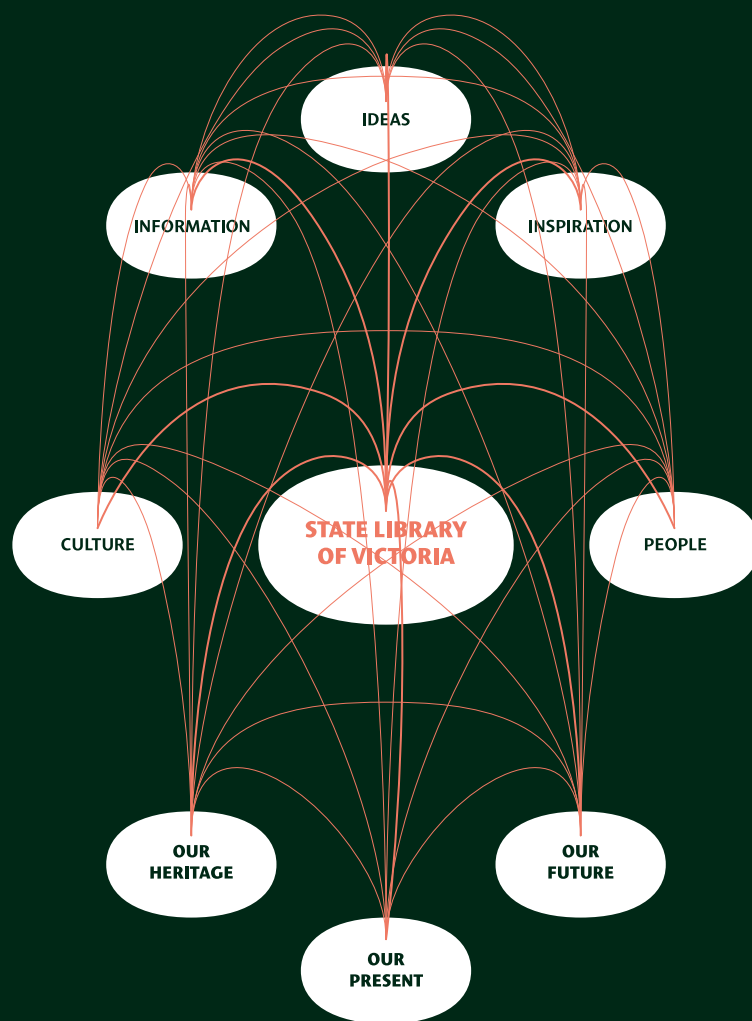






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PRESIDENT'S REPORT



Sam Lipski AM
President

Welcome to 'The Library of the 21st Century'. Just as the Library's motto of Information, Ideas and Inspiration took on new meaning during the year under review, so did the idea of its digital future. The three I's were reflected in our programs, services and strategic thinking, particularly in the cultural and social enrichment that flowed from the activities, events and exhibitions commemorating the Library's sesquicentenary.

The fourth I, for Innovation, was reflected in our commitment to delivering 'The Library of the 21st Century' in its fullest dual expression—physical and virtual—so it can better enrich the cultural, educational, social and economic lives of Victorians. The guiding principle has been improving and extending access for all our citizens to Victoria's documentary heritage and the Library's information resources from around the world.

Although the celebration of our 150th anniversary began in February 2004 and continued until November 2004, the highlights between July and November 2004—the period which this report covers—were especially noteworthy. They included the celebration of Foundation Week, when Robyn Archer delivered the Redmond Barry Lecture; a Family Day; the launch by Mary Delahunty MP, Minister for the Arts, of the display of the Goldfields Petition at the Bendigo Art Gallery; and the celebrations of young adults and reading—*150 Years – 150 Books – 150 Words*—at which Jacinta Allen MP, Minister for Employment and Youth Affairs, and Mrs Terry Bracks officiated. The Library concluded its anniversary program with an enduring gift to the people of Victoria—the exhibition *The changing face of Victoria*—in the new Dome Galleries, launched by Bruce Mildenhall MP, Parliamentary Secretary to the Premier. In the course of the 150th-anniversary year more than 55,000 people participated in the program.

Yet a significant reason for celebration, and a long-term achievement for the stewardship of the Library's collection, was not on our original sesquicentenary schedule. In September 2004, the Premier, Steve Bracks, announced that the Victorian Government would fund the construction of a purpose-built, secure and environmentally controlled repository for the Library on the Mt Helen campus of the

University of Ballarat. So after more than 20 years of efforts by previous Boards, staff and friends of the Library to ensure the full collection's integrity, accessibility and longevity, this was indeed a milestone. The Board is both grateful and relieved to have received this support from government. The construction of the repository is well underway and the Library expects to begin relocating collection items to Ballarat in November 2005.

