel Electric Locomotives, Piping Arrangements, Fuel, Oil, Water, Air, WHB etc.
		03-DE	Diesel Electric Locomotives, Electrical Wiring Arrangements.
		04-DE	Diesel Electric Locomotives, Diesel Engine, bearers & Turbo.
		05-DE	Diesel Electric Locomotives, Engine Cooling System Details, Radiators, Fans etc.
		06-DE	Diesel Electric Locomotives, Engine Lubricating System Details, Oil Filters, etc.
		07-DE	Diesel Electric Locomotives, Fuel System Details, Tanks, Pumps, etc.
		08-DE	Diesel Electric Locomotives, Exhaust System Details, Silences etc.
		09-DE	Diesel Electric Locomotives, Engine Air Pressurising System Fans, Filters & ducting.
		10-DE	Diesel Electric Locomotives, Engine Control System Details, Governor, etc.
		11-DE	Diesel Electric Locomotives, Bogie Arrangement and Frame Details.
		12-DE	Diesel Electric Locomotives, Wheels and Axles.
		13-DE	Diesel Electric Locomotives, Axleboxes and Bearings.
		14-DE	Diesel Electric Locomotives, Bogie Springs and Suspension Details.
		15-DE	Diesel Electric Locomotives, Traction Motors, Gearing & suspension Details.
		16-DE	Diesel Electric Locomotives, Brake Cylinders, Slack Adjusters, & Bogie Brake Rigging.
		18-DE	Diesel Electric Locomotives, Main Underframe Arrangement & Details (Fixed)
		19-DE	Diesel Electric Locomotives, Draft Gear, Couplers & associated Details.
		20-DE	Diesel Electric Locomotives, Traction Motor Ventilation System & Details.
		22-DE	Diesel Electric Locomotives, Body Side & End Frames, Roof & Cab.
		23-DE	Diesel Electric Locomotives, Doors, Windows & Cab Fixtures etc.
		24-DE	Diesel Electric Locomotives, Floor Details, Cab & Engine Room.
		25-DE	Diesel Electric Locomotives, Main Generator & Exciter.
		26-DE	Diesel Electric Locomotives, Controllers, Cabinets & Associated Equipment.
		27-DE	Diesel Electric Locomotives, Traction Wiring & Connection Details.
		28-DE	Diesel Electric Locomotives, Lights, Gauges & Associated Details.
		29-DE	Diesel Electric Locomotives, Batteries, Battery Boxes & associated Equipment.
		30-DE	Diesel Electric Locomotives, Air Conditioning Equipment.
		32-DE	Diesel Electric Locomotives, Handbrake Arrangement & Details
		33-DE	Diesel Electric Locomotives, Brake Control Gear, Compressors, Valves, Control Panel etc.
		34-DE	Diesel Electric Locomotives, Dynamic Braking Grids, Fans & Associated Equipment.
		35-DE	Diesel Electric Locomotives, Exterior Fittings, Footsteps, Handrails, Signs etc.

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Civil Drawings

Drawing Series Code	DRAWING SERIES	SECTION	SECTION DESCRIPTION
		36-DE	Diesel Electric Locomotives, Sand Boxes, Sand Valves and Equipment.
		37-DE	Diesel Electric Locomotives, Speedo Gear.
		38-DE	Diesel Electric Locomotives, Staff Exchanger.
		39-DE	Diesel Electric Locomotives, Toilet Equipment, inc W. C., Washbasin & Water Service.
		40-DE	Diesel Electric Locomotives, Engine Room Equipment, Fire Extinguishers etc.
		41-DE	Diesel Electric Locomotives, Tooling, Lifting Gear, Rail Scrubber. (See also 9-RC)
		42-DE	Diesel Electric Locomotives, Sound & Vibration Equipment.
40	Rollingstock Pt Aug.	RS	Port Augusta (Commonwealth Railways) Drawings, 1914 - 1947
		AC	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, A size, Carriages.
		AM	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, A size, Maintenance.
		AP	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, A size, Plant.
		AW	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, A size, Wagons.
		BC	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, B size, Carriages.
		BM	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, B size, Maintenance.
		BP	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, B size, Plant.
		BW	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, B size, Wagons.
		CC	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, Csize, Carriages.
		CM	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, Csize, Maintenance.
		CP	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, Csize, Plant.
		CW	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, Csize, Wagons.
		DC	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, Dsize, Carriages.
		DM	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, Dsize, Maintenance.
		DP	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, Dsize, Plant.
		DW	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, Dsize, Wagons.
		EC	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, Esize, Carriages.
		EM	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, Esize, Maintenance.
		EP	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, Esize, Plant.
		EW	Port Augusta (Commonwealth Railways) Drawings, 1947- 1972, Esize, Wagons.
41	Port Augusta 17000 Series	8B	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, Pigeon Hole Size, Bogies.
		9B	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, Length 1190 to 1371mm, Bogies.
		0B	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A0size, Bogies.
		1B	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A1size, Bogies.
		2B	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A2size, Bogies.
		3B	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A3size, Bogies.
		4B	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A4size, Bogies.
		8C	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, Pigeon Hole Size, Carriages.
		9C	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, Length 1190 to 1371mm, Carriages.
		0C	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A0size, Carriages.
		1C	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A1size, Carriages.
		2C	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A2size, Carriages.
		3C	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A3size, Carriages.
		4C	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A4size, Carriages.
		8E	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, Pigeon Hole Size, Electrical.
		9E	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, Length 1190 to 1371mm, Electrical.
		0E	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A0size, Electrical.
		1E	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A1size, Electrical.
		2E	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A2size, Electrical.
		3E	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A3size, Electrical.
		4E	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A4size, Electrical.
		8L	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, Pigeon Hole Size, Locos.
		9L	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, Length 1190 to 1371mm, Locos.
		0L	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A0size, Locos.
		1L	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A1size, Locos.
		2L	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A2size, Locos.
		3L	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A3size, Locos.
		4L	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A4size, Locos.
		0M	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A0size, Maintenance.
		1M	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A1size, Maintenance.
		2M	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A2size, Maintenance.
		3M	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A3size, Maintenance.
		4M	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A4size, Maintenance.
		8W	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, Pigeon Hole Size, Wagons.
		9W	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, Length 1190 to 1371mm, Wagons.
		0W	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A0size, Wagons.
		1W	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A1size, Wagons.
		2W	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A2size, Wagons.
		3W	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A3size, Wagons.
		4W	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A4size, Wagons.
		1T	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A1size, Telecommunications
		2T	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A2size, Telecommunications
		3T	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A3size, Telecommunications
		4T	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A4size, Telecommunications
		8S	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, Pigeon Hole Size, Sketches & Proposals
		9S	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, Length 1190 to 1371mm, Sketches & Proposals
		0S	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A3size, Sketches & Proposals
		1S	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A1size, Sketches & Proposals
		2S	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A2size, Sketches & Proposals
		3S	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A3size, Sketches & Proposals
		4S	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A4size, Sketches & Proposals
		1F	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A1size, Signalling
		2F	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A2size, Signalling
		3F	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A3size, Signalling
		4F	Port Augusta (Commonwealth Railways) Drawings (Metric), 1972 - 1987, A4size, Signalling
43	Diesel Rail Car Islington	01-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - General Arrangements
		02-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Air Control Piping Arrangement
		03-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Electrical Control Arrangement Wiring etc.
		04-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Diesel Engine & Bearers & Safety Devices
		05-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Radiators, Radiator Fans & Engine Cooling & Hydraulic Systems
		06-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Engine Lube & Oil Pump Systems inc. Filters
		07-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Fuel & Fuel Pump Systems & Filters
		08-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Silencer & Exhaust
		09-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Engine Air Intake, Pipe Air Filters etc.
		10-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Fire Protection Equipment
		25-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Generators & Alternator
		26-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Controllers & Control Equipment
		44-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Torque Converter & Installation
		45-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Fluid Coupling

