

PART 6

APPENDICES

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* (Qld), 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 1988* (Qld) 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.

APPENDIX B: LIBRARY BOARD MEMBER AND STATE LIBRARY EXECUTIVE TEAM BIOGRAPHIES

CHAIRPERSON

Professor Andrew Griffiths

Andrew Griffiths is the Executive Dean, Faculty of Business, Economics and Law at The University of Queensland, and is the current Chairperson 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 adaption to climate change.

DEPUTY CHAIRPERSON

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 the research field of Intellectual Property and Innovation, and the Deputy Chairperson 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.

MEMBERS

Professor Anita Heiss

Anita Heiss is a prolific author of non-fiction, historical fiction commercial women's fiction, poetry, social commentary and travel articles. She is an Ambassador for the GO Foundation and a Lifetime Ambassador of the Indigenous Literacy Foundation. Anita actively promotes and participates in State Library events to improve literacy and promote reading. She is a former Board Member and Chair of the Australian Society of Authors and is currently on the Board of The University of Queensland Press and Circa. She is Professor of Communications at The University of Queensland and was a finalist in the 2012 Human Rights Awards and the 2013 Australian of the Year Awards. *Growing Up Aboriginal In Australia*, edited by Anita, was the Small Publishers' Adult Book of the Year, ABIA Awards 2019.

Professor Marek Kowalkiewicz

Marek Kowalkiewicz is the Founding Director of Centre for the 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. In the past, Marek worked for SAP Australia, SAP Americas and SAP Asia, and Microsoft Research Asia.

Ms Julia Leu

Julia Leu is a local council veteran with over 25 years' experience and was Mayor of the Douglas Shire Council from 2014 until March 2020, following six years as an independent Councillor with Cairns Regional Council. She has ten years of public sector experience, including senior roles in community services and Indigenous education. Julia holds a Master of Business Administration, a Bachelor of Arts, and Graduate Diplomas in Education and Communication. Julia is a passionate advocate for regional communities, environmental, cultural and social sustainability. Julia is a former director of the Australian Coastal Councils Association, Wet Tropics Management Authority, Regional Development Australia, Far North Queensland and Torres Strait Inc, Terrain NRM and the Northern Alliance of Councils Inc.

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, and as the Interim Administrator of the Logan City Council. 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. Tamara's 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.

Ms Nicola Padgett

Nicola Padgett is an experienced finance professional having held senior roles across the construction and mining sectors. Nicola is currently the Chief Financial Officer and Company Secretary of a prominent civil engineering and construction company and was previously a manager at KPMG within the Audit and Assurance division. Nicola holds a Bachelor of Commerce (Accounting and Finance), is a Chartered Accountant and a graduate of the Australian Institute of Company Directors.

Associate Professor Sandra Phillips

A member of the Wakka Wakka and Gooreng Gooreng nations in Queensland, Sandra is Associate Dean (Indigenous Engagement) at The University of Queensland. Her research interest lies in Indigenous creativity and she is published in diverse outlets. Sandra is a director of the board of the National Institute of Dramatic Art (NIDA) and a member of the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS).

Mr Bob Shead

Bob Shead is a retired partner at BDO and a former director and audit committee member of a number of 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 a Master of Business Administration (Hons) and a Bachelor of Business (Accountancy). He has been published in a number of academic and industry publications on issues relating to public policy and climate change.

Dr Jodie Siganto

Jodie Siganto is a privacy and cyber security lawyer and consultant. Over her career, she has held in-house counsel roles for Tandem Computers, Unisys Asia and Dell. She co-founded data security firm Bridge Point Communications and more recently Privacy108 Consulting, and has held leadership roles with industry groups including AISA. Jodie is an experienced company director, holding positions with government-owned corporations and private businesses.

OBSERVER: STATE LIBRARIAN AND CEO

Ms Vicki McDonald AM

Vicki McDonald AM 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 New South Wales 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.

Ms McDonald is a Past President of the Australian Library Information Association. She is also very active in the International Federation of Library Associations and Institutions (IFLA); as Chair of the Professional Committee she is an ex officio member of the IFLA Governing Board. She is also a member of IFLA's Asia Oceania Section Standing Committee. In January 2020, Vicki was awarded a Member (AM) in the General Division of the Order of Australia for significant service to librarianship, and to professional associations. In March 2019, Vicki was awarded an ALIA Fellowship in recognition of her exceptionally high standard of proficiency in library and information science.