In its oversight responsibilities the Board has had twin preoccupations. The first of these, given the budget pressures, has been the application of disciplined financial management. In response to financial constraints the Board, of necessity but with regret, curtailed expenditure in several areas including audience research and marketing, collection acquisition and certain staff positions. The Board also sought independent advice about a range of governance and financial issues in order to better equip it to tackle its second major concern, strategic planning.

The Board's focus on strategic planning is directed towards the development of 'The Library of the 21st Century' as a reality, and something more than a slogan. This involves an investment of capital and human resources to develop and deliver a range of forward-looking digital services to complement those offered to readers and visitors at 328 Swanston Street. With that goal in mind, the Board welcomed Mary Delahunty MP, Minister for the Arts, to its June meeting for a wide-ranging discussion about the government's vision for culture and the arts.

In my last report I noted that high on the Board's priority agenda was the strengthening of its relationship with the Victorian public library network. The growing collaboration, on matters practical and strategic, between the network, the Board and the Library is therefore particularly encouraging. In August 2004 Board members met the incoming Presidents of Viclink and the Country Public Libraries Group. This was followed, in September, by a meeting of the chief executives of Victorian public library services and corporations, Board members, and the Library's senior managers, under the banner of Delivering Collaboration. In March 2005, Candy Broad MLC, Minister for Local Government, launched the publication

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Libraries Building Communities. This report, sponsored by the Board and the Victorian public library network, was the result of two years of research and analysis, and documents the contributions and challenges of public libraries. The report is a pioneering document and has triggered interest nationally and internationally.

Relationships are crucial to building community, business, and philanthropic partnerships. The State Library of Victoria Foundation provides leadership in this role as it continues its dedicated support and advocacy for the Library. The Board welcomed Stephen Kerr's willingness to continue as Chairman and lead the Foundation's enterprising executive committee and sub-committees for a further two years. It was the Foundation that forged the alliance with the sponsors of the 150th Anniversary Program—the Library's principal sponsor, AAMI, as well as Optus, the City of Melbourne, and media sponsors Network Ten and 774 ABC. Among the Foundation's many achievements, two highlights were the launch of the Redmond Barry Society in July 2004, and the Keith Murdoch Oration, delivered by Nobel Laureate Professor Peter Doherty AC, in November. We report on both these events in greater detail in the pages ahead.

As the Library's ongoing major sponsors, the Murdoch Family express their affection and support with their continued involvement, as do Alan and Mavourneen Cowen, whose generosity is expressed in the Library's Cowen Gallery. We are indebted to them, as we are to all our financial donors, and to those who donate collection items, their time and expertise, and their in-kind assistance. In this regard, we joined Victorians everywhere in mourning the death of the Reverend Dr Davis McCaughey AC in March 2005. Dr McCaughey had been a Foundation Patron and a devoted and long-standing supporter and advocate.

The Board welcomed the reappointment to the Board of Catherine Dale, Patricia O'Donnell and Kevin Quigley. It was with regret and gratitude that at its May meeting the Board farewellled Julian Stock, whose eight years and three terms on the Board included serving as Deputy President and contributing his expertise throughout in strategic planning, financial management and reporting.

Looking back on a year that has been financially challenging, strategically significant and extremely busy with the celebration of our history, I want to thank all of my Board colleagues, who serve the Library with enthusiasm, optimism, and a sense of shared values about why the Library matters, even, or especially, when we express disagreement among ourselves. It is indeed a privilege to serve with such a board.

Among the Board's shared values is the recognition that it is the Library's staff who are responsible for the achievements, sense of purpose and professionalism that permeate the Library. In thanking our staff, the Board also records its appreciation of the exemplary leadership that our CEO and State Librarian, Anne-Marie Schwirtlich, has brought to her role in often daunting, complex and uncertain times.

The challenges of the digital age are manifest in many sections of our society. At the State Library we believe that we are in the vanguard of those challenges as information and communications technology change the community's expectations of libraries and the very idea of knowledge itself. We have the opportunity to shape Victoria's response to these challenges and we are determined to do so.

I commend this report on the State Library of Victoria's operations for the last 12 months and the accompanying financial statements.



Sam Lipski AM
President

CEO'S YEAR IN REVIEW



Anne-Marie Schwirtlich
Chief Executive Officer
and State Librarian

The year concluding on 30 June 2005 has been an important, demanding and successful one for the State Library of Victoria.

Stewardship of the collection

The Library's collecting aims appear deceptively simple—to ensure that Victorians have access to a comprehensive documentary record of and about Victoria, and access to resources from around the world to enrich their cultural, educational, social and economic lives. This simplicity belies the issues that must be managed in order to meet our aims. These include changes to electronic publishing—be it self-publishing on the web or the purchase of online access to journals and newspapers; the responsible management of the collection so that we only care for items which meet the long-term collecting needs of Victorians; storing, documenting and preserving the State's collection to the appropriate standards; and sustaining collection acquisition despite financial pressures.

Notable additions to the collection are listed in the pages ahead, as is information about the digital resources now available.