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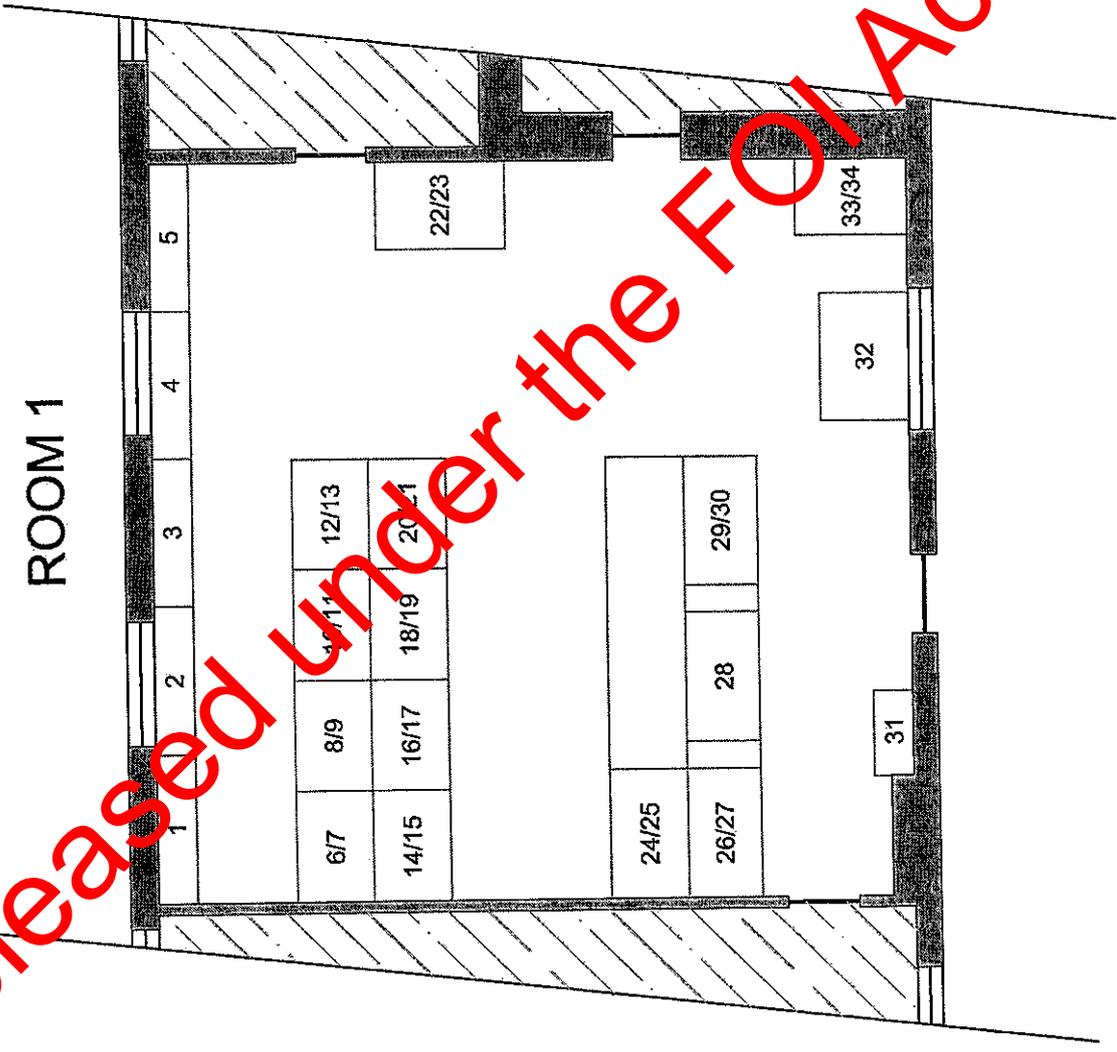
Drawing Series Code	DRAWING SERIES	SECTION	SECTION DESCRIPTION
		46-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Gear Box
		47-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Drive Shaft Between Gear Box & Final Drive
		48-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Final Drive
		49-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Sand Boxes & Sand Valves etc.
		50-RDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Speedo Gear & Equipment, Warning Bells etc. & Windshield Washers
		RDCM	Diesel Rail Car Drawings, Islington, '55 to '74 - Miscellaneous Drawings
		PRDC	Diesel Rail Car Drawings, Islington, '55 to '74 - Proposed Drawings
44	Car Diagrams	CD	Car Diagrams
45	Proposed Car Diagram	PCD	Proposed Car Diagrams
46	Rail Cars Islington	1-RC	Rail Car Drawings, Islington, Pre '55
		2-RC	Rail Car Drawings, Islington, Pre '55
		3-RC	Rail Car Drawings, Islington, Pre '55
		4-RC	Rail Car Drawings, Islington, Pre '55
		5-RC	Rail Car Drawings, Islington, Pre '55
		6-RC	Rail Car Drawings, Islington, Pre '55
		7-RC	Rail Car Drawings, Islington, Pre '55
		8-RC	Rail Car Drawings, Islington, Pre '55
		9-RC	Rail Car Drawings, Islington, Pre '55
47	Wrecking Cranes Islington	01-WC	Wrecking Crane,- General Arrangement
		02-WC	Wrecking Crane,- Piping Arrangements
		03-WC	Wrecking Crane,- Lifting Gear
		04-WC	Wrecking Crane,- Underframe
		05-WC	Wrecking Crane,- Bogies
		06-WC	Wrecking Crane,- Wheels & Axles
		07-WC	Wrecking Crane,- Brake Gear
		08-WC	Wrecking Crane,- Draft Gear
		09-WC	Wrecking Crane,- Boiler & Details
		10-WC	Wrecking Crane,- Notice Boards
		11-WC	Wrecking Crane,- Cab Details
		12-WC	Wrecking Crane,- Miscellaneous
48	Coaling Cranes Islington	1-CC	Coaling Crane,- Arrangements
		2-CC	Coaling Crane,- Drive Details
		3-CC	Coaling Crane,- Boilers
49	Diagrams	D	Diagrams - Locomotive Section Islington,
50	Loco Misc.	LM	Locomotive Miscellaneous Drawings
51	Graphs	G	General Graphs from Physical Testing
52	Dynam.Car Graphs	DC	Dynamometer Car Graphs
53	Car Tooling Islington	1-CT	Car Tooling - Dies & Press Blocks
		2-CT	Car Tooling - Gauges
		3-CT	Car Tooling - Jigs
54	Departmental Tooling Islington	01-DT	Islington Departmental Tooling, - Gauges & Templates
		02-DT	Islington Departmental Tooling, - Milling Cutters
		03-DT	Islington Departmental Tooling, - Reamers
		04-DT	Islington Departmental Tooling, - Punches, Dies, Die Blanks, Form Dies, Draw & Pull Dies
		05-DT	Islington Departmental Tooling, - Taps & Dies
		06-DT	Islington Departmental Tooling, - Riveting Tools, Chisels etc., Spanners, Installing Tools
		07-DT	Islington Departmental Tooling, - Lathes, Shaper, Form Tools
		08-DT	Islington Departmental Tooling, - Boring Bars, Mandrels, Sockets, Collets, Chuck & Jaws
		09-DT	Islington Departmental Tooling, - Drills
		10-DT	Islington Departmental Tooling, - Miscellaneous, Shear Blades, Pullers
		11-DT	Islington Departmental Tooling, - Tube Working Tools
		12-DT	Islington Departmental Tooling, - Broaches, Drifts
		13-DT	Islington Departmental Tooling, - Jigs & Fixtures
55	Numeric Loco	Num	Islington Locomotive Section
56	Locomotive Section Islington	01-L	Islington Locomotive Drawings,- General Arrangements
		02-L	Islington Locomotive Drawings,- Arrangements of Piping, Pipe Guides & Clips
		03-L	Islington Locomotive Drawings,- Boiler Shell inc. Outside Firebox
		04-L	Islington Locomotive Drawings,- Inside Firebox, Foundation & Firehole Rings
		05-L	Islington Locomotive Drawings,- Dome
		06-L	Islington Locomotive Drawings,- Smokebox & Details, Spark Arrester & Chimney
		07-L	Islington Locomotive Drawings,- Tubes & Flues
		08-L	Islington Locomotive Drawings,- Boiler Stays
		09-L	Islington Locomotive Drawings,- Boiler Seating & Expansion Brackets
		10-L	Islington Locomotive Drawings,- Mountings & Fittings inc. Mud & Fusible Plugs
		11-L	Islington Locomotive Drawings,- Main & Internal Steam & Exhaust Pipes
		12-L	Islington Locomotive Drawings,- Ashpan, Damper & Doors
		13-L	Islington Locomotive Drawings,- Grate With Dump & Rocker Gear
		14-L	Islington Locomotive Drawings,- Brick Arch & Arch Tubes
		15-L	Islington Locomotive Drawings,- Superheater Header, Elements & Fittings
		16-L	Islington Locomotive Drawings,- Boiler Clothing
		17-L	Islington Locomotive Drawings,- Firehole Door
		18-L	Islington Locomotive Drawings,- Injectors & Operating Gear
		19-L	Islington Locomotive Drawings,- Safety Valves
		20-L	Islington Locomotive Drawings,- Regulator & Details
		21-L	Islington Locomotive Drawings,- Main Frames, Cowcatcher
		22-L	Islington Locomotive Drawings,- Main Frames, Rear Extension, Cradle, Cross Stays
		23-L	Islington Locomotive Drawings,- Truck Frames & Stays
		24-L	Islington Locomotive Drawings,- Cylinders With Covers & Clothing
		25-L	Islington Locomotive Drawings,- Drain Cocks, Anti Vacuum & Relief Valves
		26-L	Islington Locomotive Drawings,- Piston & Rods
		27-L	Islington Locomotive Drawings,- Packing's For Piston, Rods & Valve Spindles
		28-L	Islington Locomotive Drawings,- Slide Bars
		29-L	Islington Locomotive Drawings,- Crossheads, Slippers & Gudgeon Pins
		30-L	Islington Locomotive Drawings,- Connecting Rods
		31-L	Islington Locomotive Drawings,- Coupling Rods
		32-L	Islington Locomotive Drawings,- Valves & Valve Spindles
		33-L	Islington Locomotive Drawings,- Valve Gear
		34-L	Islington Locomotive Drawings,- Reversing Gear
		35-L	Islington Locomotive Drawings,- Lubricators, Brackets & Oil Boxes
		36-L	Islington Locomotive Drawings,- Booster Equipment & Piping
		37-L	Islington Locomotive Drawings,- Driving Wheels, Centres, Axles, Tyres & Crank Pins
		38-L	Islington Locomotive Drawings,- Truck Wheels, Centres, Tyres & Axles
		39-L	Islington Locomotive Drawings,- Driving Axleboxes, Shoes & Wedges
		40-L	Islington Locomotive Drawings,- Truck Axleboxes
		41-L	Islington Locomotive Drawings,- Driving Springs & Rigging
		42-L	Islington Locomotive Drawings,- Truck Springs & Rigging
		43-L	Islington Locomotive Drawings,- Brake Equipment & Rigging

