

of leathers", contain useful information that could be applied in many libraries in Australia.

On pp 55 - 62 there is a glossary of terms, which constitutes a splendid summary of the different parts of the book, and of materials and tools to be used. For someone setting up a bindery, this glossary would be invaluable. A warning should be issued about American usage, however, for some terms used in the U.S.A. are not accepted in Australia. "Barrier sheets", for instance, are called fencing in Australia. "Crash, super or mull" is to be translated as muslin or skim, and a "headcap" is a set head.

The volume could have been improved by the incorporation of a chapter on book sewing, quite apart from the section on saddle sewing on p. 41. No matter how good the binder or how the book is bound, book sewing is the fundamental basis of the art, and this volume should have given it some treatment.

A selected bibliography is appended, together with lists of supplies and equipment and a directory of sources of supply.

INTRODUCTIONS TO THE RECORDS OF THE GOVERNOR'S OFFICE AND THE COLONIAL SECRETARY'S DEPARTMENT, WESTERN AUSTRALIA

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(These "Introductions" are reprinted by permission of the Library Board of Western Australia. The Preliminary Inventories of which they form part are now out of print).

A. THE GOVERNOR'S OFFICE

The records described in this inventory are now held in the Western Australian Archives, and constitute the entire records of the Governor's Office for the Crown Colony period, i.e. 1829-1890. They were transferred from Government House in November 1951. The total volume is about 36 cubic feet. They are here arranged and described by series.

The first Governor of Western Australia took office as Lieutenant-Governor, his only authority being a letter of appointment from the Colonial Office dated Dec. 30, 1828. On May 14, 1829, "An Act to provide until the thirty-first day of December 1834 for the Government of His Majesty's Settlement in Western Australia, on the Western coast of New Holland" (10 Geo IV No. XXII) received the Royal Assent, but Stirling's Commission as Governor and Commander-in-chief, with the accompanying Royal Instructions, was not issued until March 4, 1831, and only reached him in Australia at the end of that year. During the interim, the Governor had autocratic powers within the Colony, and these powers virtually continued throughout the Crown Colony period. Although Executive and Legislative Councils were formed at the beginning of 1832 to assist the Governor in the administration of the Colony, the powers of these Councils were restricted. All laws had first to be proposed by the Governor, and in any case, were liable to be disallowed by the

Colonial Office. In a difference of opinion between the Governor and a majority of members of the Council, the Governor's authority was supreme, though such cases had to be reported to the Colonial Office. Although therefore the Governor was subject to the instructions of the Colonial Office and had to report continually, he was all powerful within the Colony itself. He presided at meetings of both the Executive and Legislative Councils until 1870. After 1870, by virtue of 33 Vict. No. 13, the Legislative Council became partly elective, and it was presided over by a Speaker. Finally, in October 1890, Western Australia was granted Responsible Government, and the first Ministry was sworn in on 29 December, 1890.

The first regulations with regard to the conduct of the official business of the Governor's Office were published, with similar regulations for other sections of the Civil Establishment, in August 1834, following the Governor's return from Great Britain. Records to be kept in the Governor's Office were listed as follows:

- (i) Letters to and from the Colonial Office.
- (ii) Letters to and from other Persons out of the Colony.
- (iii) Letters to and from Persons within the Colony.
- (iv) Book of Warrants granted.
- (v) Book of personal Applications to the Governor.
- (vi) Register of Documents received and issued.

Keeping of the record listed as item (v) seems to have been disregarded, as no volumes of this type are extant. Warrant Books, listed under item (iv), were kept, despite this instruction, in the Colonial Secretary's Office. Letters under items (ii) and (iii) were also filed in the Colonial Secretary's Office for a number of years — possibly because of confusion with the instructions to the Colonial Secretary, which laid down that the main business of his Office was to conduct the correspondence of the Governor with the several Departments of the Public Service; and also with the Colonists, collectively or individually. The distinction was made that "such part of the internal Correspondence as may relate to matters of a personal nature" should be carried on in the Governor's Office, but this distinction was ignored until Capt. Fitzgerald assumed office as Governor in 1848 when the practice began of filing the Governor's correspondence other than despatches in his own Office.