The collection is a resource and a source of inspiration available to all. The significance of the collection was underscored by the announcement, in August, that the UNESCO Australian Memory of the World had inscribed the Port Phillip Association Records on the national register of documentary material of national significance. With the generous assistance of the State Library of Victoria Foundation these papers are being digitised to make them easily accessible.

Improving access and reaching the community

The collection and information resources are made available in many ways—through reading rooms, exhibitions, tours, events and the Internet. Sustaining and improving our performance remains a priority.

The Internet and digital technologies are fundamentally influencing the ways in which libraries provide access. The Library devoted resources to increasing its accessibility in this digital dimension. The focus has been on developing the Library's website, continuing collaboration with the National

Library and state libraries on the online reference service AskNow!, and on contributing to initiatives such as MusicAustralia, which was launched in March to provide access to Australia's musical heritage. The Library continues to make pleasing progress on the digitising of unique collection material, such as the Melbourne and Metropolitan Board of Works plans, in order to extend the amount of material that is fully searchable through the Library's website by anybody at any time.

In parallel with developing digital initiatives the Library has reviewed the services provided in reading rooms to better match resources with usage. As a result, in January, changes were made to evening services, and staff in the Collection Access area commenced a Value Management Project to explore the capacity to improve how we retrieve items ordered in reading rooms.

The Keith Murdoch Gallery turned four this year. 440,000 people have enjoyed the 13 exhibitions featured in the Gallery since the Prime Minister opened the exhibition *Belonging* in May 2001. The Gallery has made an extraordinary difference to our ability to share the collection and has added immensely to the amenity and enjoyment of visitors.

The redevelopment of the Library entered its sixth stage this year. From the public's perspective the major point of interest in this phase will be the opening, in early 2006, of a new cafe, beautifully sited in the gracious Tulk Building with the benefit of the northern aspect on the corner of Swanston and La Trobe Streets.

Sustaining relationships and partnerships

Success can be achieved, and measured, in many ways; for the Library, collaborations, partnerships and relationships are integral to both. The pages that follow document these collaborations and relationships involving other libraries, the Foundation, donors, volunteers, other agencies in the Arts Portfolio, suppliers and many others. We are very grateful to them all.

A relationship that warrants acknowledgement here is that with Arts Victoria—its Director Penny Hutchinson, Dennis Carmody, and other senior staff supported the Library throughout the year with advice and assistance.

The Internet and digital technologies are fundamentally influencing the ways in which libraries provide access. The Library devoted resources to increasing its accessibility in this digital dimension. The focus has been on developing the Library's website, continuing collaboration with the National Library and state libraries on the online reference service AskNow!, and on contributing to initiatives such as MusicAustralia, which was launched in March to provide access to Australia's musical heritage

My colleagues

The Library is a large and complex site on which a range of activities are performed involving the use of equipment, machinery and chemicals. Improving Occupational Health and Safety has been a priority. To assess, emphasise and guide future work in this area the Library sought SafetyMap accreditation, at the initial level, of its systems, processes and standards. Following the required external audit the Library gained accreditation in May.

The Library's Executive and Senior Management Team has multiple responsibilities, including understanding our context, leading teams, developing policy, delivering and re-shaping services, managing projects, building partnerships and improving professional standards. I am immensely grateful to them for their energy, enterprise and dedication.

The President has applauded the achievements of the staff of the Library and I emphasise and support his comments. The quality of their work and the pride they take in the Library's accomplishments are striking.

A priority for the Library over the latter half of the year has been the discussion, with the Community and Public Sector Union, about the Enterprise Bargaining Agreement for the 2005–08 triennium.

The Library derives much useful data from the People Matter Survey, conducted by the State Services Commission of Victorian Public Sector employees. The data is used to shape policy and responses in areas such as strategic skills development, job design and recognition. It was immensely satisfying that in the survey, the Library's performance improved against most indices, with a 6 per cent improvement in the area of employee satisfaction.

Management framework

The effective deployment of the Library's resources has remained a priority for the Library. The Library reviewed aspects of its structure and, as a result, it distributed the responsibilities of the Preservation and Access Division to the Collection Management Division and the Access and Information Division. The Library assisted the Chief Information Officer with a strategic assessment of Vicnet, the role that it plays in strengthening social infrastructure,

and its capacity and sustainability. This assessment confirmed the contribution Vicnet makes and the appropriateness of its organisational placement, while recognising the challenges of resourcing our work in this area. The third significant assessment was that commissioned by the Board from Ernst & Young.

Under the aegis of the Board's Audit and Risk Management Committee, the Library has reviewed and reassessed its risks and its controls, resulting in a Register of Risks that will enable us to monitor and manage risk more effectively.

The appropriate development of commercial opportunities and revenue streams will continue to be a focus. In the course of the year revenue from the hire of the Library's conference centre and other facilities performed well. The introduction of fee-for-service lockers in March was implemented and has resulted in a more efficient service and savings from running a cloakroom service.