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Drawing Series Code	DRAWING SERIES	SECTION	SECTION DESCRIPTION
		44-L	Islington Locomotive Drawings,- Mechanical Stoker Equipment & Piping
		45-L	Islington Locomotive Drawings,- Draft Gear, Buffers & Couplers
		46-L	Islington Locomotive Drawings,- Platforms Handrails & Footsteps
		47-L	Islington Locomotive Drawings,- Cab & Details
		48-L	Islington Locomotive Drawings,- Tanks & Bunker Details
		49-L	Islington Locomotive Drawings,- Sandboxes & Gear
		50-L	Islington Locomotive Drawings,- Electric Lighting, Lamps & Brackets
		51-L	Islington Locomotive Drawings,- Staff Exchanger
		52-L	Islington Locomotive Drawings,- Feed Water Heater & Details
		53-L	Islington Locomotive Drawings,- Air Respirator etc.
		54-L	Islington Locomotive Drawings,- Tyre Inspection Sheets
		55-L	Islington Locomotive Drawings,- Oil Fuel Installation
		56-L	Islington Locomotive Drawings,- Diesel Electric Locos
57	Loco Tooling	LT	Islington Locomotive Tooling Drawings
		01-T	Islington Locomotive Tender Drawings,- General Arrangements
		02-T	Islington Locomotive Tender Drawings,- Arrangements Of Piping, Guides & Clips
		03-T	Islington Locomotive Tender Drawings,- Main Frames, Headstocks, Cross Stays & Drag Boxes
		04-T	Islington Locomotive Tender Drawings,- Truck Frames, Cross Stays, Bolsters etc.
		05-T	Islington Locomotive Tender Drawings,- Wheel Centres, Tyres & Axles
		06-T	Islington Locomotive Tender Drawings,- Axleboxes
		07-T	Islington Locomotive Tender Drawings,- Brake Equipment & Rigging
		08-T	Islington Locomotive Tender Drawings,- Springs & Spring Rigging
		09-T	Islington Locomotive Tender Drawings,- Tanks, Bunker Details & Tank Brackets
		10-T	Islington Locomotive Tender Drawings,- Feed Pipes, Valves & Gear & Water Gauge
		11-T	Islington Locomotive Tender Drawings,- Platforms & Handrails, Footsteps etc.
		12-T	Islington Locomotive Tender Drawings,- Electric Lighting, Lamps & Brackets
		13-T	Islington Locomotive Tender Drawings,- Draft Gear, Buffer & Couplings
		14-T	Islington Locomotive Tender Drawings,- Tools & Outfit Toolbox's
		15-T	Islington Locomotive Tender Drawings,- Stoker Equipment
		16-T	Islington Locomotive Tender Drawings,- Coal Pusher
59	Proposed Loco Diag.	PLD	Islington Proposed Locomotive Diagrams
60	Loco Diag.	LD	Islington Locomotive Diagrams
61	Miscellaneous	M	Miscellaneous Drawings
62	Brill Car	R	Brill Company 55cl Rail Car
		1-CE	Islington Electrical Design - Car Electrical,- Final Assembly
		2-CE	Islington Electrical Design - Car Electrical,- Wiring Diagrams
		3-CE	Islington Electrical Design - Car Electrical,- Underframe, arrangement of equipment
		4-CE	Islington Electrical Design - Car Electrical,- Interior & Body, arrangement of equipment
		5-CE	Islington Electrical Design - Car Electrical,- Control Cubicles & Switchboards
		6-CE	Islington Electrical Design - Car Electrical,- Cab Details
		7-CE	Islington Electrical Design - Car Electrical,- Car Testing Equipment
		1-DLE	Islington Electrical Design - Diesel Locomotive Electrical,- Final Assembly
		2-DLE	Islington Electrical Design - Diesel Locomotive Electrical,- Wiring Diagrams
		3-DLE	Islington Electrical Design - Diesel Locomotive Electrical,- Underframe, arrangement of equipment
		4-DLE	Islington Electrical Design - Diesel Locomotive Electrical,- Superstructure, arrangement of equipment
		5-DLE	Islington Electrical Design - Diesel Locomotive Electrical,- Control Cubicles & Switchboards
		6-DLE	Islington Electrical Design - Diesel Locomotive Electrical,- Loco Details
		7-DLE	Islington Electrical Design - Diesel Locomotive Electrical,- Diesel Loco Testing
		8-DLE	Islington Electrical Design - Diesel Locomotive Electrical,- Instructional Data
		01-E	Islington Electrical Design - Plant Electrical,- Works Depot & Shop Layouts
		02-E	Islington Electrical Design - Plant Electrical,- Machine Feed & Local Circuits
		03-E	Islington Electrical Design - Plant Electrical,- Machine Circuits
		04-E	Islington Electrical Design - Plant Electrical,- Shop Lighting
		05-E	Islington Electrical Design - Plant Electrical,- Office Power & Lighting
		06-E	Islington Electrical Design - Plant Electrical,- Switchboards, Cubicles & Accessories
		08-E	Islington Electrical Design - Plant Electrical,- Crane Wiring, Switchboards & Equipment
		09-E	Islington Electrical Design - Plant Electrical,- Air Conditioning
		10-E	Islington Electrical Design - Plant Electrical,- Instrument Wiring
		11-E	Islington Electrical Design - Plant Electrical,- Miscellaneous
66	Electrical Standards	S	Islington Electrical Design - Standard Electrical Drawings
67	Electrical Schemes	Scheme E	Islington Electrical Design - Electrical Schemes
68	Combolet Drawings		

