APPENDIX A:

Functions of the Library Board

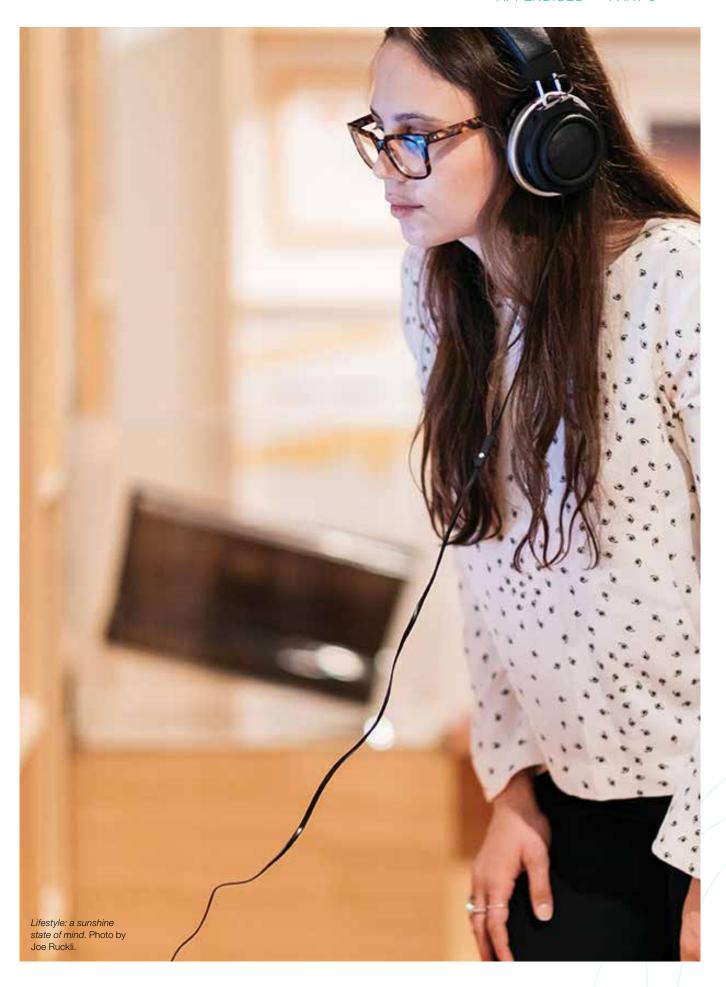The functions of the Library Board, as set out in Section 20(1) of the *Libraries Act 1988*, are:

(a) to promote the advancement and effective operation and coordination of public libraries of all descriptions throughout the state

(b) to encourage and facilitate the use of public libraries of all descriptions throughout the state

(c) to promote mutual cooperation among persons and bodies in Queensland responsible for libraries of all descriptions and between such persons and bodies in Queensland and outside Queensland to enhance library and archival collections generally and to encourage their proper use

(d) to control, maintain and manage State Library, to enhance, arrange and preserve the library, archival and other resources held by it and to exercise administrative control over access to the resources

(e) to control, manage and maintain all lands, premises and other property vested in or placed under the control of the board

(f) to supervise in their duties all persons —
(i) performing work for the board under a work performance arrangement
(ii) appointed or employed under this Act

(g) to collect, arrange, preserve and provide access to a comprehensive collection of library, archival and other resources relating to Queensland or produced by Queensland authors

Paragraph (h) is intentionally omitted

(i) to provide advice, advisory services and other assistance concerning matters connected with libraries to local governments or other public authorities

(j) to perform the functions given to the board under another Act

(k) to perform functions that are incidental, complementary or helpful to, or likely to enhance the effective and efficient performance of, the functions mentioned in paragraphs (a) to (j)

(l) to perform functions of the type to which paragraph (k) applies and which are given to the board in writing by the Minister.

The general powers of the Library Board are set out in section 22 of the *Libraries Act* as follows:

(1) For performing its functions, the board has all the powers of an individual and may, for example —
(a) enter into arrangements, agreements, contracts and deeds; and
(b) acquire, hold, deal with and dispose of property; and
(c) engage consultants; and
(d) appoint agents and attorneys; and
(e) charge, and fix terms, for goods, services, facilities and information supplied by it; and
(f) do anything else necessary or desirable to be done in performing its functions.

(2) Without limiting subsection (1), the board has the powers given to it under this or another Act.

(3) The board may exercise its powers inside and outside Queensland, including outside Australia.

(4) In this section — *power* includes legal capacity

PART 6:
Appendices

Lifestyle: a sunshine state of mind. Photo by Joe Ruckli.

APPENDIX B:
Library Board member biographies

Chairperson

Professor Andrew Griffiths

Andrew Griffiths is the Executive Dean, Faculty of Business, Economics and Law at The University of Queensland, and holds the Chair in Business Sustainability and Strategy, and is the current Chair of the Library Board of Queensland.