The Library Board of Victoria

The Board has continued to provide guidance, good governance, counsel and encouragement to me and to the Library—I acknowledge an immense debt to the Board Members for their unstinting support and their unwavering belief in the contribution the Library makes.

Outlook

In the course of the 2004 Keith Murdoch Oration, Professor Peter Doherty AC observed that the basic character of a society is reflected in the strength and relevance of its major public institutions. Professor Doherty exhorted all Victorians to ensure that access to libraries, be it in person or through the marvels of digital technology, is a continuing legacy for young Australians of all backgrounds and economic circumstances. The Library concludes this reporting year with a clear strategic direction and the focus, vigour and determination to deliver on its challenging aspirations.



Anne-Marie Schwirtlich
Chief Executive Officer and State Librarian

FINANCIAL SUMMARY

Year ended 30 June	2005	2004	2003	2002	2001
	\$'000	\$'000	\$'000	\$'000	\$'000
SUMMARY OF FINANCIAL RESULTS WITH FOUR-YEAR COMPARATIVES					
Revenue from Government	72,957	68,748	64,737	62,844	52,345
Other revenue	12,127	16,107	11,501	15,679	15,748
Total revenue	85,084	84,855	76,238	78,523	68,093
Result from ordinary activities	6,451	5,421	3,695	8,853	454
Cash flow from operating activities	2,992	6,310	3,573	7,983	2,528
Total assets	728,908	723,240	708,047	572,023	541,383
Total liabilities	7,391	8,175	6,468	6,409	5,767

Increased revenue from Government includes additional depreciation equivalent funding for the Library redevelopment, the Ballarat offsite store, and other capital projects. Other revenue reduction is attributable to a reduction in new project funding managed by Vicnet.

Increase in total assets reflects expenditure relating to the Library redevelopment, the Ballarat offsite store and collection acquisitions.

Historical numbers modified for consistency with the 2004–05 definition of cash flow from operating activities.

KEY PERFORMANCE INDICATORS

Measure	Actual 2003–04	Target 2004–05	Actual 2004–05
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QUALITY

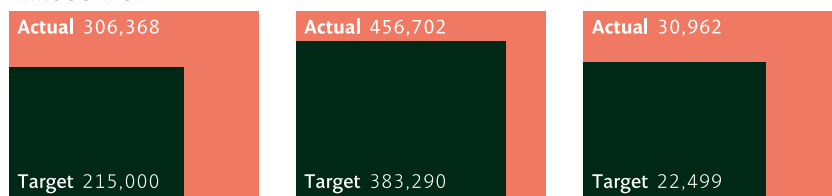
Library user satisfaction

Satisfaction with overall Library experience	93%	90%	83%
Satisfaction with retrieval services ¹	57%	60%	55%

Library professionals satisfaction

Percentage of external librarians rating training as 'very good' or 'excellent'	94.5%	90%	96%
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THROUGHPUT



Public library service users			
Library onsite visits ²	783,794	1,000,000	906,316
Library online visits	2,000,759	1,800,000	2,006,323
Searches of State Library of Victoria catalogues	2,314,474	2,400,000	2,067,640
Events and exhibitions visits ³	383,208	383,290	456,702
Reference inquiries ⁴	218,733	200,000	214,850
Digital images created	8,066	8,000	9,504
Catalogue records created/added	42,167	35,000	41,544
Collection loans to other libraries	4,431	4,800	4,610
Items acquired ⁵	38,127	47,000	51,883
Items conserved to industry standard	1,315	500	1,514
Lifelong learning participants	26,727	22,499	30,962
Vicnet Victorian community portal users	22,000,000	20,000,000	21,732,747
Vicnet community publishing programs	7,078	6,500	5,024
Community-based training users ⁶	2,048	5,000	5,479
Public-library services users ⁷	179,500	215,000	306,368
Proportion of collection items stored to industry standard	45%	50%	50%