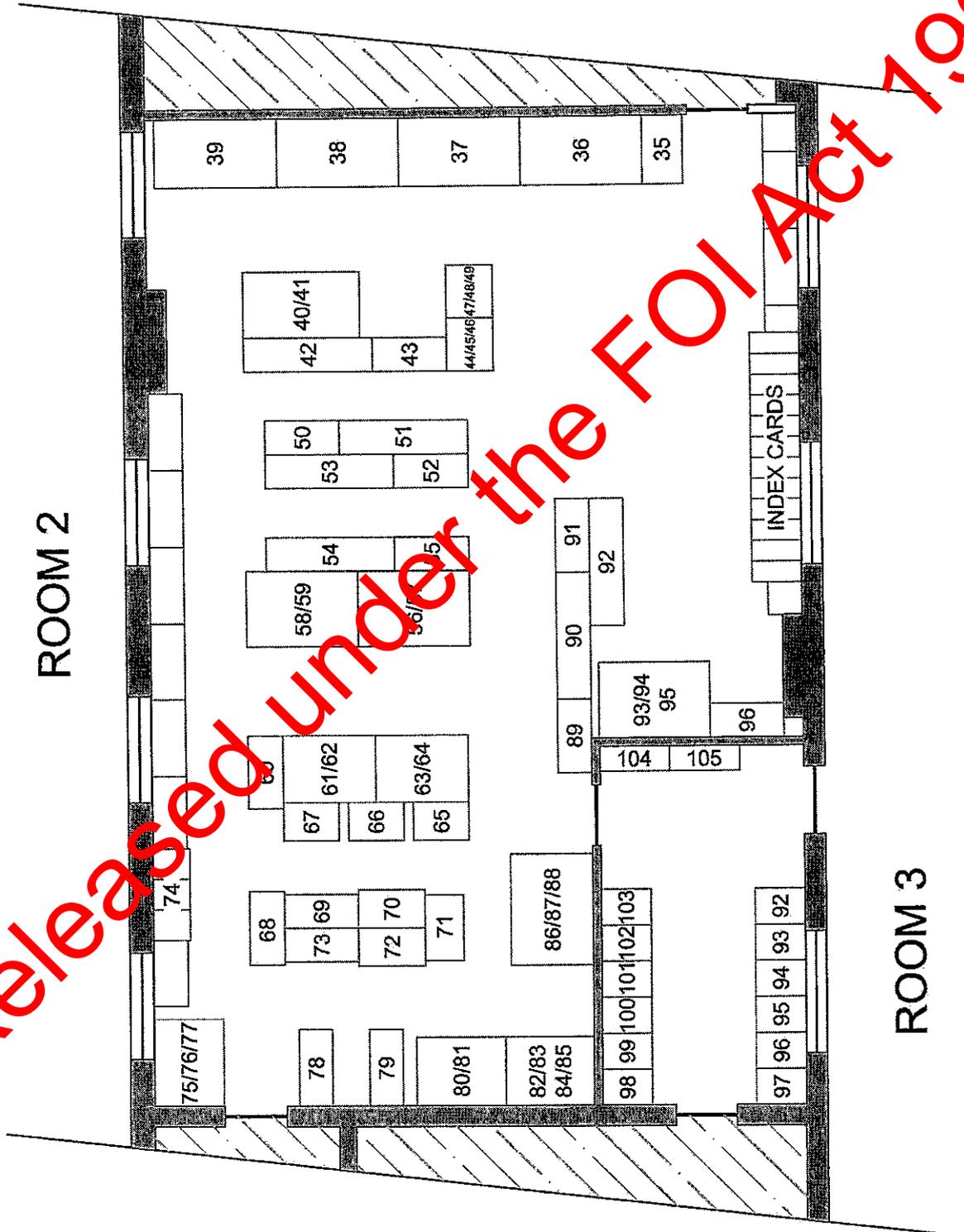
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Released under the FOIA Act 1997



