

# E: APPENDICES

## APPENDIX 1

### THE COUNCIL OF THE NATIONAL LIBRARY OF AUSTRALIA

#### Chairman

**The Hon. Sir James Gobbo**, AC, CVO, QC, BA (Hons), MA (Oxon), Hon LLD (Monash), DUniv (Catholic), Hon Dott Jurisprudence (Bologna Univ), Hon LLD (Melb), Hon FAIV  
Non-executive member  
Victorian Commissioner for Italy  
Chairman, Australian Multicultural Foundation  
Chairman, Council of the Order of Australia Victoria  
Re-appointed 24 June 2004 for a three-year term until 26 June 2007.  
*[Attended 5 of 6 meetings]*

#### Deputy Chairman

**Professor Alan Robson**, AM, BAgSc, PhD, FTSE, FAIAS  
Non-executive member  
Vice-Chancellor, The University of Western Australia  
Western Australia  
Re-appointed 19 February 2004 for a one-year term until 21 February 2005.  
*[Attended 5 of 6 meetings]*

#### Members

**Professor Susan Bambrick**, OBE, BEcon (Hons), PhD, FAIE  
Non-executive member  
Provost—Wide Bay Campus, University of Southern Queensland  
Queensland  
Re-appointed 25 August 2002 for a three-year term until 24 August 2005.  
*[Attended 6 of 6 meetings]*

**Mr Martin Ferguson**, AM, MP, BEc (Hons)  
Non-executive member  
Federal Member for Batman and Shadow Minister for Urban and Regional Development, Transport and Infrastructure  
Victoria  
Re-elected by the House of Representatives 21 August 2002 for a three-year term until 20 August 2005.  
*[Attended 5 of 6 meetings]*

**Mr Brian Long**, Assoc Mbr Inst Chrt'd Acc  
Non-executive member  
Chairman—Board of Partners, Ernst & Young  
New South Wales  
Appointed 28 May 2003 for a three-year term until 27 May 2006.  
*[Attended 5 of 6 meetings]*

**Professor Iain McCalman**, BA (Hons), MA, PhD, FRHistS, FAAH, FASSA  
Non-executive member  
Federation Fellow, Humanities Research Centre and Centre for Cross-Cultural Research, Australian National University  
President of the Australian Academy of the Humanities  
Australian Capital Territory  
Appointed 5 September 2002 for a three-year term until 4 September 2005.  
*[Attended 3 of 6 meetings]*

**Ms Winnie Pelz**, BA, Dip Art  
 Non-executive member  
 Executive Director, Organisational  
 Development and Marketing, Women's and  
 Children's Hospital  
 South Australia  
 Re-appointed 8 August 2002 for a three-year  
 term until 7 August 2005.  
*[Attended 5 of 6 meetings]*

**Dr Colin Rubenstein**, MA, PhD  
 Non-executive member  
 Executive Director, Australia/Israel & Jewish  
 Affairs Council  
 Member, Council for Multicultural Australia  
 Victoria  
 Re-appointed 19 February 2004 for a three-year  
 term until 21 February 2007.  
*[Attended 4 of 6 meetings]*

**Mr Fergus Ryan**, Chartered Accountant,  
 FICAA, FID, FAIM  
 Non-executive member  
 Non-executive Director, Commonwealth Bank  
 of Australia  
 Non-executive Director, Australian Foundation  
 Investment Company  
 Non-executive Director, Clayton Utz  
 Victoria  
 Appointed 25 June 2003 for a three-year term  
 until 24 June 2006.  
*[Attended 5 of 6 meetings]*

**Senator John Tierney**, BEc, DipEd, MEd, PhD  
 Non-executive member  
 Senator for New South Wales  
 New South Wales  
 Re-elected by the Senate on 14 February 2002  
 for a three-year term until 13 February 2005.  
*[Attended 3 of 6 meetings]*

**Ms Helen Williams**, AO, BA (Hons) (Reading)  
 Non-executive member  
 Secretary, Department of Communications,  
 Information Technology and the Arts  
 Australian Capital Territory  
 Appointed 27 March 2002 for a three-year term  
 until 26 March 2005.  
*[Attended 4 of 6 meetings]*

### Director-General and Executive Member of Council

**Ms Jan Fullerton**, BA, Grad DipLib  
 Australian Capital Territory  
 Re-appointed 9 August 2002 for a five-year  
 term until 8 August 2007.  
*[Attended 6 of 6 meetings]*