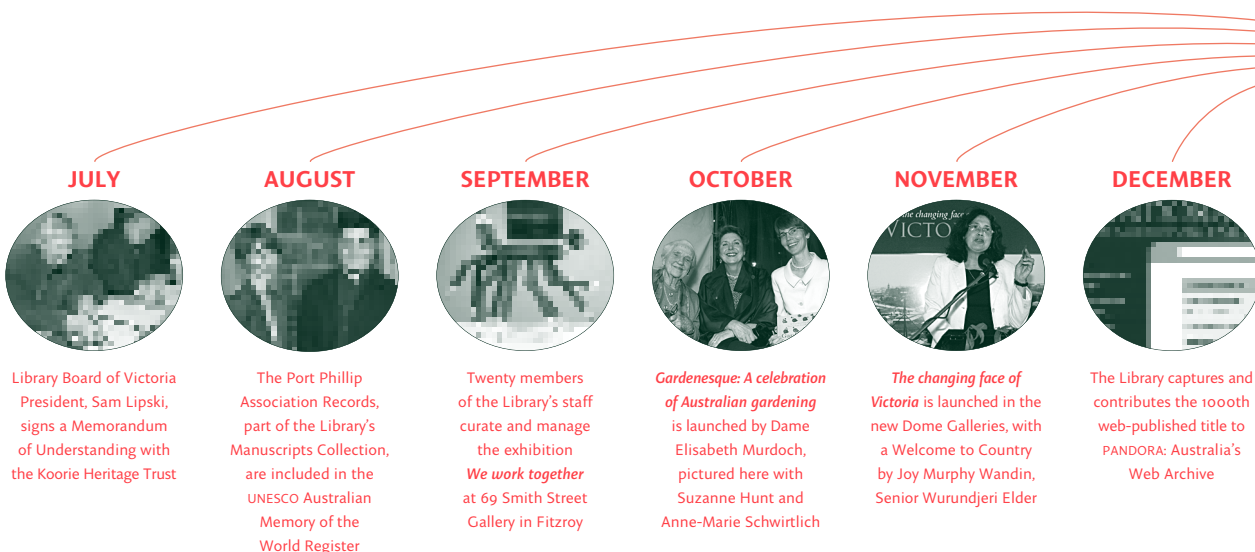
Notes

1. This figure refers to user satisfaction with book retrievals for specialist services in areas such as newspapers, arts and music libraries, rare books, maps and manuscripts. The low target figure reflects logistical challenges associated with the large size of the Library building and its extensive offsite storage.
2. Target for Budget Paper 3. 3. This figure refers to the total number of visitors to the Library's events and exhibition

programs, conducted by Public Programs. It does not include lifelong learning programs. 4. The figure 214,850 includes all desk, telephone and extended reference inquiries. It does not include AskNow! and email. 5. Figures reflect acquisition of books, journals and newspapers by purchase, donation, exchange and through legal deposit. 6. This total figure includes users accessing the Skills.net Roadshow (2,449),

Department of Health Services Preschools project (2,498) and mc2 (532). 7. This total figure refers to the number of users (user sessions) accessing Victoria's Virtual Library (vvl) portal and associated sites. Within this total figure, users accessing the 'Open Road' portal recorded an actual figure of 97,173 users compared to the target of 50,000.

HIGHLIGHTS OF THE YEAR



July To celebrate both their 150th anniversaries, the Library, in conjunction with the *Age*, mounts *The Age of Cartooning*: an exhibition of the paper's most celebrated cartoonists published in the *Age* since the 1950s.

Library Board of Victoria President, Sam Lipski, signs a Memorandum of Understanding with the Koorie Heritage Trust. The Memorandum supports the Trust and the Library to assist use of the collections, and enables the building of collections and the provision of reciprocal advice on exhibitions and loans for exhibitions.

The State Library of Victoria Foundation's named bequest group, The Redmond Barry Society, is launched by the Hon. Dr Barry Jones AO on 5 July.

August The Port Phillip Association Records, part of the Library's Manuscripts Collection, are included in the UNESCO Australian Memory of the World Register at a presentation ceremony on 10 August.

The Victorian Writers' Festival opening reception is held at the Library on 20 August.

September The Library's new website is launched. The culmination of more than two years' planning and development, the website represents a significant improvement in delivering information and services to people in Victoria, Australia and around the world.

The Library's *Travelling Treasures* Regional Touring Program takes the 13-metre-long 1853

Goldfields Petition to the Bendigo Art Gallery. Mary Delahunty MP, Minister for the Arts, launches the week-long display of the Petition as part of the lead up to the program of events commemorating the 150th anniversary of the Eureka uprising. The Petition is viewed in Bendigo by 2,500 people.

A landmark meeting on the topic of *Delivering Collaboration* is held between Chief Executives of all Victorian library services, library corporations and members of the Library Board of Victoria, to build understanding of and commitment to the *Framework for Collaborative Action*, endorsed by the Board and Viclink in June.

Twenty members of the Library's staff curate and manage the exhibition *We work together* at 69 Smith Street Gallery in Fitzroy. All artworks are created for the exhibition and draw their inspiration from an aspect of the Library; for example, its architecture, history, role, collections or staff.

The Premier announces in Ballarat on 22 September that the government has allocated \$11.5 million to enable the Library to build a purpose-built store on land leased from the University of Ballarat. Construction of the store advances rapidly, with the target of handing it over to the Library in November 2005. The store has the capacity to meet the Library's storage needs for a decade and provides storage conditions to the highest standards.

