

Australian Institute of Aboriginal and Torres Strait Islander Studies

Online Action Plan

1. Preliminary information

- a) Name of agency: Australian Institute of Aboriginal and Torres Islander Studies
- b) Agency address:
Acton Peninsula, Lawson Crescent, Acton ACT 2601
- c) Website URL: <http://www.aiatsis.gov.au>
- d) Contact details of person responsible for the development of this Online Action Plan:
B Robinson 6246 1119
- e) Contact details of person responsible for the implementation of this Online Action Plan:
Drew McDonald 6246 1119
- f) Date this Plan was completed:
June 2001
- g) Date by which this Plan will be revised:
June 2002

2. Summary of commitments

Services appropriate to provide online by 2001	Timeframe for the provision of this service online by 2001	Estimate of resources required
Publications catalogue and sale of products	September 2001	Within existing resources
Access to <i>Australian Aboriginal Studies</i>	November 2001	Within existing resources
Manuscript finding aids	Progressive	Within existing resources
Delivery of Native Title newsletters and issues papers	September 2001	Within existing resources
Documentation on Research projects	Progressive	Within existing resources
Access to digitised print materials	Progressive	Within existing resources

3. AIATSIS Overview

Our Vision

We aim to be an institution which:

- is the world's foremost centre for Aboriginal and Torres Strait Islander Studies;
- recognises the unique position of Aboriginal and Torres Strait Islander cultures as part of Australia's cultural diversity.
- works in partnership with Indigenous Australians to undertake research into, and to promote knowledge and understanding of, Australian Indigenous cultures;
- ensures that the unique collections in our custody are accessible, preserved and documented to international standards for all Australians.

Functions

The functions of the Institute are set out in Part 3, Section 5, of the *Australian Institute of Aboriginal and Torres Strait Islander Studies Act 1989*, as follows:

- to undertake and promote Aboriginal and Torres Strait Islander studies;
- to publish the results of Aboriginal and Torres Strait Islander studies and to assist in the publication of the results of such studies;
- to conduct research in fields relevant to Aboriginal and Torres Strait Islander studies and to encourage other persons or bodies to conduct such research;
- to assist in training persons, particularly Aboriginal people and Torres Strait Islanders, as research workers in fields relevant to Aboriginal and Torres Strait Islander studies;
- to establish and maintain a cultural resource collection consisting of materials relating to Aboriginal and Torres Strait Islander studies;
- to encourage understanding, in the general community, of Aboriginal and Torres Strait Islander societies;
- such other functions as are conferred on the Institute by this Act;
- to do anything else that is incidental or conducive to the performance of any of the preceding functions.

Corporate goals

To carry out its functions as defined in the Act, the Institute has adopted the following goals:

- to maximise the role of Indigenous people in, and increase access to, all of the activities and services of the Institute;
- to provide leadership and excellence in undertaking, promoting and facilitating high quality research in Australian Indigenous studies;
- to develop, maintain and preserve well-documented archives and collections and to maximise access to these in line with appropriate cultural and ethical practices;
- to create, develop and disseminate a diverse range of products and services about Australian Indigenous cultures; and
- to ensure that AIATSIS is managed efficiently and effectively in a transparent, accountable and supportive manner.

Current IT Capabilities

Current IT staffing consists of an ASO6 and 2 ASO4s who provide support to 70 ongoing, 10 non-ongoing, an average 6 casual and an average 6 visitors.

The AIATSIS 2000-2001 Budget includes an amount of \$300,000 for the IT (excluding Salaries)

The IT infrastructure includes

- Novell network of 100 PCs (Win95), 15 Macs, 50 printers
- Unix server for email
- Unix server for Library catalogue
- Mac Server for information requests databases
- Pix firewall
- Cisco router
- 256 KB ISDN connection to Internet
- Website located on an external Unix server