He is an internationally recognised scholar with research areas including the management of corporate change and innovation, and strategic issues relating to the pursuit of corporate sustainability and innovation. Andrew has published four books and had works published in *The Academy of Management Review* and the *Journal of Management Studies*.

Members

Emeritus Professor Tom Cochrane AM

Tom Cochrane AM was appointed a Member of the Order of Australia (AM) for his service to library and information management, and to education through digital learning initiatives. He is currently an Emeritus Professor, Faculty of Law, Queensland University of Technology, working in innovation, and the Deputy Chair of the Library Board of Queensland. Tom is also a Fellow of the Australian Library and Information Association, Director at the Australian Digital Alliance and a former Queensland Museum Board Member.

Dr Anita Heiss

Dr Anita Heiss is a prolific author of non-fiction, historical fiction, commercial women's fiction, poetry, social commentary and travel articles and a Lifetime Ambassador of the Indigenous Literacy Foundation. She is also an Adjunct Professor with Jumbunna Indigenous House of Learning and University of Technology Sydney.

Anita is an Ambassador of Worawa Aboriginal College and manages the Epic Good Foundation. She was a finalist in the 2012 Human Rights Awards and the 2013 Australian of the Year Awards.

Professor Marek Kowalkiewicz

Marek Kowalkiewicz is the inaugural Chair in Digital Economy at QUT and is an academic and industry leader with extensive experience conducting academically sound research in the digital economy field. He has led significant technology and innovation research projects and co-invented with industry and university partners to deliver ground-breaking technologies to market.

Marek has worked with SAP Australia, SAP Americas and SAP Asia, Microsoft Research Asia, and is co-founder of Business Information Systems Institute.

Cr Julia Leu

Julia Leu is a local council veteran with over 20 years experience, and has been Mayor of the Douglas Shire Council since 2014. She has also worked in community services and education and holds a Masters of Business Administration.

Julia is an advocate for regional communities, holding positions on the Australian Coastal Councils Association, Regional Development Australia, Far North Queensland and Torres Strait Inc, North Queensland Local Government Association. Cr Leu is the local government representative on the Library Board of Queensland.

Mr Malcolm McMillan

Malcolm McMillan has over 40 years experience across the public, private, and not-for-profit sectors in stakeholder relations, international business, corporate communications, policy analysis, strategy, and corporate governance.

He was a Board Director of the North Sydney-based Mary MacKillop Foundation for five years. Malcolm has an interest in global and local public affairs. He has completed oral history interviews with 10 prominent Australian political, legal and business leaders for the National Library of Australia.

Dr Sandra Phillips

A member of the Wakka Wakka and Gooreng Gooreng nations in Queensland, Sandra Phillips is a respected academic, researcher, editor and former publisher. A member of the Indigenous professoriate at the University of Technology Sydney, Sandra coordinates Indigenous Higher Degree by Research from Jumbunna Institute for Indigenous Education and Research. Sandra's research interests are in Indigenous story as Indigenous Knowledge across domains of creation, production, and reception. Once Deputy Chair of the former Aboriginal and Torres Strait Islander Arts Board of the Australia Council, Sandra has held many leadership roles in the arts and culture sector. Sandra has a Doctor of Philosophy (Literary Studies) and Bachelor of Arts (Sociology and Government).

Mr Bob Shead

Bob Shead is a retired partner at BDO and a former director and audit committee member of Energex and a number of other companies and public sector entities. He has over 40 years experience in financial management and public policy, working for the last 15 years as a consultant in Australia and in capacity-building roles in Pacific Island countries and in China.

Bob holds an MBA (Hons) and a Bachelor of Business (Accountancy). He has published in a number of academic and industry publications on issues relating to public policy and climate change.

Mrs Tamara O'Shea

Tamara O'Shea has over 20 years of public sector experience, including roles at the Director-General and senior executive levels. She was Director-General of the Department of Local Government, Racing and Multicultural Affairs as well as the Department of National Parks, Sport and Racing.

Her career has involved governance oversight of key statutory bodies, including Racing Queensland and Stadiums Queensland and she has extensive experience operating in complex and rapidly evolving environments. She has a particular interest in corporate governance, strategic policy analysis and creative problem solving.

Observer: State Librarian and CEO

Ms Vicki McDonald

Vicki McDonald is a key player in the transformation of the library sector in Queensland. As State Librarian and CEO of State Library of Queensland, she understands the need for a strong, relevant and innovative library service.

Ms McDonald's extensive national and international experience includes executive roles with State Library of NSW and Queensland University of Technology. As State Librarian and CEO, Ms McDonald is a custodian of Queensland memory and works in partnership with public libraries and Indigenous Knowledge Centres. Her appointment as State Librarian in 2016 follows a career of advocacy that started among the bookshelves of the Dalby-Wambo Public Library.