### The Council met on six occasions.

- ▶ 25 July 2003
- ▶ 3 October 2003
- ▶ 5 December 2003
- ▶ 6 February 2004
- ▶ 2 April 2004
- ▶ 4 June 2004

## COUNCIL COMMITTEES

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### AUDIT COMMITTEE

#### Chair

**Ms Winnie Pelz**  
 (Non-executive member of Council)  
 Appointed Chair of the Committee 7 June  
 2002.  
*[Attended 4 of 4 meetings]*

#### Members

**Ms Jan Fullerton**  
 (Director-General and Executive Member of  
 Council)  
*[Attended 4 of 4 meetings]*

**Mr Brian Long**

(Non-executive member of Council)

Appointed to the Committee on 6 June 2003.

*[Attended 3 of 4 meetings]*

**Professor Alan Robson, AM**

(Non-executive member of Council)

Appointed to the Committee 7 June 2002.

*[Attended 4 of 4 meetings]*

**Ms Helen Williams, AO**

(Non-executive member of Council)

Appointed to the Committee 7 June 2002.

*[Attended 3 of 4 meetings]*

The following Council members attended Audit Committee meetings during the year.

**Professor Susan Bambrick, OBE** (Non-executive member of Council) attended meetings of the Audit Committee in December 2003 and April 2004.

**Mr Fergus Ryan** (Non-executive member of Council) attended meetings of the Audit Committee in July 2003 and April 2004.

**Terms of Reference**

The terms of reference of the Audit Committee are to:

- (a) help the Library and members of the Council of the Library to comply with obligations under the *Commonwealth Authorities and Companies Act 1997*
- (b) provide a forum for communication between the members of the Council, senior managers of the Library and the Library's internal and external auditors
- (c) satisfy itself that there is an appropriate ethical climate in the Library and review policies relating to internal controls and management of risks.

**Meetings**

The Audit Committee met on four occasions.

- ▶ 25 July 2003
- ▶ 19 August 2003
- ▶ 5 December 2003
- ▶ 2 April 2004

**CORPORATE GOVERNANCE COMMITTEE****Chair (Deputy Chair of Council)**

**Professor Alan Robson, AM**

**Members**

**The Hon. Sir James Gobbo, AC, CVO**  
(Chairman of Council)

**Ms Winnie Pelz**

(Chair of Audit Committee)

**Terms of Reference**

The terms of reference of the Corporate Governance Committee are to:

- (a) evaluate the effectiveness of the Council in its role in corporate governance
- (b) evaluate the performance and remuneration of the Director-General
- (c) oversight the development of a list of prospective members for appointment to the Library Council, subject to consideration and approval by the Minister.

**Meetings**

The Corporate Governance Committee met on one occasion and held several telephone discussions.

## FELLOWSHIPS SCHEME ADVISORY COMMITTEE

### Chair

**Professor Alan Robson, AM**  
National Library Council  
*[Attended 1 of 1 meeting]*

### Members

**Dr Patricia Clarke, OAM**  
Australian Society of Authors  
*[Attended 1 of 1 meeting]*

**Ms Jan Fullerton**  
National Library of Australia  
*[Attended 1 of 1 meeting]*

**Professor Rod Home**  
Australian Academy of Science  
*[Attended 1 of 1 meeting]*

**Professor Iain McCalman**  
President of the Australian Academy of the  
Humanities  
*[Attended 1 of 1 meeting]*

**Dr Carolyn Rasmussen**  
Independent Scholars Association of Australia  
*[Attended 1 of 1 meeting]*

**Professor Joyce Kirk**  
Australian Library and Information Association  
*[Attended 1 of 1 meeting]*

**Professor Barry Smith**  
Australian Academy of the Humanities  
*[Attended 1 of 1 meeting]*

### Secretariat

**Mr Graeme Powell**  
Australian Collections and Reader Services  
Division  
National Library of Australia

### Terms of Reference

The terms of reference of the National Library  
Fellowships Scheme Advisory Committee are to  
make recommendations to Council:

- (a) on the award of fellowships
- (b) on other matters relating to the  
administration of the scheme.

### Meetings

The Fellowships Scheme Advisory Committee  
meets annually. The meeting was held on 24  
July 2003.