AIATSIS currently provides the following services online

- Publication / dissemination of information - including newsletters, research discussion papers, research projects, Native Title issues papers, corporate documents (including Media Releases, Annual Reports, Corporate Plan and Positions Vacant), bibliographies, print and audio visual catalogue, assistance for library users, family history researchers, people wishing to access audio visual archives and Aboriginal Studies Press publications details
- Registration of interest in various AIATSIS activities
- Feedback forms for site standards and use.
- Access to databases - read only access to the Institute catalogue and Royal Commission into Aboriginal Deaths in Custody database
- Sale of products/services - listing and details of AIATSIS products for sale with a printable order form for faxing
- Grants – Comprehensive support for applicants for AIATSIS research grants

Other significant IT applications include

- Finance system - ACCPAC
- Personnel system - Prodigy
- Registry system - TRIM
- Research Grants Database - MSAccess
- Information Request databases - Filemaker
- Travel database – Filemaker
- Subscriptions database - IMIS

Future IT challenges or other issues that have been identified.

Major challenges include

- Development of IT Strategic Plan and its implementation.
- Development of e-commerce site for sale of Indigenous publications
- Digitisation of print materials and audio visual collections
- Rationalisation of the number of platform types required in the organisation
- Automation of desktop management
- Development of intranet, rationalisation of web servers and development of processes for maintaining sites

4. Functions and services provided by AIATSIS

Description of service	Description of client groups	Is service already online / partly online	Area of agency responsible for service	Contact person in service area
Advisory services				
Requests for Family History research assistance	Indigenous Individuals	Partly	Library	Senior Family History Officer
Requests for Native Title Research assistance	Academic Institutions, Students, Indigenous communities and individuals, Public	Partly	Library / Research	Manager Native Title
Requests for Library research	As above	Partly	Library	Director Library
Requests for audio visual assistance and access	As above	Partly	Archives	Director Archives & Production
Consultation and policy development				
Seminars	As above	Notification only	Research	Director Research
Conferences	As above	Notification only	Research	Director Research
Consultation with external researchers	As above	Not Online	Research	Director Research
Grants				
Grants to facilitate studies	Researchers	Partly	Research	Grants Administrator
Information collecting and hosting				
Indigenous Research	Researchers, Public, Indigenous communities and individuals,	Partly	Library	Director Library
Indigenous Publications	As above	Partly	Library	Director Library
Indigenous audio visual materials	As above	Partly	Archives and Production	Director Archives & Production
Information provision				
Library Services	Public	Partly	Library	Director Library
Aboriginal Studies Press publications	Public	Partly	Archives and Production	Manager Publications
Native Title newsletters and issues papers	Public	Partly	Native Title	Manager Native Title
Workshops and Seminars	Public	Partly	Research	Director Research
Audio visual collection	Public	Partly	Archives and Productions	Director Archives &
Australian Aboriginal Studies and Research Discussion Papers	Academic Institutions, researchers, Public	Partly	Research	Director Research
Corporate Publications	Public	Online	Corporate Services	Director Corporate Services

Regulatory - Not Applicable				
Secretariat				
AIATSIC Council	AIATSIS Councillors	Not Online	Executive	Executive Officer
Research Advisory Committee (RAC)	RAC Members	Not Online	Executive	Executive Officer
Other services or functions				
Sale of Products	Public	Not Online	Archives and Production	Director Archives & Production
Publication of books, CDROMs	Researchers, Indigenous individuals and groups	Not Online	Archives and Production	Director Archives & Production
Community access to audio visual Collection	Public	Not Online	Archives and Production	Director Archives & Production
Conduct Research	Researchers, Indigenous individuals and groups	Not Online	Research	Director Research
Collection development	Public	Partly	Library / Archives and Production	Director Library / Director Archives & Production

5. Services appropriate to provide online

The Institute has identified the following client groups that use our services

- Indigenous communities and individuals (low but growing Internet uptake)
- Academic Institutions (high Internet uptake)
- Researchers (high Internet uptake)
- Students (high Internet uptake)
- General Public (medium Internet uptake)

Included in the Institute's vision is to be the world's foremost centre of Aboriginal and Torres Strait Islander Studies, promote knowledge and understanding of Australian Indigenous cultures and to ensure that our collections are accessible (where appropriate) to all Australians. The Internet is seen as a unique opportunity to enable our progress towards that vision.