Throughout the period covered by the records under discussion in-coming correspondence was filed separately, and copies of out-going letters were kept in letterbooks. All letters sent and received were recorded in registers; some combined subject-nominal indexes are available for the in-coming despatches, and each volume containing copies of out-going despatches has its own index.

B. THE COLONIAL SECRETARY'S DEPARTMENT, 1828-1900

The records in this group constitute the entire extant records of the Colonial Secretary's Department for the pre-Federation period. They are all held in the Western Australian Archives.

The Colonial Secretary's Department could be said to have originated with the appointment of Peter Broun as Secretary to the Government on 30 Dec. 1828, but in his letter of appointment of that date from the Colonial Office there is no reference to the duties connected with the office; it was simply intimated to him that he would receive half

salary from the date of embarkation and full salary on arrival in the Colony.

The earliest records of the Department are copies of letters written by the Colonial Secretary during the voyage, mainly instructions for other members of the Civil Establishment issued under the Lieutenant-Governor's signature, included among them being "Regulations for the Colonial Secretary's Office", dated 16 May 1829. These relate chiefly to the internal organisation of the office and the keeping of records — the functions of the Colonial Secretary as the chief administrative officer being indicated rather in the instructions to other officials who were informed "All Applications or Reports to the Governor to be invariably made through the Colonial Secretary's Office".

After Governor Stirling's return from England in 1834, new instructions were issued for the conduct of the official business of the Government. In connection with the Colonial Secretary's Office, it was stated "The main object contemplated in the Establishment of the Colonial Secretary's Office is to conduct the Correspondence of the Governor with the several Departments of the Public Service, and also with the Colonists, collectively or individually." Instructions then follow about the regular daily attendance of the Colonial Secretary on the Governor to dispose of business, and detailed rules are given for the keeping of records.

How little the office of Colonial Secretary altered during the years can be seen by comparison of the remarks quoted above with the following section from regulations issued forty years later: "In the Colonial Secretary's Office shall be conducted, subject to the previous rules, the general correspondence of the Governor with the departments of Government and the public. Subject to the previous rules, the Colonial Secretary shall be the official channel of communication to and from the Governor and the Governor's orders shall be conveyed 'by direction' under his hand".

In addition to the work of his own office, the Colonial Secretary in Western Australia was for two years after the foundation of the Colony required to act as Treasurer, but he was relieved of this responsibility when an Assistant Commissary General was appointed in 1832. From 1834-9 he was Clerk to the Councils and he acted as Registrar of Deeds until 1846. Prior to 1846 also, when a Colonial Auditor was appointed, a board of three members with the Colonial Secretary as Chairman, was responsible for Audit. When other officials took over these various posts, the records directly relating to them formerly kept by the Colonial Secretary were transferred to the new offices.

The Colonial Secretary was, from their formation at the beginning of 1832, a member of both Executive and Legislative Councils. Until the middle 1870s, the Commandant of the Military Forces took precedence over other Council members and presided at Council meetings in the Governor's absence, but after 1873 the Colonial Secretary occupied this position and also, when the Legislative Council became partly elected in 1870, was the leader of the Government in the Legislative Council.

Western Australia ceased to be a Crown Colony in 1890 and on 29 Dec. of that year, the first Ministry under Responsible Government took office, one of the Ministers being the Colonial Secretary. The administrative head of the department from that date has been the Under Secretary.

It was not until 1924 that the Minister in charge of this department became known as the Chief Secretary instead of Colonial Secretary, and the title of the department was changed accordingly.

During the years 1890-1900 the Premier, Sir John Forrest, was also at times Colonial Secretary and at these periods the Colonial Secretary's Department files include communications signed by him as Premier. The relationship between the two departments will be dealt with in detail in the inventory of Premier's Department records.