## APPENDIX 2

### NATIONAL LIBRARY OF AUSTRALIA COMMITTEES

The following committees provide advice to the Director-General.

**Dr Naida Tattersall** (from September 2003)  
Gold Coast City Council

#### KINETICA ADVISORY COMMITTEE

**Mr Chris Taylor**  
University of Queensland

#### Chair

**Mr John Arfield**  
University of Western Australia

#### Secretariat

Resource Sharing Division  
National Library of Australia

#### Members

**Mr Craig Anderson** (to September 2003)  
Yarra Plenty Regional Library Service

#### Terms of Reference

The Kinetica Advisory Committee provides advice on strategic and policy issues affecting the delivery of the Kinetica service, the broad direction of service development, and changes occurring in the library community that are likely to affect services.

**Ms Maxine Brodie** (to August 2003)  
Macquarie University

**Dr Warwick Cathro**  
National Library of Australia

**Ms Elizabeth Ellis**  
State Library of New South Wales

**Ms Judy Engall**  
New South Wales Department of Education  
and Training

**Ms Pam Gatenby**  
National Library of Australia

**Ms Linda Luther**  
University of Tasmania

**Ms May Priddle**  
Department of the Treasury

**Ms Sherrey Quinn**  
Libraries Alive! Pty Ltd

**Ms Patricia Scott**  
University of Adelaide

NATIONAL LIBRARY COLLECTING  
ADVISORY COMMITTEE

**Chair**

**Professor Stuart Macintyre**  
University of Melbourne

**Members**

**Professor Susan Bambrick**, OBE  
University of Southern Queensland

**Ms Margy Burn**  
National Library of Australia

**Ms Chris Foster** (to March 2004)  
National Library of Australia

**Professor James Fox**  
Australian National University

**Ms Jan Fullerton**  
National Library of Australia

**Ms Pam Gatenby**  
National Library of Australia

**Professor Malcolm Gillies**  
Australian National University

**Mr Tom Ruthven** (from March 2004)  
National Library of Australia

**Ms Rosemary Sorenson**  
*The Courier-Mail*

**Professor Elizabeth Webby**  
University of Sydney

**Secretariat**

Collections Management Division  
National Library of Australia

**Terms of Reference**

The National Library Collecting Advisory  
Committee provides the Library with:

- (a) advice on its future collecting policy and delivery of information services based on the collections
- (b) advice on broad strategies for developing the collections including identification of potential donors of material and sponsorship opportunities
- (c) assistance with promoting its collections and collection policy.

COMMUNITY HERITAGE GRANTS  
STEERING COMMITTEE

**Chair**

**Ms Pam Gatenby**  
National Library of Australia

**Members**

**Ms Helen Kon**  
National Library of Australia

**Ms Margy Burn**  
National Library of Australia (until August 2003)

**Ms Debbie Campbell**  
National Library of Australia (until August 2003)

**Mr Colin Webb**  
National Library of Australia (until August 2003)

**Ms Jasmine Cameron**  
National Library of Australia (from September 2003)

**Ms Susan Carey**  
National Library of Australia

**Mr Alex Philp**  
National Library of Australia (until September 2003)

**Mr Ralph Sanderson**  
National Library of Australia (from October 2003)

**Ms Louise Biggs**  
Department of Communications, Information Technology and the Arts (until August 2003)

**Mr Phillip Jones**  
Department of Communications, Information Technology and the Arts (until August 2003)

**Mr Paul McInnes**  
Department of Communications, Information Technology and the Arts (from September 2003 until January 2004)

**Ms Patricia Fox**  
Department of Communications, Information Technology and the Arts (from February 2004)

**Ms Derina McLaughlin**  
National Archives of Australia

**Mr Abbas Adam**  
Department of Immigration, Multicultural and Indigenous Affairs (until January 2004)

**Ms Deborah Dawkings**  
Department of Immigration, Multicultural and Indigenous Affairs (from February 2004)

**Mr David Boden**  
Australian Film Commission (until September 2003)

**Ms Meg Labrum**  
Australian Film Commission (from October 2003 until April 2004)

**Ms Pam Saunders**  
Australian Film Commission (from May 2004)

**Secretariat**

Public Programs Division  
National Library of Australia

**Terms of Reference**

The Community Heritage Grants Steering Committee provides advice and direction on issues relating to the Community Heritage Grants program, including policy and administration. It also facilitates the exchange of information about the program between the Library and all funding partners.

