

APPENDICES

Appendix A:

LIBRARY BOARD MEMBERS, ATTENDANCE, REMUNERATION AND EXPENSES

	MEMBER		MEETINGS 2023-24		APPROVED ANNUAL, SESSIONAL OR DAILY FEE	APPROVED SUB-COMMITTEE FEES, IF APPLICABLE	ACTUAL FEES RECEIVED
	FROM	TO	ELIGIBLE	ATTENDED			
Mrs Debbie Best (Chairperson from March 2023)	31 Mar 2022	28 Feb 2023	7	6	\$12,000 pa	\$1,000 pa	\$13,000
	1 Mar 2023	28 Feb 2026					
Emeritus Professor Tom Cochrane AM (Deputy Chairperson)	1 Mar 2017	28 Feb 2026	7	5	\$4,000 pa	N/A	\$4,000
Ms Cheryl Buchanan	26 Aug 2021	25 Aug 2024	7	7	\$4,000 pa	N/A	\$4,000
Cr Matt Burnett	22 Jun 2023	28 Feb 2026	7	6	N/A	N/A	N/A
Ms Kim Hughes	1 Mar 2023	28 Feb 2026	7	7	\$4,000 pa	\$1,000 pa	\$5,000
Mr Robert McLellan	2 May 2024	1 May 2027	2	1	\$4,000 pa	N/A	\$659
Ms Nicola Padget	1 Mar 2020	28 Feb 2026	7	6	\$4,000 pa	\$2,000 pa	\$6,000
Mr Dean Parkin	31 Mar 2022	11 Jan 2024	3	0	N/A	N/A	N/A
Dr Jodie Siganto	1 Mar 2020	28 Feb 2026	7	7	\$4,000 pa	\$1,000 pa	\$5,000
Ms Courtney Talbot	1 Mar 2023	28 Feb 2026	7	7	\$4,000 pa	N/A	\$4,000

Total out of pocket expenses: \$15,571

Note: Dean Parkin did not accept board fees for 2023-24, was granted a leave of absence from 21 April to 30 November 2023, and resigned effective from 12 January 2024.

Appendix B:

QUEENSLAND LIBRARY FOUNDATION COUNCIL MEMBERS, ATTENDANCE, REMUNERATION AND EXPENSES

	APPOINTMENT DATE	TERM END DATE	MEETINGS		POSITION
			ELIGIBLE	ATTENDED	
Ms Helen Brodie	1 Mar 2017	14 May 2021	1	1	Company Director
	6 Sep 2021	5 Sep 2023			President (from 15/05/2018 to 5/9/2023)
Ms Courtney Talbot	7 Jul 2014	14 May 2021	4	4	Company Director
	6 Sep 2021	5 Sep 2024			Vice-President (from 15/05/2018 to 5/9/2023) President (from 5/9/2023)
Ms Helen Barnard	14 Oct 2019	13 Oct 2022	4	4	Company Director
	01 Feb 2023	31 Jan 2026			
Mr Ken MacDonald AM	14 Oct 2019	13 Oct 2022	4	4	Company Director
	01 Feb 2023	31 Jan 2026			
Mr Tony Kinivan	14 Oct 2019	13 Oct 2022	4	4	Company Director
	01 Feb 2023	31 Jan 2026			
Ms Vicki McDonald AM	5 Sep 2016	4 Sep 2026	4	4	Ex-officio Company Director and State Librarian and CEO
Ms Susan Hocking	01 Feb 2023	31 Jan 2026	4	3	Company Director
Mrs Debbie Best	01 Mar 2023	28 Feb 2026	4	3	Ex-officio Company Director and Chairperson, Library Board of Queensland
Mr Jim Briscoe	06 Sept 2023	5 Sept 2026	3	3	Company Director
Mr Michael Hogan	06 Sept 2023	5 Sept 2026	3	2	Company Director

The names of each person holding the position of Councillor of Queensland Library Foundation during the financial year were:

Ms Helen Brodie
Ms Courtney Talbot
Ms Helen Barnard
Mr Jim Briscoe
Mr Michael Hogan
Mr Ken MacDonald AM
Mr Tony Kinivan
Ms Susan Hocking
Mrs Debbie Best
Ms Vicki McDonald AM

Total out-of-pocket expenses: nil

The Foundation was established by the Library Board of Queensland (the Library Board) under the powers defined by the Libraries Act 1988 (Qld). It is a not-for-profit company, Limited by Guarantee, registered under the Corporations Act 2001 (Cth). Since 2002-03, the Foundation's financial statements have been consolidated into those of the parent entity, the Library Board, in accordance with Australian Accounting Standards.