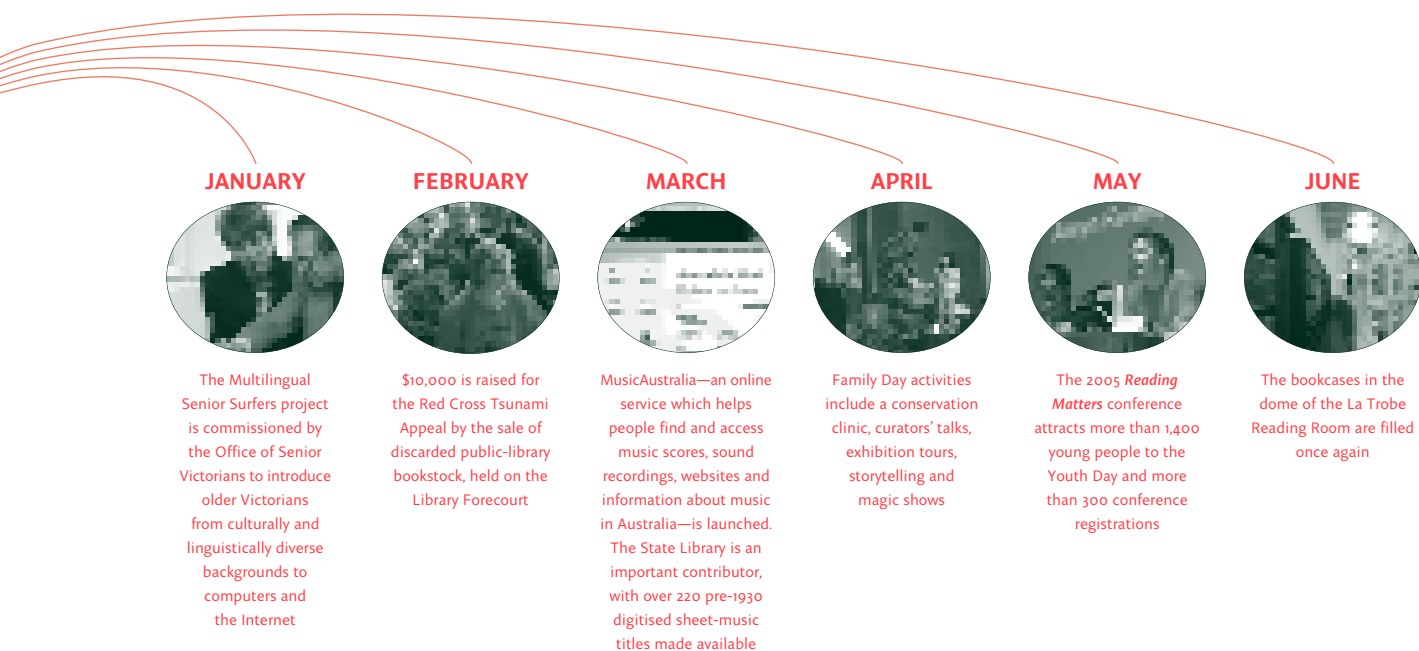
October *Gardenesque: A celebration of Australian gardening* is launched on 7 October by Dame Elisabeth Murdoch. The exhibition features books, paintings, drawings, prints, magazines and cartoons drawn from the Library's collections.

The State Library of Victoria Foundation financially supports the purchase of six watercolours by Robert Hoddle, and one by Thomas Clarke, auctioned on 11 October. These important works are of scenes around Port Phillip, Melbourne, and Sealers' Cove at Wilson's Promontory.

November In partnership with the University of Ballarat, building works commence on the 9,600 sq.m. offsite storage and preservation facility at the university's Mt Helen campus.

Stage One of *The changing face of Victoria* is launched in the new Dome Galleries on 25 November by Bruce Mildenhall MP, Parliamentary Secretary to the Premier, with a Welcome to Country by Joy Murphy Wandin, Senior Wurundjeri Elder. Providing Victorians with a lasting legacy, the opening of this magnificent gallery and the launch of this enduring exhibition brings the Library's 150th Anniversary Program to a close.

The Keith Murdoch Oration is delivered by Professor Peter Doherty AC on 4 November, on the subject of 'Knowledge in the Information Age'.



December The Library captures and contributes the 1000th web-published title to PANDORA: Australia's Web Archive, established by the National Library in 1996. The PANDORA archive collects and provides long-term access to selected online publications and websites that are about Australia or by an Australian on a subject of significance. The State Library's work ensures that a selection of Victorian material published on the web is documented and preserved.

Peter Carey's fourth draft of *True History of the Kelly Gang* is purchased.

January Office of Senior Victorians commissions the Library, through Vicnet, to run Multilingual Senior Surfers—a project in metropolitan and regional Victoria which introduces older Victorians from culturally and linguistically diverse backgrounds to computers and the Internet.

February \$10,000 is raised for the Red Cross Tsunami Appeal by the sale of discarded public-library bookstock, organised by Victorian public libraries and held on the Library Forecourt on 10 February.

Melbourne Skyline, not dated but c.1906, by Ellis Rowan, is purchased.