Released under the FOI Act 1997

ROOM 2



ROOM 3

Appendix 4 Scoping Study

The plans and other records currently held in the Islington Plan Room are a collection of former South Australian Railways (SAR) and Commonwealth Railways (CR), then Australian National (AN) records dating back to the 1850s and 1910s respectively that were aggregated when AN ceased operations.

The former SAR records came into the custody of the Commonwealth subsequent to formal agreement between the State and the Commonwealth in relation to the acquisition of all non-metropolitan railways.

In the absence of formal archival legislation in place at that time for both parties, the disposition of records was determined more by possession and convenience than formal review with very little contemporary action taken to separate plans of metropolitan and non-metropolitan lines.

Although initially containing "Head Office" records of both SAR and CR agencies, plans from SAR, then AN or AN divisional offices at Murrey Bridge, Mount Gambier, Peterborough, Port Augusta, Port Lincoln and Port Pirie were subsequently added to the collection.

At the closure of AN, very few plans had been transferred to archival custody, other than the former SAR drawer plans and pigeon hole plans that had been hurriedly removed without adequate archival control from the Adelaide Railway Station to allow for its development as a casino.

The National Archives of Australia (NAA) declined to transfer further plans, not only because of lack of disposal coverage, but also because of issues regarding accessibility and copying that led to the development of servicing arrangements with Inprotrans Pty Ltd (Inprotrans). However it should be stated that there was an expectation that, regardless of value, the plans would have to be listed for accountability under any anticipated archival programs.

Despite some descriptive work undertaken by NAA on records of the Tasmanian Railways vested to the Commonwealth under a similar formal transfer agreement that implied that they had enduring value, no formal assessment of these operational records was made.

Under a scheme of arrangement dated 13 March 2001, arrangements were made to transfer custody of the majority AN records, including the main series of plans in the custody of NAA from NAA to State Records so that continued access could be provided to various stakeholders involved in the AN sale and researchers. These records comprised various series within the range CRS D1540 - D5541. State Records has provided a storage and limited reference service on those records since that time.

Concurrently some plan series were also returned to Islington for further processing.

In 2008 the Commonwealth Department of Infrastructure, Transport, Regional Development and Local Government sought to produce a disposal authority to

ascertain value of the plans and other records held at Islington and at State Records. With the support of NAA, a draft records disposal authority (RDA) was produced that essentially recommended the retention of control records only that led to an option to release other records to suitable qualified institutions.

Concurrently discussions were held with interested stakeholders to determine a way forward. Arising from those discussions it was recognised that the draft RDA was deficient and unacceptable because of the continuing interest and access to the range of plans in the collection.

I understand that commitment was made to the retention of the records in South Australia and their comprehensive listing.

This scoping study arises in part from those commitments and the recognition that most of the records are linked intrinsically with the history of South Australia and the development of railway infrastructure in Australia.

Disposal Coverage

Notwithstanding the intention to gift the records to the State, the transaction is subject to the provisions of Commonwealth and State archival legislation.

On the Commonwealth side, a transfer of custody and ownership is required under the provisions of the *Archives Act 1983*. Under this Act records created by Commonwealth agencies eg AN are the property of the Commonwealth. Any change of ownership of records needs to be authorised by NAA through the creation of a Records Authority (RA).

If the archival work is undertaken on a contractual basis for the Commonwealth, this RA would not need to be signed off until completion of sentencing and description programs that would determine whether further redistribution is required eg for Tasmanian and Canberra Railways. This would require an update of the scheme of arrangement dated 15 March 2001 to provide for ownership, as well as custody arrangements.

State Records will not accept custody of records unless they are covered by an operational records disposal schedule (RDS) under the provisions of the *State Records Act*.

With the exception of records created before 1901, some records relating to metropolitan lines covered in the current STA (State Transport Authority) RDS and SAR publications and control records covered by GDS 15 Version 7, the bulk of the records lack disposal coverage.

It could be argued that the pre 1901 records, being records created solely by SAR, could be sentenced and transferred as permanent records under the provisions of the State Records Council pre 1901 ruling without reference to any transfer of custody and ownership schedules and would allow the early start to the processing and transfer of records.