APPENDIX C:
Library Board committee and advisory

Audit and Risk Management Committee

The Audit and Risk Management Committee (ARMC) Charter has been approved by the Library Board of Queensland. The purpose of the Charter is to outline the role, responsibilities, composition and operating guidelines of the ARMC. The Committee has observed the terms of this Charter and has due regard to Queensland Treasury's *Audit Committee Guidelines*. The Committee meets at least three to four times per year and members may be remunerated for their role on this Committee in accordance with the guidelines for the *Remuneration of part-time chairs and members of government boards, committees and statutory authorities*. For more information on the role and achievements of the ARMC, see Governance, accountability and risk (page 38).

Members
Mr Bob Shead (Committee Chairperson) — Member, Library Board of Queensland
Professor Marek Kowalkiewicz — Member, Library Board of Queensland
Emeritus Professor Tom Cochrane AM — Member, Library Board of Queensland
Mr Danny Short — Chief Financial Officer, Department of Child Safety, Youth and Women

Secretariat
Ms Rita McLucas (Executive Officer to the Committee) — Executive Director, Corporate Governance and Operations, State Library
Ms Val Johnston (Assistant Executive Officer to the Committee) — Director, Finance, Facilities and Administration, State Library

Public Libraries Advisory Group

The objectives of the Public Libraries Advisory Group (PLAG) are to:

• provide advice to the Library Board on policy and strategy matters concerning public libraries

• represent the views of public librarians, local government and relevant stakeholders to the Library Board through formal community engagement processes.

PLAG members are not paid for sitting on the group; however, they will be reimbursed for reasonable expenses associated with meeting attendance on presentation of documentary evidence of the expense.

Members
Cr Julia Leu (Chairperson) — Member, Library Board of Queensland
Ms Vicki McDonald — State Librarian and CEO, State Library
Ms Louise Denoon — Executive Director, Public Libraries and Engagement, State Library
Mr Stephan Bohnen — Principal Advisor, Intergovernmental Relations, Local Government Association of Queensland
Mr David Burges — Chief Executive Officer, Quilpie Shire Council (until May 2018)
Ms Esther Buys — Vice President, Queensland Public Libraries Association
Ms Sharan Harvey — Manager Library Services, Brisbane City Council
Cr Alf Lacey — Mayor, Palm Island Aboriginal Shire Council
Cr Joyce McCulloch — Mayor, Mount Isa Council
Ms Dell Price — Team Leader, Libraries Cultural and Youth Services, Central Highlands Regional Council Services (until January 2018)
Ms Pamela Armstrong — Manager, Library and Cultural Services, Toowoomba Regional Council (from January 2018)

Observer
Ms Michelle Carter — Director, Digital Capability Development, Department of Housing and Public Works

Secretariat
Ms Deb Miles — Manager, Public Library Programs, State Library (until September 2017)
Mr Robert Barty — Manager, Local Government Coordination, State Library (from October 2017)

groups

Indigenous Advisory Group

The objectives of the Indigenous Advisory Group (IAG) are to provide:

- advice to the Library Board on policy, projects and strategic matters concerning library and information service provision for Aboriginal and Torres Strait Islander peoples

- a forum for discussing Aboriginal and Torres Strait Islander issues impacting on library and information services in Queensland

- a formal mechanism for ongoing liaison between the Library Board and Aboriginal and Torres Strait Islander peoples.

IAG members are not paid for sitting on the group; however, they will be reimbursed for reasonable expenses associated with meeting attendance on presentation of documentary evidence of the expense.

Members

Dr Sandra Phillips (Chairperson) — Member, Library Board of Queensland

Dr Anita Heiss — Member, Library Board of Queensland

Mr Michael Aird — Adjunct Associate Lecturer and Research Fellow, School of Social Science, The University of Queensland

Mr Warren Collins — Chief Executive Officer, Cherbourg Aboriginal Shire Council

Ms Alana Harris — Manager Client Access, Australian Institute of Aboriginal and Torres Strait Islander Studies

Ms Ruth Link — Lawyer, EY

Ms Rhianna Patrick — Journalist, Australian Broadcasting Corporation

Ms Helena Wright — Deputy Director-General, Department of Aboriginal and Torres Strait Islander Partnerships

Ms Vicki McDonald — State Librarian and CEO, State Library

Observers

Ms Jane Cowell — Executive Director, Information and Engagement, State Library (until March 2018)

Ms Louise Denoon — Executive Director, Public Libraries and Engagement, State Library