March MusicAustralia, a comprehensive national information resource about music, developed by the National Library of Australia and the National Film and Sound Archive,

is launched. MusicAustralia is an online service that helps people find and access music scores, sound recordings, websites and information about music in Australia. The State Library is an important contributor to MusicAustralia, with more than 220 pre-1930 digitised sheet-music titles made available.

Commissioned by the Library Board of Victoria and the Victorian Public Library Network, the *Libraries Building Communities* research report is launched by the Hon. Candy Broad MLC, on March 9.

The letters of John and Sunday Reed to the artist Jean Langley are purchased.

April Adoption of the *Digital Preservation Policy*. New CD-ROMs and other physical items in the collection will be selected for continuing access and long-term preservation.

More than 3,500 visitors attend Family Day on 17 April. To coincide with the opening of Stage Two of *The changing face of Victoria*, activities include a conservation clinic, exhibition tours, storytelling and magic shows.

May The Library achieves SafetyMap Initial Level (Version 4) accreditation from 4 May, following an extensive external audit of the Library's Safety Management Systems.

Ancestry Library Edition, a vast collection of more than 4,000 searchable databases, becomes available in the Genealogy Centre via a subscription-based website.

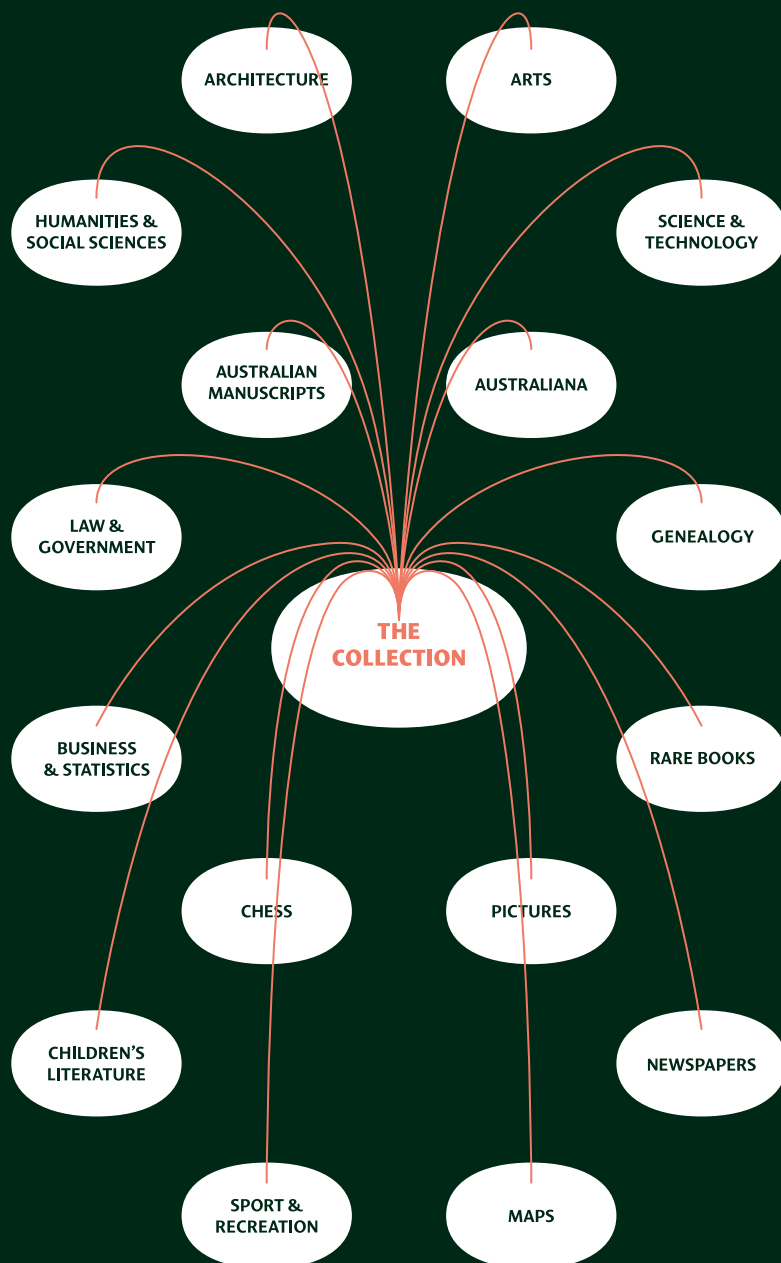
The 2005 *Reading Matters* conference has the distinction of being the most successful yet, with more than 1,400 young people attending the Youth Day and more than 300 conference registrations. Speakers and participants are drawn from overseas and from all Australian states and territories.

June The *Writers on the Road* literary touring program—a partnership project with the Victorian Public Library Network—comes to a close, after 30 tours to regional and metropolitan libraries for the year.

A collaboration between the State Library of Victoria and Viclink results in PictureVictoria—an online image database that provides a single point of access to thousands of pictorial and photographic collections held in Victoria's public libraries and local historical societies.