STATE LIBRARY OF QUEENSLAND EXECUTIVE TEAM

Ms Louise Denoon

EXECUTIVE DIRECTOR, PUBLIC LIBRARIES AND ENGAGEMENT

Louise is responsible for State Library's program offer and its partnership with Queensland local governments to deliver services through more than 320 public libraries. Louise has more than 20 years' experience working with cultural institutions, most recently at State Library of New South Wales and previously as Executive Manager, Queensland Memory at State Library. Louise also worked at the Museum of Brisbane, Brisbane City Council and Global Arts Link, Ipswich City Council. Louise is passionate about working with communities and unleashing the potential of cultural organisations to meet the challenges of the 21st century. With an educational background in Visual Arts and Humanities, Louise is an experienced cultural leader who has been responsible for a number of important exhibitions and initiatives including developing new models of community engagement and participation.

Ms Tanya Fitzgerald

EXECUTIVE DIRECTOR,
CORPORATE GOVERNANCE AND OPERATIONS

Tanya is responsible for providing a range of high-level services and support that equip State Library teams to achieve the organisation's strategic priorities. These services include financial, human resources, ICT, commercial services, administrative, facilities management, governance, project management, risk management and reporting services. Tanya has more than 20 years' experience working across a variety of industries, most recently a number of roles in the Department of Natural Resources, Mines and Energy, following an extensive career in the private sector. Tanya is a qualified Certified Practising Accountant and also has qualifications in Change Management and Health Science (Life Coaching).

Ms Anna Raunik

EXECUTIVE DIRECTOR, CONTENT AND CLIENT SERVICES

Anna Raunik is responsible for the development of State Library's collection and client service offers online and onsite at South Bank. Anna has extensive experience in library services in Queensland. A significant component of Anna's career at State Library has focussed on the introduction and exploitation of technology to enable service delivery improvements and greater statewide reach. Key outcomes have included coordination of national initiatives including the National edeposit project and leading the development and delivery of State Library's Digital Strategy, *Q ANZAC 100: Memories for a new Generation*, First World War statewide commemoration activities and Anzac Square Memorial Galleries visitor services. In February 2020, Anna was awarded the VALA Robert D. Williamson Award for her outstanding contribution to the development of information technology usage in Australian libraries.

APPENDIX C: LIBRARY BOARD COMMITTEE AND ADVISORY GROUPS

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 are reimbursed for reasonable expenses associated with meeting attendance on presentation of documentary evidence of the expense.

Members

Ms Julia Leu (Chairperson)	Member, Library Board of Queensland
Mrs Tamara O'Shea	Member, Library Board of Queensland (from April 2020)
Mr Stephan Bohnen	Principal Advisor, Intergovernmental Relations, Local Government Association of Queensland
Mr Craig Doyle	Chief Executive Officer, Mackay Regional Council
Ms Chris Girdler	Manager, Customer and Cultural Services, Moreton Bay Regional Council
Ms Lisa Harth	President, Queensland Public Library Association and Library Services Coordinator, Western Downs Regional Council
Ms Sharan Harvey	Manager Library Services, Brisbane City Council
Cr Alf Lacey	Mayor, Palm Island Aboriginal Shire Council (until March 2020)
Cr Joyce McCulloch	Mayor, Mount Isa Council (until March 2020)
Cr Tanya Milligan	Mayor, Lockyer Valley Regional Council (from May 2020)
Ms Vicki McDonald AM	State Librarian and CEO, State Library of Queensland
Ms Louise Denoon	Executive Director, Public Libraries and Engagement, State Library of Queensland

Observer

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

Ms Kate Johnson	Acting Manager, Local Government Coordination, State Library of Queensland
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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 ARMC has observed the terms of this Charter and has due regard to Queensland Treasury's Audit Committee Guidelines. The ARMC 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 30).