Reference

Inprotrans has indicated it has fulfilled its obligation to provide successor agencies with sets of CDs containing scanned plans required for their ongoing operations and, where necessary, photocopies of control records. This scanned material is inadequate because it contains no complementary listings or character recognition to assist with retrieval of individual plans. Inprotrans has indicated that this production was influenced by costs.

Inprotrans claims that at least 90% of requests can be met by using those CDs, but acknowledges that supplementary reference to control records is also required to identify specific plans.

Inprotrans claims that the remaining requests are met from the reference copy of aperture cards of microfilmed plans that are an integral part of the 'Islington' collection and/or records eg GRG42/169 that were transferred to archival custody prior to the implementation of a microfilming program and cross referencing on plans.

The same concerns still apply about accessibility and copying that influenced the decision by NAA not to transfer the plans.

Until these scanned records and all associated records can be controlled at the item level, it would be preferable for Inprotrans to continue to provide a reference and copying service on them, preferably on a fee for service basis to take advantage of their corporate memory and copying services.

Inprotrans has the capacity to provide a copying service that would be expensive to emulate and the corporate knowledge to quickly resolve any queries made by researchers.

This would also allow the transfer process to proceed without distraction.

Working closely with Inprotrans may also unravel what appears to be disputed intellectual property rights that have become blurred during the extended servicing by Inprotrans.

I further recommend that any work undertaken by Inprotrans be managed as part of this project to ensure a commonality of purpose and direction that align to the outcomes of this project.

Disposal

While disposal of records would be quantified by any gifting arrangements and records disposal authorities produced, the application of those authorities by sentencing would identify those records that are of continuing interest.

The 2008 draft RA identified four classes of records to be dealt with:

- Civil infrastructure
- Control records

- Locomotives and rolling stock
- Signals, communications and electrical infrastructure

Without pre-empting any State Records Council decision about the value of the records and taking into account the 2008 draft RA, the likely outcome of any review, at best, would be to make first two categories permanent and the latter two long term temporary to be kept for the life of the assets, however there is a certain impracticability about the implementation of this disposal action.

The difficulty in applying a 'life of assets' sentence, the ongoing re-use of railway equipment and level of interest of railway historical societies, enthusiasts and historians suggest that there is also an argument to classify the latter categories as permanent as well. These stakeholders were not considered in the original RA draft.

While there may be an argument to transfer some Tasmanian Rail and non-Commonwealth railways plans to other archives institutions these should be considered as part of the Commonwealth custody and ownership RA and destroy remnants of Commonwealth Railways drawings of overseas lines (eg Burma and Indonesia as identified in Entry 1.7 of the draft RA), these should be considered as part of the State Records RDS.

The 'foreign drawings' form an integral part of the locomotives and rolling stock set of plans and should be considered as part of the State Records RDS.

There are a lot of variables in the preparation of a RDS including the need for mandatory consultation with internal and external stakeholders and an historian. The end date is also variable, because of the limited dates for submission to the State Records Council for approval and changing State Records requirements.

Transfers to State Records

There are three parts to this work.

Part 1 - Registrations

Because of State Records' requirement for records to be registered in its current 'GRS' series system before transfer and the associated times required to process the initial registration and the subsequent related consignment documentation, preparation of series registrations needs to be undertaken as the first part of the transfer sequence. It is a crucial prerequisite to complete the subsequent processing of individual items and consignments.

As a rule of thumb, preparation of documentation required by State Records for the registration of Agencies (GA) and Series (GRS) and related Access Determinations where agencies and records have not previously been registered with State Records takes about two hours per registration for simple series, up to four hours for complex registrations requiring multiple linkages to existing or related series or extensive notes and a contingent amount for background research.

Under normal circumstances, approval of these registrations and provision of 'GA' and 'GRS' numbers may take between 4 and 8 weeks to receive.

Although early administrative arrangements for the operation of SAR involved the creation of several departments eg Locomotive, Carriages and Wagons, Signals, Communications, Electrical Engineering, Plant Engineering and Tooling Engineering as operational entities, it would be pragmatic for these early departments to be registered under the one SAR agency, consistent with the original State Records GRG 42 registration that is primarily the only State Records agency registration that exists.

Based on this approach and confirmed by the summary of agencies in the NAA RecordSearch, at least 16 agencies need to be registered for the SAR, CR and AN head and divisional offices.

The records audit supported by Inprotrans Drawing Section Descriptions has identified at least 200 series of plans and other records that require registration, as well as associated control records for those records that may include both registers and indexes. More may be identified as wrapped rolls and parcels (from Murray Bridge and Port Lincoln) are broken open.

Part 2 – Processing and Transfer

This second part involves the individual listing of all items, the attribution of disposal classes and holding periods for each item, the preparation of consignments according to series and values and the packaging of them as required.

The sentencing and processing consignments would involve

- The sentencing of records using the agency's RDS and GDS 15 for administrative records common to all agencies eg financial records to identify appropriate disposal actions;
- The recording of disposal decisions and other relevant details eg unit and/or item conservation status on Intention to Destroy Records Reports or consignment lists;
- The annotation, packaging or boxing of records prior to transfer to identify series and consignments to which the records belong. Where loose volumes are transferred, each has to be annotated with the relevant consignment details and running item number;
- The processing of all sentenced records according to consignments;
- Preparation of related documentation required by State Records for destruction of records (Intention to Destroy Records Report) or transfer of consignments to State Records (Cover Sheet and Consignment List). It should be noted that the both temporary and permanent records require a minimum listing by item number, item title and date.

In the case of permanent records, the way that sets of plans are intrinsically linked to each other through annotations and cross-references on individual plans instead of their controlling registers will require more detailed examination, description and associated cross-referencing of them, particularly for locomotives and rolling stock. Examples of more detailed description are available in NAA RecordSearch Series P1284, Items DER77 and DEU280.

In the case of Permanent Way records, a broader description of contents would assist with locating the buildings, lines etc entered on them. An example of a more detailed description is available in NAA RecordSearch Series D1717, Item 129/54.

Implied in these actions is the provision of

- Relevant series registration and/or consignment details by State Records to process permanent consignments for transfer to State Records
- Sufficient and appropriate storage containers for transfer of records to State Records
- Repackaging and conservation materials as required
- Sufficient workspace to process the records.

Before transfers can be accepted by State Records, they have to be provided with a cover sheet and item listing for each consignment. After acceptance, State Records will provide advice when transfer can be effected.