After Western Australia was granted responsible government, the Colonial Secretary was still at the head of an organisation controlling widely diversified affairs, such as Customs, Post Offices, Defence, Police, Shipping, Immigration, Education, Aborigines, Fisheries and many others. These however had the status of sub-departments and kept their own records; some passed to Federal control in 1901, others have become departments under their own ministerial heads. During the period 1890-1900 work within the Colonial Secretary's Department itself was confined to matters affecting the lives and welfare of the people. It was in fact what might be called the "Home" Department, dealing with hospitals and health, charitable organisations, child welfare, aboriginal protection, control of newspapers, public holidays, consular matters, etc. etc.

The records in this group were received from the Colonial (now Chief) Secretary's Department in three accessions, as follows:

- (i) c 1905. Inward letters to the Colonial Secretary, 1828-78.
- (ii) 1949. Outward letterbooks of the Colonial Secretary, 1829-78, with registers and indexes of both inward and outward correspondence, 1829-78.
- (iii) 1952. Inward letters and files, outward letterbooks, telegram books, with registers and indexes 1878-1905, and other miscellaneous records of the department before 1905.

With regard to the first accession, which took place prior to the opening of the Archives Branch of the State Library, and of which transaction no records are available, an explanatory note is necessary. Apparently these documents had originally been folded and filed in the department in small pigeon holes. When received at the Library they were flattened and bound in folio volumes; on the whole it would seem that the original order of the documents was preserved, but there are occasional fairly obvious misplacements, most probably due to confusion of groups of papers when binding.

As will be clear from what has been said of the functions of the Colonial Secretary, the records of this department consist almost entirely of correspondence. They are here described by series, the main subdivisions being inward and outward letters with their corresponding registers and indexes.

In the 1829 "Regulations for the Colonial Secretary's Office" it was stated that the Colonial Secretary should keep two registers, of inward and outward letters and corresponding to these, two portfolios to hold the original documents received and copies of answers or documents issued. Detailed instructions for the distribution of the documents when these portfolios were filled then follow — instructions which were never carried out by the Colonial Secretary.

In addition the Colonial Secretary was to keep "A General Muster Book of Every Person in the Settlement" and "An Account Current Book

of the Receipts and Disbursements of Money". Finally, he was to have on hand a supply of forms of various types, to be issued to settlers or other officials as required, e.g. Application to Settle, Requisition for Stores, Permission to Select Land, Order to Victual, Form of Survey, etc. etc.

Unfortunately the General Muster Book, though known from other references to have been kept, has not survived; the Account Book was transferred in 1832 to the Assistant Commissary General and has since been received into the Archives as part of a Treasury Department series.

In the 1834 regulations, it is stated that the following books of records should be kept in the Colonial Secretary's Office:

- (i) Secretary's Register.
- (ii) Book of Correspondence with the Civil and Military Departments.
- (iii) Book of Correspondence with Private Individuals or Associations.
- (iv) Book of Proclamations, Government Orders and Notices, Acts of Council, etc.

No reference is made in these instructions to the disposal of letters received. The main alterations in the methods of filing in-coming letters were made in 1839, 1878 and 1883 — these will be dealt with when that series is described in detail. In general, throughout the period of this inventory, it may be said that in-coming correspondence was filed separately and copies of out-going letters were kept in letterbooks, in two main series as directed in the 1834 instructions quoted above. Letters sent and received were recorded in registers and there were combined subject-nominal indexes for both main series.

Apart from the actual correspondence and associated records, there were series of volumes containing copies of Proclamations and Government Notices, and Warrant Books. Warrant Books were among the documents which were required under the 1834 instructions to be kept in the Governor's Office. Originally they may have been kept there, but volumes for the period 1834-49 were received into the Archives from the Treasury Department. From 1855, when this series began, they were held in the Colonial Secretary's Department.

Certain sections of the Colonial Secretary's records are duplicated in the records of other departments. One series of Lands and Surveys Department records, for instance, consists of letters received from the Colonial Secretary and in the Lands and Surveys Department official letterbooks are copies of the Surveyor-General's letters sent to the Colonial Secretary. Similar duplications are found in the records of Government Residents, received from country court-houses, and in other departmental groups. As the Colonial Secretary's outward letterbooks rarely contain copies of enclosures, such duplicates can be useful.