Members

Mr Bob Shead (Committee Chairperson)	Member, Library Board of Queensland
Emeritus Professor Tom Cochrane AM	Member, Library Board of Queensland
Professor Marek Kowalkiewicz	Member, Library Board of Queensland
Ms Nicola Padget	Member, Library Board of Queensland (from April 2020)
Mr Danny Short	Chief Finance Officer, Department of Child Safety, Youth and Women

Secretariat

Ms Tanya Fitzgerald (Executive Officer to the Committee)	Executive Director, Corporate Governance and Operations, State Library of Queensland
Mr Gwyn Davies (Assistant Executive Officer to the Committee)	Acting Director, Finance, Facilities and Administration, State Library of Queensland (until March 2020)
Ms Jennifer Genrich (Assistant Executive Officer to the Committee)	Manager, Office of the State Librarian, State Library of Queensland (from April 2020)

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 people
- 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 people.

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

Members

Associate Professor Sandra Phillips (Chairperson)	Member, Library Board of Queensland
Professor Anita Heiss	Member, Library Board of Queensland
Mr Michael Aird	Adjunct Associate Lecturer and Research Fellow, School of Social Science, The University of Queensland
Ms Denise Andrews	Director, Local Thriving Communities, Department of Aboriginal and Torres Strait Islander Partnerships (from October 2019)
Mr Warren Collins	Chief Executive Officer, Cherbourg Aboriginal Shire Council (until August 2019)
Ms Alana Harris	Manager Client Access, Australian Institute of Aboriginal and Torres Strait Islander Studies (until October 2019)
Ms Ruth Link	Lawyer, EY (until February 2020)
Ms Henrietta Marrie AM	(from May 2020)
Ms Rhianna Patrick	Journalist, Australian Broadcasting Corporation
Ms Isabel Tarrago	Director, Cultural Heritage, Department of Aboriginal and Torres Strait Islander Partnerships (until September 2019)
Ms Vicki McDonald AM	State Librarian and CEO, State Library of Queensland

Observers

Ms Louise Denoon	Executive Director, Public Libraries and Engagement, State Library of Queensland
Ms Anna Raunik	Executive Director, Content and Client Services, State Library of Queensland

Secretariat

Mr Colin Crosbie	Acting Lead, Strategy, Planning and Policy, State Library of Queensland (until September 2019)
Ms Kristyna Dillon	Acting Lead, Strategy, Planning and Policy, State Library of Queensland (from October 2019)

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 page 1
Accessibility	• Table of contents	ARRs – section 9.1 pages II-III
	• Glossary	
	• Public availability	ARRs – section 9.2
	• Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 inside back cover
	• Copyright notice	<i>Copyright Act 1968</i> (Cth) ARRs – section 9.4
	• Information Licensing	QGEA – Information Licensing ARRs – section 9.5
General information	• Introductory Information	ARRs – section 10.1 Part 1
	• Machinery of Government changes	ARRs – section 10.2, 31 and 32 n/a
	• Agency role and main functions	ARRs – section 10.2 Parts 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 page 10
	• Executive management	ARRs – section 13.2 Part 2
	• Government bodies (statutory bodies and other entities)	ARRs – section 13.3 Appendix B Appendix C
	• Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> (Qld) ARRs – section 13.4 page 30
	• Human Rights	<i>Human Rights Act 2019</i> (Qld) ARRs – section 13.5 page 26
	• Queensland public service values	ARRs – section 13.6 n/a
	• Risk management	ARRs – section 14.1 page 31 Appendix C
Governance — risk management and accountability	• Audit committee	ARRs – section 14.2 page 30 Appendix C
	• Internal audit	ARRs – section 14.3 page 30
	• External scrutiny	ARRs – section 14.4 page 30
	• Information systems and recordkeeping	ARRs – section 14.5 page 31
	• Strategic workforce planning and performance	ARRs – section 15.1 page 29
Governance — human resources	• 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 page 31
	• Consultancies	ARRs – section 33.1 data.qld.gov.au
	• Overseas travel	ARRs – section 33.2 data.qld.gov.au
	• Queensland Language Services Policy	ARRs – section 33.3 data.qld.gov.au
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1 page 71
	• Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2 pages 72-73 Part 5

FAA *Financial Accountability Act 2009* (Qld)

FPMS *Financial and Performance Management Standard 2009* (Qld)