Ms Anna Raunik — Executive Director, Content and Client Services, State Library

Secretariat

Ms Jennifer Genrich — Manager, Office of the State Librarian, State Library

APPENDIX D:
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	p2
Accessibility	• Table of contents • Glossary	ARRs – section 9.1	p1 p92
	• Public availability	ARRs – section 9.2	Inside back cover
	• Interpreter service statement	*Queensland Government Language Services Policy* ARRs – section 9.3	Inside back cover
	• Copyright notice	*Copyright Act 1968* ARRs – section 9.4	Inside back cover
	• Information Licensing	QGEA – *Information Licensing* ARRs – section 9.5	Inside back cover
General information	• Introductory Information	ARRs – section 10.1	Part 1
	• Machinery of Government changes	ARRs – section 31 and 32	n/a
	• Agency role and main functions	ARRs – section 10.2	Part 1 and 2
	• Operating environment	ARRs – section 10.3	Part 1
Non-financial performance	• Government's objectives for the community	ARRs – section 11.1	Part 1
	• Other whole-of-government plans / specific initiatives	ARRs – section 11.2	Part 1
	• Agency objectives and performance indicators	ARRs – section 11.3	Part 3
	• Agency service areas and service standards	ARRs – section 11.4	Part 3
Financial performance	• Summary of financial performance	ARRs – section 12.1	Part 5
Governance – management and structure	• Organisational structure	ARRs – section 13.1	p11
	• Executive management	ARRs – section 13.2	Part 2 Appendix B and C
	• Government bodies (statutory bodies and other entities)	ARRs – section 13.3	Part 2 Appendix B and C
	• *Public Sector Ethics Act 1994*	*Public Sector Ethics Act 1994* ARRs – section 13.4	p38
	• Queensland public service values	ARRs – section 13.5	n/a

Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	p39 and Appendix C
	• Audit committee	ARRs – section 14.2	p38-39
	• Internal audit	ARRs – section 14.3	p38-39
	• External scrutiny	ARRs – section 14.4	p38-39
	• Information systems and recordkeeping	ARRs – section 14.5	p39
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	p36
	• Early retirement, redundancy and retrenchment	Directive No.11/12 *Early Retirement, Redundancy and Retrenchment* Directive No.16/16 *Early Retirement, Redundancy and Retrenchment* (from 20 May 2016) ARRs – section 15.2	n/a
Open Data	• Statement advising publication of information	ARRs – section 16	
	• Consultancies	ARRs – section 33.1	p35 data.qld.gov.au
	• Overseas travel	ARRs – section 33.2	p35 data.qld.gov.au
	• Queensland Language Services Policy	ARRs – section 33.3	n/a
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	Part 5
	• Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	p82–83

FAA   Financial Accountability Act 2009
FPMS   Financial and Performance Management Standard 2009
ARRs   *Annual report requirements for Queensland Government agencies*

Glossary

ALA	Australian Library of Art
ALIA	Australian Library and Information Association
APDL	Asia Pacific Design Library *A place to explore design resources, engage in design dialogue and participate in design programs*
APLA	Australian Public Library Alliance
ARMC	Audit and Risk Management Committee
BBW	Brisbane Bushwalkers
BEMAC	Brisbane Multicultural Arts Centre
BWF	Brisbane Writers Festival
CAA	Corporate Administration Agency *A shared service agency providing services for State Library*
CALD	Culturally and Linguistically Diverse
eDRMS	Electronic document and record management system
EMT	Executive Management Team
EOI	Expression of Interest
F5F	First 5 Forever
GLAM	Gallery, Library, Archives and Museum
GRAIL	Government Research and Information Library
ICT	Information and Communications Technology *Includes any communication device or application, though often used to refer to digital communications*
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*
JOL	John Oxley Library *State Library's repository of Queensland memory*
LGAQ	Local Government Association of Queensland
LGBTIQ+	Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and other groups *An inclusive term which represents the diverse nature of sex, gender and sexuality*
MDA Ltd	Multicultural Development Australia
MUP	Melbourne University Publishing
NDDN	National Digital Deposit Network
NED	National edeposit
NSLA	National and State Libraries Australasia *Australia and New Zealand's national and state libraries working together*
PD	Professional Development
PPP	Personal Performance Planning
Q ANZAC 100	*A five-year project of legacy initiatives supported by the Queensland Government to commemorate the centenary of the First World War and Anzac history*
QCAA	Queensland Curriculum and Assessment Authority
QUT	Queensland University of Technology
QSA	Queensland State Archives
UQP	University of Queensland Press
UTS	University of Technology Sydney
RDA-DDSW)	Regional Development Australia Darling Downs–South West Region
SRC	Summer Reading Club *A summer holiday program for children, coordinated by State Library and delivered through libraries across Australia*
STEAM	Science, Technology, Engineering, Arts and Mathematics
TSSQ	Tech Savvy Seniors Queensland *A partnership with Telstra which helps public libraries across Queensland deliver technology training to older people*

Library Board of Queensland Annual Report for the year ended 30 June 2018

Cover image: A night by the fire. Photo by Joe Ruckli.