The benefits of providing our services online develop from the fact that the Institute a central repository of information and material located in Canberra. Accordingly only a limited number of our client groups can visit the Institute. Providing our services online will enable significantly larger numbers of clients to access our services and at increased speed.

Technological solutions to moving our services online are available.

All of the services listed at para 4 above could be made available online (subject to cultural, copyright and privacy constraints) with the exception of those items listed at para 7 below.

6. Enhancements to services already online.

Service already provided online	Complexity level* (1,2,3)	Description of plans to review and upgrade services
Publications Catalogue and sale of products	2	November 2001
Access to <i>Australian Aboriginal Studies</i>	1	Full access on a 'time delayed' rolling basis
Manuscript finding aids	1	Additional finding aids added progressively
Delivery of Native Title newsletters and issues papers	1	November 2001
Documentation on research projects	1	Documentation on additional research projects added progressively

7. Services inappropriate to provide online

Service inappropriate to provide online	Reasons why service is inappropriate to provide online
Access to audio visual and the majority of written materials	These materials are progressively being digitised and unlikely to be completed in the near future. Much of this material is also inappropriate because of cultural, copyright and privacy restrictions.
Conferences, workshops, seminars and consultations	Require personal contact on most occasions

8. Implementation strategies and timeframes

Service	Consultation Mechanisms	Responsibility for development of service	Responsibility for management and maintenance	Key Steps	Time Frame	Relative Priority
Publications Catalogue and sale of products	Continual feedback loop	Corporate Services	Archives and Production	Obtain resources Design Site Implement and test site	September 2001	1
Access to <i>Australian Aboriginal Studies</i>	Continual feedback loop	Corporate Services	Research	Determine rolling period Design pages Implement and test	September 2001	5
Manuscript finding aids	Continual feedback loop	Corporate Services	Library	Prioritise appropriate MS Design pages Implement and test	Progressive	2
Delivery of Native Title newsletters and issues papers	Continual feedback loop	Corporate Services	Native Title Research Unit	Collect and maintain database of register of interest Develop mailing list Implement and test	September 2001	4
Access to selection of digitised print materials	Continual feedback loop	Corporate Services	Library	Determine appropriate collections for access. Design pages Implement and test	Progressive	3
Documentation on research projects	Continual feedback loop	Corporate Services	Research	Develop documentation Implement and test	Progressive	6

9. Impediments to the provision of services online

Impediment	Strategies to address impediment
Resources and skills	Seeking additional funds for outsourcing, staff and equipment

10. Legislative frameworks and implications

Legislation	Date of assessment / date assessment planned	Impediments identified (yes/no)	Plans in place to address any impediments (yes/no)
1. AIATSIS Act.		No	

11. Evaluation strategies

Service	Evaluation method	Evaluation date
All Services	Evaluation strategies will be determined as part of the implementation	

12. Standards and guidelines

Issue	Standard or guideline	Implementation requirements*	Progress towards implementation
Information provision	Online Information Service Obligations	New material - 1 June 2000, existing material - 1 December 2000	OISO requirements are complete.
Metadata	Australian Government Locator Service Metadata Standard	As above	Implementing with new material
Electronic publishing, record-keeping and archiving	Guidelines for Commonwealth Information Published in Electronic Formats E-Permanence Standard	As above	Progressing
Accessibility	Discrimination Act Advisory Notes World Wide Web Access: Disability Web Content Accessibility Guidelines	1 December 2000	Implemented
Authentication	Gatekeeper: A Strategy for Public Key Technology use in the Government	Ongoing	Not Required
Privacy	Guidelines for Federal and ACT Government World Wide Websites	1 June 2000	Meeting requirements
Security	Australian Communications Security Instructions - 33	Ongoing	No Encryption

13. Web location Online Action Plan

URL of web location: http://www.aiatsis.gov.au/corp/docs/aiatsis_oap_v4.pdf

Date Online Action Plan placed online. June 2001