The records audit extended the scope of the work to a quantity in excess of 200,000 plans and drawings (as opposed to 180,000 in the historical background). However there is an argument that

- The miscellany of plans previously transferred to State Records as GRG42/169 Engineer plan collection comprising contract plans for railway construction, 1857 - 1983 (that also contains AN records eg AN Tarcoola - Alice Springs Railway (sectional) Specifications for Earthworks, Culverts and Bridges)
- Other smaller GRG42 series and
- SAR drawer (CRS D 1718), pigeon hole (CRS D 1717), alphabetical annual single number (CRS D 5044) being the main series and other plans subsequently transferred from NAA to State Records on relocation of NAA

should also be incorporated into this project.

It appears that sale obligations may not have been met by omitting them from consideration when plans were copied for companies involved with the AN sale. This is particularly relevant to work undertaken for Genesee Wyoming Australia (GWA) and the Australian Rail Track Corporation (ARTC).

Because both these plan collections are largely unlisted, access is very difficult to the extent that the State Records Council has restricted access to GRG42/169, unless relevant plan numbers can be cited and there is no definitive link to the location of the former NAA holdings via its ArchiveSearch and primary control within State Records.

The identification and sorting of records from GRG42/169 into relevant series and the listing of GRG42/169 and records transferred via NAA should be integrated into this project to get maximum benefit from it.

I emphasise that these records are an extension of the 'Islington' plan collection and form parts of the various series in that collection.

Because of OHS considerations, work on outsize and rolled plans would need to be interspersed with work on smaller sized plans. In view of this mixing and the more detailed recording that may be required, offset by savings in use of relevant registers, it is difficult to accurately forecast how much time would be spent on each plan

In the event that work on GRG42/169 and the former NAA holdings is integrated into this project, this would increase required item listings by 10,000 and 50,000 respectively.

Part 3 – Transport

In this case, there will be costs associated with the initial relocation from Islington to State Records prior to processing, as well as the final relocation on permanent transfer from DTEI to State records.

In anticipation of an early start, I have obtained a firm quotation 28435/1 from Chess Moving (that can be held for 3 months) to arrange the initial transfer from Islington to State Records Collinswood repository.

The removal **cost of \$36,363 (GST excluded)** was confirmed in my e-mail of 7 June 2011.

Accommodation

In consultation with State Records it has been agreed that they have an area that can be provided at commercial rental rates at its Collinswood repository for the storage and processing of these plans with separate and discreet space allocated for storage (in the repository) and processing (in the front office area) for the duration of the project.

The advantage of being accommodated within the State Records repository is that records can be systematically transferred to State Records before completion of the project.

DTEI is currently negotiating the terms of this lease.

As part of the fitout, provision will have to be made for the purchase of additional map cabinets to replace those (wooden map cabinets) owned by Inprotrans. In addition, provision will have to be made for those records held in Inprotrans owned four drawer cabinets.

I had previously envisaged that these four drawer cabinets could be replaced by surplus government furniture (to reduce costs), however the storage footprint would be more effectively managed by transferring them, together with control records (currently located in the kitchen area at Islington) and map parcels in Room 2 to static 8 shelf high shelving on the wall adjoining the storage and processing areas.

This would create sufficient space to store the loose rolled plans, including those bundled and wrapped in brown paper in a manner that State records considers acceptable in boxes on pallets.

The processing area needs to accommodate at least 4 persons and suitable furniture required to list and process the plans. Because of the size of some of the plans, they need to be viewed on a tilted table top (similar to a draughtsman's table), while others may need to be viewed on a light table to make reading easier.

Methodology

Once in principal agreement to the project is reached, the first step would be the fitout of Collinswood involving the immediate purchase of static shelving, replacement map cabinets and processing furniture.

Provided that transfer, on delivery of additional shelving the current removal quotation can be activated to transfer the records from Islington to Collinswood.

Because the transfer is dependant on the approval of an operational RDS, its preparation should commence as soon as possible after the in principal agreement.

As soon as the records are transferred from Islington, work should commence on the registration of control records, as they are already confirmed as permanent records. They should also be used for the preliminary listing of the plans that they describe.

Once the preliminary listings are complete, they will form the basis for arranging the appropriate mix of simple and complex plans processed each week. An average throughput of 1550 plans per week is required to complete the project within the allocated time.

Notwithstanding the supporting actions required for the preparation of a RDS and the resultant State Records registrations, the key focus has to be the achievement of the required weekly throughput.

Progress would be measured by brief monthly reports initially indicating progress on

- the preparation of a disposal authority or authorities and
- agency and series registrations, as well as
- numbers of plans listed, either in draft or final form and
- encumbrances prepared for transfer to State Records.

1. (Custody) change of custody, ownership and / or responsibility for records.
2. (Movement) moving records from one location to another.

AS ISO 15489.1 - 2002

Requestor	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Grand Total
Adelaide partitions and Ceilings	1	1	1	1	1	1	1			1	10
AGL								1	1		2
ARTC Service Company						1					1
Australia Railway Engineering						1					1
Australian Insulation and Metal Pty Ltd	1	1	1	1	1	1	1	1	1	1	10
Bluebird Engineering	1	1	1	1	1			1	1	1	9
Bombardier Transportation								1			2
Cash Sale			1						1		2
CFCL Australia Pty Ltd					1	1					2
CFCLA Australia Horsepower Service Centre SA P/L					1						1
Critical Path Pty Ltd				1	1						2
Desa Australia Ptd Ltd		1	1	1							3
Downer EDI Works	1	1	1				1	1			6
EDI Rail						1	1	1	1	1	6
Flag Hire Australia			1								1
Fletcher & Sons Foundry	1	1	1							1	4
Gemco Rail		1		1	1	1					4
Genesee and Wyoming Australia Pty Ltd	1	1	1	1	1	1	1	1	1	1	10
H Troon Pty Ltd							1	1	1		3
Janus Railway & Civil					1						2
Mirabile Visu Pty Ltd										1	1
MSP Developments	1	1	1				1	1	1		6
National Railway Museum - Port Adelaide						1					1
Pacific Rail Engineering Pty Ltd				1							1
RPG (SA) Pty ltd	1	1		1	1		1	1			7
Southern Shorthaul Railroad Pty Ltd	1										2
SteamRanger					1	1	1	1			5
Transfield Rail	1	1	1	1	1	1	1	1	1	1	10
True Line Kerbing Pty ltd	1	1	1			1	1	1	1		7
United Group	1	1	1	1	1			1	1	1	8
Urbantec Pty Ltd			1								1
Grand Total	12	15	15	12	14	13	13	15	12	9	130

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*In reply please quote 2011/11311/01
Enquiries to Chris Hunt
Telephone (08) 8204 8129*

**CORPORATE SERVICES
DIVISION**

Level 13, 77 Grenfell Street
Adelaide SA 5000

GPO Box 1533
Adelaide SA 5001

Telephone: (08) 8343 2222
Facsimile: (08) 8204 8740

ABN 92 366 288 135

Dear Sir/Madam,

**PREPARATION FOR SENTENCING, PROCESSING AND ARCHIVING OF
PLANS AND OTHER RELATED RECORDS WHICH ARE THE RESIDUAL FROM
THE SALE OF THE AUSTRALIAN NATIONAL RAILWAYS COMMISSION**

AMENDMENT No. 1 TO 2011-143

Amendments have been made to the Request for Tender documents.