Appendix C:

COMPLIANCE CHECKLIST

SUMMARY OF REQUIREMENT		BASIS FOR REQUIREMENT	ANNUAL REPORT REFERENCE
Letter of compliance	A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7	3
Accessibility	Table of contents		5
	Glossary	ARRs – section 9.1	94
	Public availability	ARRs – section 9.2	95
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	95
	Copyright notice	Copyright Act 1968 ARRs – section 9.4	95
	Information licensing	QGEA – <i>Information Licensing</i> ARRs – section 9.5	95
General information	Introductory information	ARRs – section 10	8
Non-financial performance	Government’s objectives for the community and whole-of-government plans/specific initiatives	ARRs – section 11.1	9
	Agency objectives and performance indicators	ARRs – section 11.2	17
	Agency service areas and service standards	ARRs – section 11.3	17
Financial performance	Summary of financial performance	ARRs – section 12.1	51
Governance – management and structure	Organisational structure	ARRs – section 13.1	43
	Executive management	ARRs – section 13.2	46
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3	47
	Public sector ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	41
	Human rights	<i>Human Rights Act 2019</i> ARRs – section 13.5	42
	Queensland public service values	ARRs – section 13.6	n/a
Governance – risk management and accountability	Risk management	ARRs – section 14.1	41, 47, Appendix A
	Audit committee	ARRs – section 14.2	41, 47, Appendix A
	Internal audit	ARRs – section 14.3	41
	External scrutiny	ARRs – section 14.4	41
	Information systems and recordkeeping	ARRs – section 14.5	41
	Information security attestation	ARRs – section 14.6	n/a
Governance – human resources	Strategic workforce planning and performance	ARRs – section 15.1	39
	Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	n/a
Open Data	Statement advising publication of information	ARRs – section 16	42
	Consultancies	ARRs – section 31.1	data.qld.gov.au
	Overseas travel	ARRs – section 31.2	data.qld.gov.au
	Queensland Language Services Policy	ARRs – section 31.3	data.qld.gov.au
Financial statements	Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	87
	Independent Auditor’s Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	88

FAA *Financial Accountability Act 2009* (Qld)

FPMS *Financial and Performance Management Standard 2019* (Qld)

ARRs Annual report requirements for Queensland Government agencies

GLOSSARY

AIATSI	Australian Institute of Aboriginal and Torres Strait Islander Studies	NSLA	National and State Libraries Australasia Australia's and New Zealand's national and state libraries working together
AISA	Australian Information Security Association A not-for-profit organisation and charity that champions the development of a robust information security sector	PLAG	Public Libraries Advisory Group
ALIA	Australian Library and Information Association	Q ANZAC 100	A 5-year project of legacy initiatives supported by the Queensland Government to commemorate the centenary of the First World War and Anzac history
ARMC	Audit and Risk Management Committee	QAO	Queensland Audit Office
ARRs	<i>Annual report requirements for Queensland Government agencies</i>	QGEA	Queensland Government Enterprise Architecture
ATO	Australian Taxation Office	QUT	Queensland University of Technology
BDO	An accountancy and advisory organisation	QVC	Queensland Veterans' Council
COVID-19	Novel coronavirus disease	QWC	Queensland Writers Centre
DPC	Department of the Premier and Cabinet	QLF / the Foundation	Queensland Library Foundation
EBA	Enterprise bargaining agreement	VALA	An independent, Australian-based not-for-profit organisation that supports the use and understanding of information technology in libraries and the GLAM sector
eDRMS	Electronic document and record management system		
FAA	<i>Financial Accountability Act 2009 (Qld)</i>		
FBT	Fringe benefits tax		
FPMS	<i>Financial and Performance Management Standard 2019 (Qld)</i>		
FTE	Full-time equivalent		
GLAM	Galleries, libraries, archives and museums An industry sector		
GST	Goods and services tax		
IAG	Indigenous Advisory Group		
ICT	Information and Communications Technology Includes any communication device or application, though often used to refer to digital communications		
IFLA	International Federation of Library Associations and Institutions		
IKC	Indigenous Knowledge Centre A communal hub operated in partnership with Aboriginal and Torres Strait Island councils that combines traditional library services and internet access with lifelong learning opportunities, and provides a keeping place for recording, accessing and celebrating the unique Indigenous cultures of Queensland		
ITTB	Interim Truth and Treaty Body		
KMP	Key Management Personnel		
KPMG	A global network of professional firms providing audit, tax and advisory services		
LGAQ	Local Government Association of Queensland		
LSL	Long service leave		
MOHRI	Minimum Obligatory Human Resource Information		
NED	National edeposit		