## APPENDIX 3

### FREEDOM OF INFORMATION STATEMENT

This year the Library did not receive any requests under the *Freedom of Information Act 1982* (Cwlth) (*FOI Act*).

#### Freedom of Information Procedures and Initial Contacts

A request for access to documents in the possession of the Library is subject to the regulatory application fee of \$30.

Applicants seeking access under the *FOI Act* should forward the \$30 application fee with a written request, providing an address to which responses may be sent to:

The FOI Coordinator  
Accountability and Reform Branch  
National Library of Australia  
CANBERRA ACT 2600  
Email: [foi@nla.gov.au](mailto:foi@nla.gov.au)

The FOI Coordinator is available between 9 am and 5 pm Monday to Friday and can be contacted on (02) 6262 1798 or by fax on (02) 6257 1703. The Library will provide copies of documents, provided that access is approved and relevant fees have been received. Arrangements may be made for examination of documents to which access is granted in that form.

If an applicant is dissatisfied with a decision made under the *FOI Act* they may apply to the Director-General seeking an internal review. A request to review a decision is subject to a regulatory application fee of \$40.

If access is approved, the Library will provide such access on receipt of payment of any charges that apply.

#### Decision-making Powers

The Library staff exercise decision-making powers under the *National Library Act 1960*.

#### Participation in the Formulation of Policy

The Library welcomes views and comments from members of the public on its policies. In addition to the Key Supporting Policies and Documents in Appendix 4, the Library publishes a wide range of policies on its website, including exposure drafts with a mechanism for online comments and enquiries.

The Library also publishes its *Service Charter* with advice on how to provide feedback on the Library's services.

#### Categories of Documents Held

Library documents available for public access include policy statements, catalogues and other indexes associated with the Library's collections of books and other documenting materials. Documents available for purchase by the public include a wide range of technical and general publications produced by the Library. A range of brochures on the Library's services, including an annual *Year in Review*, is available to the public free-of-charge. Other documents held by the Library include minutes, reports and submissions associated with internal and external committees, general correspondence relating to the activities and functions of the organisation and administrative documents such as management, staffing, finance and personnel records. Some of the above publications are available on the Library's website.

#### Access to Archival Records

Under section 40 of the *Archives Act 1983* (Cwlth), members of the public may apply to the National Archives of Australia for access to records in the current open period; that is, records which are more than 30 years old and do not fall into one or more categories of exempt records, as listed under section 33 of the Act. People seeking access to the archival records of the Library should make their requests in the first instance directly to the National Archives of Australia.

## APPENDIX 4

### KEY SUPPORTING POLICIES AND DOCUMENTS

Information about the Library's functions, objectives, policies and activities can be found in the following documents. Policy documents are also available on the Library's website.

#### Legislation

- ▶ *National Library Act 1960*
- ▶ National Library Regulations (1994)
- ▶ *Commonwealth Authorities and Companies Act 1997*
- ▶ Portfolio Budget Statements

#### Strategic and Operational Plans

- ▶ Directions for 2003–2005
- ▶ Balanced Scorecard
- ▶ Kinetica Business Plan 2003–2005 (revised 2004)
- ▶ Information Technology Plan 2003–2006
- ▶ Electronic Information Resources Strategies and Action Plan (2002)
- ▶ Environmental Management Plan (2003)
- ▶ Risk Management Register (2003)

#### Collection Policies

- ▶ Collection Development Policy (2003)
- ▶ Selection Guidelines for Online Australian Publications (2003)

#### Cataloguing Policies

- ▶ Cataloguing Levels Policy (2002)
- ▶ Cataloguing Electronic Resources Policy (2002)

#### Electronic Resource Policy

- ▶ Collection Digitisation Policy 2000–2004

#### Preservation Policies

- ▶ Collection Disaster Plan (2004)
- ▶ Preservation Policy (2002)
- ▶ Digital Preservation Policy (2002)
- ▶ Policy on Participation in Cooperative Microfilming Projects with Other Institutions (2002)
- ▶ Policy on Preservation Copying (2002)

#### Service Charter

- ▶ *Service Charter* (2004)
- ▶ Policy on Handling Complaints and Other User Feedback (1998)

#### Corporate Services Policies

- ▶ Certified Agreement 2002–2004
- ▶ Fraud Management Policy 2004
- ▶ Fraud Investigation Policy 2004
- ▶ Fraud Risk Assessment and Fraud Control Plan 2003–2005
- ▶ User Charging Policy 2001