ARRs *Annual report requirements for Queensland Government agencies*

GLOSSARY

AARNET	Australia's Academic and Research Network
ABIA	Australian Book Industry Awards
AIATSIS	Australian Institute of Aboriginal and Torres Strait Islander Studies
ALA	Australian Library of Art
ALIA	Australian Library and Information Association
ARC	Australian Research Council
ARMC	Audit and Risk Management Committee
AISA	Australian Information Security Association <i>A not-for-profit organisation and charity that champions the development of a robust information security sector</i>
ATO	Australian Taxation Office
BABOP	Building a better online presence <i>The project to redevelop State Library of Queensland websites</i>
BDO	<i>An accountancy and advisory organisation</i>
BIMA	Brisbane Indigenous Media Association
CAA	Corporate Administration Agency <i>A shared service agency providing services for State Library</i>
COVID-19	Novel coronavirus disease
DPC	Department of the Premier and Cabinet
eDRMS	Electronic document and record management system
ET	State Library of Queensland's Executive Team
EY	Ernst & Young <i>An advisory, assurance, tax and transaction services firm</i>
FAA	<i>Financial Accountability Act 2019 (Qld)</i>
FPMS	<i>Financial and Performance Management Standard 2009 (Qld)</i>
GLAM	<i>Industry sector: Galleries, Libraries, Archives and Museums</i>
HVAC	Heating, Ventilating, and Air Conditioning systems
IAG	Indigenous Advisory Group
ICT	Information and Communications Technology <i>Includes any communication device or application, though often used to refer to digital communications</i>
IFLA	International Federation of Library Associations and Institutions
IKC	Indigenous Knowledge Centre <i>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</i>
JOL	John Oxley Library
KPMG	<i>A global network of professional firms providing audit, tax and advisory services</i>
NAB	National Australia Bank
NAIDOC	National Aborigines and Islanders Day Observance Committee
NED	National edeposit
NIDA	National Institute of Dramatic Art
NSLA	National and State Libraries Australia <i>Australia and New Zealand's national and state libraries working together</i>
OCLC	<i>A global library cooperative that supports libraries in making information more accessible and more useful to people around the world.</i>
OHA	Oral History Australia
PLAG	Public Libraries Advisory Group
PPP	Personal Performance Planning
Q ANZAC 100	<i>A five-year project of legacy initiatives supported by the Queensland Government to commemorate the centenary of the First World War and Anzac history</i>
QLA	Queensland Literary Awards
QPAC	Queensland Performing Arts Complex
QUT	Queensland University of Technology

GLOSSARY (CONT'D)

RACQ	Royal Automobile Club of Queensland <i>An insurance company</i>
RLQ	Rural Libraries Queensland
SDGs	United Nations Sustainable Development Goals
SDS	Service Delivery Statements
STEAM	Science, Technology, Engineering, Arts and Mathematics
The Foundation	Queensland Library Foundation
UPS	Uninterruptible power supply
UQP	University of Queensland Press <i>An Australian publishing house</i>
VALA	<i>An independent, Australian-based not-for-profit organisation that supports the use and understanding of information technology in libraries and the GLAM sector</i>

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The Annual Report documents State Library of Queensland's activities, initiatives and achievements during 2019–20 and shows how it met its objectives for the year and addressed government policy priorities.

Copies of this report and the compliance checklist are available at slq.qld.gov.au/about-us/corporate-information/annual-report-library-board-queensland or by contacting Communications on media@slq.qld.gov.au or 07 3842 9847.

For further information about this report, please contact the Office of the State Librarian by telephone on 07 3840 7866, email osl@slq.qld.gov.au or fax 07 3840 7860.

State Library is committed to open and accountable governance and welcomes feedback on this report.

Please email comments or suggestions to info@slq.qld.gov.au or go to the Get Involved website at qld.gov.au/annualreportfeedback to complete the feedback form.

Library Board of Queensland Annual Report for the year ended 30 June 2020 © Library Board of Queensland 2020.

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The Queensland Government is committed to providing accessible services to Queenslanders from culturally and linguistically diverse backgrounds. If you have difficulty understanding this report, please call us on 07 3842 9985 and we will arrange an interpreter to effectively communicate the report to you.

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