The most current version of the Request for Tender documents has now been uploaded to this website. Please refer to the Revision Status Page which summarises the changes to the document.

Yours faithfully,

Richard Edwards
MANAGER, CONTRACTING SERVICES

10 January 2012

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AMENDMENT No. 2 TO 2011-143

Amendments have been made to the Request for Tender documents.

The most current version of the Request for Tender documents has now been uploaded to this website. Please refer to the Revision Status Page which summarises the changes to the document.

Yours faithfully,

Richard Edwards
MANAGER, CONTRACTING SERVICES

12 January 2012

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THE SALE OF THE AUSTRALIAN NATIONAL RAILWAYS COMMISSION**

AMENDMENT No. 3 TO 2011-143

Amendments have been made to the Request for Tender documents.

The most current version of the Request for Tender documents has now been uploaded to this website. Please refer to the Revision Status Page which summarises the changes to the document.

Yours faithfully,

Richard Edwards
MANAGER, CONTRACTING SERVICES

13 January 2012

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MINUTE

Office of the
Chief Executive

29 MAR 2012



Government of South Australia
Department of Planning,
Transport and Infrastructure

RECEIVED
30 MAR 2012
MINISTER'S OFFICE

MINUTES forming ENCLOSURE to 2011/11311/01

TO: MINISTER FOR TRANSPORT AND INFRASTRUCTURE

RE: THE PROVISION OF ARCHIVAL SERVICES FOR AUSTRALIAN NATIONAL DRAWINGS CONTRACT 2011-143

BACKGROUND

On 24 August 2011 you accepted a recommendation from the Hon Anthony Albanese MP, Minister for Infrastructure and Transport, to undertake the provision of archival services for the Australian national drawings with a maximum federal funding of \$1.5 million (capped, GST exclusive) in accordance with the *Nation Building Program (National Land Transport) Act 2009* (the Act). The South Australian Government contribution being the commitment of resources valued at \$501,968. The National Partnership Agreement on Implementation of Major Infrastructure Projects in South Australia, 2009-2014 (MOU) now includes this project in Schedule A of the MOU.

The Commonwealth and the National Archives of Australia (NAA) have agreed to gift the railway records to the South Australian Government. State Records of South Australia, upon completion of the archiving process, will assume custodianship of permanent records and provide ongoing public access to them.

A tender for the procurement of sentencing and archiving of drawings and other related records which are residual from the sale of the Australian National Railway Commission has been undertaken. This includes the recording, cataloguing and relocation of railway records currently located at the Plan Room, Islington

TENDER REVIEW

Tenders were called for the above contract on 15 December 2011. The specification included a mandatory tender briefing requirement resulting in five companies attending individual briefing sessions. Subsequently two tenders were received.

Tenders were evaluated in accordance with the evaluation methodology contained within the approved acquisition plan

The table below shows the adjusted tendered prices (GST inclusive) and evaluation scores

Tender	Sentencing Australia Pty Ltd	Ian Sutherland
Evaluation score	7(1)(c) Business affairs	90.5

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FF2011/11311/T01/01

The preferred tenderer is Ian Sutherland, the table below showing the calculated contract sum (GST inclusive).

7(1)(c) Business affairs

--	--

When GST is excluded the resultant project cost is \$1,431,420, which is below the \$1.5 million maximum funding allocation.

A purchasing recommendation was approved by the Department of Planning, Transport and Infrastructure, Accredited Purchasing Unit on 22 March 2012 (copy attached).

ISSUES

Nil

RECOMMENDATION

Your approval is sought to award a contract to Ian Sutherland for an amount of \$1 574 562 inclusive of GST and contingencies.

Trudi Meakins
Executive Director
Policy, Planning and Programs Division

27/3/2012

John Hanlon
DEPUTY CHIEF EXECUTIVE

28/3/2012

APPROVED

Approved / Noted

 Minister for Transport and Infrastructure
 20/4/12

HON PATRICK CONLON
MINISTER FOR TRANSPORT AND INFRASTRUCTURE

CONTACT	Chris Hunt	2 nd CONTACT	Mark Williams
POSITION	Rail Asset Manager	POSITION	Director
DIRECTORATE	Policy, Planning and Programs	DIRECTORATE	Policy, Planning and Programs
PHONE/MOBILE	08 8204 8129	PHONE/MOBILE	08 8204 8747

FORMAL INSTRUMENT OF AGREEMENT

THIS AGREEMENT is made on the 14 day of May 2012

between the Minister for Transport and Infrastructure a body corporate established pursuant to the Administrative Arrangements Act, 1994 (SA), of 136 North Terrace, Adelaide, South Australia, 5000 ("Principal")

AND

Ian Sutherland (ABN 52 077 523 652) of **6(1) Personal affairs** ("Contractor")

FOR

**The Provision of Archival Services for Australian National Drawings
Contract No. 2011-143**

RECITALS

- A. The Principal has requested the Contractor to provide the Services specified in this Agreement.
- B. The Contractor has agreed to provide the Services in accordance with the terms and conditions in this Agreement.

THE AGREEMENT

The Agreement comprises of the documents listed in the attached Schedule of Contract Documents.

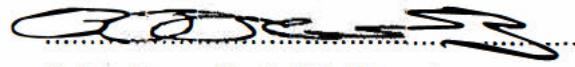
SIGNED for and on behalf of the

**MINISTER FOR TRANSPORT AND
INFRASTRUCTURE**

By a duly authorised officer



 Witness
 .. A/Executive Assistant
 Title/Position



 Rodney George Hook, Chief Executive

SIGNED for and on behalf of

Ian Sutherland (ABN 52 077 523 652)

By a duly authorised officer



 Authorised Signatory

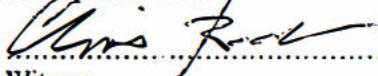
ARCHIVAL CONSULTANT

 Position

IAN THOMAS SUTHERLAND

 Printed name in full

In the presence of:



 Witness
CHRIS RADIN

 Printed name in full

SENIOR FINANCE OFFICER

 Position

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