#### Public Programs Policies

- ▶ Exhibitions Policy (2002)
- ▶ Travelling Exhibitions Policy (2002)
- ▶ Outward Loan Policy (2002)
- ▶ Publications Policy (2003)
- ▶ Events and Education Policy (2002)
- ▶ Policy on Sponsorship and Fundraising (2003)

## APPENDIX 5

## CONSULTANCY SERVICES FOR 2003–2004\*

Consultant	Purpose	Agreed value GST inclusive	Actual value GST inclusive	Selection process
Blake Dawson Waldron	General legal advice	\$314 580	\$314 580	Select tender
Claritas Australia Pty Ltd	Review of Balanced Scorecard	\$53 609	\$53 609	Sole supplier
Environmetrics Pty Ltd	Design and survey for national awareness of the Library	\$14 320	\$14 320	Direct engagement: previous supplier of identical service
Ernst & Young	Risk assessment and financial audit for projects to replace Kinetica systems	\$43 995	\$43 995	Select tender
InQuirion Pty Ltd	Feasibility study of TeraText software to support Kinetica search service	\$13 675	\$13 675	Sole supplier
KPMG	Verify Library storage requirements and prepare business case identifying the preferred option to address these	\$36 510	\$36 510	Select tender
KPMG	Prepare a project plan, concept design, risk assessment and associated submissions for the construction of a new storage facility	\$119 560	\$119 560	Direct engagement: linked to select tender above
Leapfrog Research	Evaluation of Document Supply and Copies Direct services	\$20 570	\$20 570	Select tender
Sara Joynes	Research and acquisition of Australian collection material in UK	\$25 620	\$25 620	Extension of existing contract
WalterTurnbull	Internal audit	\$124 092	\$124 092	Open tender
<b>TOTAL</b>		<b>\$766 531</b>	<b>\$766 531</b>	

\* Consultancies with an individual value of \$10 000 or more. All of the above consultants were engaged on the basis that independent or specialist expertise was necessary and was unavailable in the Library

## APPENDIX 6

### STAFFING OVERVIEW

National Library staff are employed under the *Public Service Act 1999* (Cwlth). Conditions of employment are contained in the Library's Certified Agreement 2002–2004, certified in August 2002.

At 30 June 2004 the Library had 409 full-time and part-time ongoing staff and 83 full-time and part-time non-ongoing staff.

- ▶ Table 1 shows staff distribution by Division at 30 June 2004.
- ▶ Table 2 shows paid ongoing, non-ongoing, full-time and part-time staff by

classification and gender as at 30 June 2004.

- ▶ Table 3 provides details of Senior Executive Service staff movements.
- ▶ Table 4 provides Equal Employment Opportunity data.
- ▶ Table 5 provides details of staff training (in person days).

**TABLE 1**

Staff Distribution by Division at 30 June 2004

Division	Ongoing		Non-ongoing		June 2004	June 2003
	Full-time	Part-time	Full-time	Part-Time	Total	Total
Office of the Executive and Coordination Support	12	0	0	0	12	12
Collections Management	130	25	12	12	179	148
Australian Collections & Reader Services	63	8	20	17	108	105
Resource Sharing	43	5	4	0	52	53
Information Technology	29	1	6	2	38	40
Public Programs	38	6	2	2	48	45
Corporate Services	40	9	5	1	55	68
<b>Total</b>	<b>355</b>	<b>54</b>	<b>49</b>	<b>34</b>	<b>492</b>	<b>471</b>

**TABLE 2**

Paid Full-time, Part-time and Non-ongoing Staff by Classification and Gender at 30 June 2004

Category	Ongoing				Non-ongoing				Total 2004		Total 2003	
	Full-time		Part-time		Full-time		Part-time		Male	Female	Male	Female
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Stat Office Holder	0	1	0	0	0	0	0	0	0	1	0	1
SES Band 2	0	0	0	0	0	0	0	0	0	0	1	0
SES Band 1	3	5	0	0	0	0	0	0	3	5	2	5
Executive Level 2	9	15	0	0	0	0	0	0	9	15	13	18
Executive Level 1	25	28	0	0	3	1	0	1	28	30	26	30
APS 6	20	36	2	13	0	1	0	1	22	51	28	56
APS 5	11	47	0	12	4	1	3	2	18	62	12	61
APS 4	8	37	1	7	2	2	0	2	11	48	10	45
APS 3	15	45	1	8	4	8	1	4	21	65	17	48
APS 2	12	31	0	9	9	12	6	14	27	66	19	65
Graduate	1	3	0	0	0	0	0	0	1	3	1	1
APS 1	1	2	0	1	1	1	0	0	2	4	2	10
<b>TOTAL</b>	<b>105</b>	<b>250</b>	<b>4</b>	<b>50</b>	<b>23</b>	<b>26</b>	<b>10</b>	<b>24</b>	<b>142</b>	<b>350</b>	<b>131</b>	<b>340</b>
<b>GRAND TOTAL</b>	<b>355</b>		<b>54</b>		<b>49</b>		<b>34</b>		<b>492</b>		<b>471</b>	

This table is based on paid employees. Employees on long-term leave for more than 12 weeks are not included.

SES Senior Executive Service  
 APS Australian Public Service

**TABLE 3**

Senior Executive Service (SES) Staff Movements

Classification	Gains	Losses	Intra-agency mobility
SES Band 2		1 (m)	
SES Band 1	1 (m)		

The number of Senior Executive Service positions has not changed. However, the Band 2 position has been redefined at a Band 1 level.

**TABLE 4**

Staff by EEO Groups and APS Classifications at 30 June 2004

Classification	Male	Female	Total	INDG*	PWD*	CLD*
Stat Office Holder	0	1	1	0	0	0
SES Band 2	0	0	0	0	0	0
SES Band 1	3	5	8	0	0	1
Executive Level 2	9	15	24	1	1	1
Executive Level 1	28	30	58	0	1	17
APS 6	22	51	73	0	3	25
APS 5	18	62	80	0	1	21
APS 4	11	48	59	1	1	14
APS 3	21	65	86	1	5	30
APS 2	27	66	93	0	2	40
Graduate	1	3	4	0	0	1
APS 1	2	4	6	0	3	2
<b>TOTAL</b>	<b>142</b>	<b>350</b>	<b>492</b>	<b>3</b>	<b>17</b>	<b>152</b>

\* Data for EEO groups is based on information voluntarily supplied by individual staff.

EEO Equal Employment Opportunity

APS Australian Public Service

INDG Indigenous peoples

PWD People with a disability

CLD Culturally and linguistically diverse background, first and second generations

**Staff Training**

The Library, through the Workforce Planning Committee, identified a number of strategic training initiatives that would be linked to corporate objectives and workforce planning strategies. These initiatives include identified training in Library-specific skills and a targeted leadership and management development program. Under the objectives for the Balanced Scorecard, the Library will gather statistics that will indicate where we are successfully meeting our identified strategic training targets.

Training in a number of Library-specific skills was provided to 399 staff through a range of avenues including seminars, refresher training, in-house and external courses including through tertiary institutions. These covered such areas as Information Technology (72 attendees), Performance Management (29 attendees), Web Search and Website Strategies (178 attendees), Multimedia (18 attendees) and Financial Awareness (102 attendees).

Staff participate in a Performance Management System that encourages identification of development needs and opportunities through individual performance development plans. There were 546 training requests registered through these plans and all were addressed through both internal and external training providers.

The Library also provides internal training in fraud awareness, risk management and project management at regular intervals.

As part of an ongoing commitment to development of skills related to contemporary management practices in a cultural environment, the Library, in conjunction with a number of other Commonwealth Government cultural institutions, participated in two development programs for executive and APS level staff. Six middle managers and executive level staff attended the Cultural Management Development Program and six APS level staff

participated in the Advanced Workplace Skills Program.

In line with commitments under Occupational Health and Safety (OH&S), a range of training was provided covering ergonomic awareness, manual handling, fire warden roles, and disaster awareness. Staff are provided with general ergonomic advice and OH&S information at induction training and 15 staff were either newly trained or renewed their qualifications in First Aid Officer training, Rehabilitation Case Manager training and related counselling skills was also undertaken during the year.

The combined outlay on training and development was \$162 870.

**TABLE 5**

Training Days (in person days)

Classification	Male	Female	Total
Senior Executive Service	8.5	3.5	12
Executive Level 1–2	51	77.25	128.25
APS 5–6	144.75	238.5	383.25
APS 1–4	85.25	295	380.25
<b>Total</b>	<b>289.5</b>	<b>614.25</b>	<b>903.75</b>

## APPENDIX 7

## DONORS 2003–2004

## Substantial Collection Material

## PERSONAL

Mr Phillip Adams, AO  
 Ms Penelope Alexander  
 The Hon. John Bannon  
 Mr Fred Beutler  
 Ms Barrie Blears  
 Ms Rosemary Brissenden  
 Mrs Judy Cassab, AO, CBE  
 Mr Sebastian Clark  
 Dr Patricia Clarke, OAM  
 Mrs Sally Clinch  
 Mr Ray Cook  
 Mrs Shirley Cooper  
 Mrs Penny Curry  
 Ms Rosemary Dobson, AO  
 Mrs Rosemary Douglas  
 Dr Andrew Duguid  
 Dr Albrecht D mling  
 Ms Averill Edwards  
 Professor Meredith Edwards, AM  
 Mr Warren Fahey, AM  
 Mr Henry Farrell  
 Mrs Mary Foreman  
 Ms Neilma Gantner  
 Ms Sally Garrett  
 Mr Hugh Gilchrist  
 The Hon. Sir James Gobbo, AC, CVO  
 Ms Ainsley Gotto Carson  
 Mrs Judith Harley  
 Mr Hugh Hastings  
 Professor R. M. Hartwell  
 Dr Jack Hibbard  
 Mr Bruce Howard  
 Dr Miriam Hyde, OBE, AO  
 Ms Paula Hyland  
 Mr Roger Hyland  
 Professor Ken Inglis, AO  
 Mr Alfred James  
 Mrs Joyce James  
 Mrs Val Johnson  
 Professor Peter Karmel, AC  
 Ms Elena Kats-Chernin  
 Mr Tony Kay  
 Mr Bryan Keon-Cohen, QC  
 Ms Louise Langdon  
 Mr Régis Lansac  
 Ms Wendy Lasica  
 Mrs Carmel MacDonagh  
 Ms Robyn McGregor  
 Ms Kerry McInnis  
 Professor Stuart Macintyre  
 Mr Colin Madigan, AO  
 Mr Richard Magoffin, OAM  
 Mrs Judith Martin  
 Dr Richard Meale, MBE, OAM  
 Dr Betty Meehan  
 Ms Mary Mitchell  
 Mr Alan Moir  
 Ms Katherine Moore  
 Dame Elisabeth Murdoch, AC, DBE  
 Mr Geoffrey Pryor  
 Mr Peter O'Shaughnessy  
 Professor Beryl Rawson  
 Mr David Reid  
 Professor John Ritchie, AO  
 Mrs Margaret Roberts  
 Ms Diane Romney  
 Mrs Barbara Ross  
 Mr David Rowbothman, AM  
 Mr Michael Rowe  
 Ms Marilyn Rowe, OBE  
 Mrs Alison Sanchez  
 Professor George Seddon, AM  
 Mr Wolfgang Seyd  
 Mr John Spooner  
 Ms Jane Sullivan  
 Mr John Ulm  
 Mr Michael Wade  
 Ms Ruth Waller  
 Mrs Sheila Waters

Dr John Williams  
Mr David Williamson, AO  
Mr Rix Wright

#### CORPORATE

Australian Deafness Council  
Australian Institute of International Affairs  
Department of Defence  
Department of Foreign Affairs and Trade  
Department of Prime Minister and Cabinet  
Australian National University  
British High Commission, Singapore  
China. State Council Information Office  
EMI Music Publishing  
Federated Music Clubs of Australia  
Geoscience Australia. Division of Mapping  
National Foundation for Australian Women  
New York Public Library Dance Division  
Returned Services League  
Symphony Australia  
University of Canberra

#### Financial Donations

##### PERSONAL

Mr James Bain, AM  
Mrs Janette Bain  
Ms Lucy Bantermalis  
Mrs Phoebe Bischoff  
Mr Victor Crittenden  
Mr Jacob Grossbard  
Professor Joyce Kirk  
Mrs Denyse Merchant  
Mrs Pat McCann  
Mr Terence O'Neill  
Mrs E. Pearson  
Miss Dulcie Penfold  
Mr Noel Potter  
Mrs Patricia Roberts  
Miss Kay Rodda  
Mr Douglas Sheen  
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