The Library hosts a two-day Multicultural Documentary Heritage Workshop, with financial assistance from the National Library of Australia, for associations representing culturally and linguistically diverse groups in Victoria.

The bookcases in the dome of the La Trobe Reading Room are filled once again.



THE COLLECTION

The major focus for conservation staff over the year has been the preparation of collection material to support the exhibitions, loans and touring programs at the Library

STEWARDSHIP

Preservation

The Library has preserved more than 25,000 items in the heritage collections and more than 15,000 items in the Australian and international collections. Preservation takes the form of packaging vulnerable collection material, strengthening open-access material for use and improving the condition of items on shelves, providing immediate access and ensuring successful long-term storage through the increased use of archivally sound enclosures and supports. Assessing donated collection material and either cleaning it or sending it to fumigators has reduced the risk of contamination within collections.

Preservation staff are responsible for the upkeep and purchase of storage systems in which to house collection material safely and securely. The Library has also carried out a number of collection relocations, both onsite and offsite, to alleviate the immediate need for extra space and for future expansion requirements. All of this work helps to ensure the collections are accessible and safely housed for successful long-term storage.

Disaster response is a critical responsibility of preservation staff, which attended to a number of contained incidents at both Swanston Street and offsite stores. The Library continues to ensure collections are stored in environmentally stable conditions.

In September 2004, the Collection Management Division was formed to enable all physical and digital management of the collection to be undertaken in one division. The Preservation and Conservation department has continued to manage the physical care of the collection, while the Digital Preservation Specialist has begun to implement guidelines outlined in the new *Digital Preservation Policy*.

Conservation

The continued commitment to the treatment and maintenance of collection material from the heritage, Australian and international collections saw more than 1,500 collection items conserved by the Library during the year.



George Fish
Scale replica of
a PSF 3 cable tram,
1897

Conservation staff treated fragile and unstable collection material from the heritage collections, treated mould-damaged items, constructed custom storage systems and assessed the condition of new acquisitions. Staff continued work on the Australian and international collections, covering and rebinding damaged high-use material and preparing material for external binding. Several training sessions on the handling of books, and housing of photographic negatives, and courier training were given to Library staff.

The major focus for conservation staff over the year has been the preparation of collection material to support the exhibitions, loans and touring programs at the Library. Conservators treated 420 collection items for public display in the Cowen, Murdoch and Dome Galleries. Oversized paintings were also treated and installed in the Library.

The treatment of iconic items for *The changing face of Victoria* included the surface treatment of Ned Kelly's armour, stabilisation and cleaning of a model cable tram, consolidation of an ochre painting on card by William Barak and the specialist mounting and framing of cibachromes by Leah King-Smith. To maintain the stability of material on display the conservators continue to treat and prepare collection items for the changeovers scheduled for the exhibition.

Conservators assessed, treated, advised on display requirements and prepared material for numerous external loans to regional and state cultural institutions across Australia. Major loans of heritage material went to the Ballarat Fine Art Gallery for its *Eureka revisited: the contest of memories* exhibition, and to the Bendigo Art Gallery for its *Town and Country* exhibition.

Conservation staff were also involved in the planning and preparation of the successful 2004 *Travelling Treasures* program, where significant collection items toured regional Victoria with Library staff. These items included Peter Lalor's pistol, a fragile field book belonging to John Helder Wedge, and the 13-metre-long *Goldfields Petition*, which was displayed at the Bendigo Art Gallery in September 2004. Conservation treatment of the petition involved the stabilisation of the



Barak
*Aboriginal ceremony,
with wallaby and emu,*
c.1885

Access to 15,000 titles in ten newly acquired databases was provided this year, in addition to the 50,000 to which the Library already subscribes

Users of the Library's genealogy resources now have **ANCESTRY LIBRARY EDITION** at their disposal—an extensive database of more than 4,000 genealogical records

fragile paper pages and the badly deteriorated ribbon around the edge. To transport this oversized object a custom-built transport and storage crate was constructed, and a 13-metre-long display case was designed for the safe display of the petition in Bendigo. This joint project with the Bendigo Art Gallery was extremely successful and attracted more than 2,500 visitors during the eight-day display.

Throughout the year the Library provided conservation advice to the public through various forums. Information on caring for collection material continued with the Conservation Inquiry line and email advice service, and conservation information also became available with the publication of Conservation Information Guides on the Library's website. Popular conservation clinics were held as part of the Library's Expo Day and Family Day, where members of the public brought their treasured items to the Library for conservation assessment and preventive conservation advice.

DEVELOPMENT

Policy and directions

Continuing priority has been given to providing additional online databases and other digital resources to meet the needs of onsite and offsite users. Access to 15,000 titles in ten newly acquired databases was provided this year, in addition to the 50,000 to which the Library already subscribes.

For the first time, users of newspapers are able to gain current access to 218 Australian and international daily newspaper titles on the online databases *NewsBank Newspapers* and *PressDisplay*.

Users of the Library's genealogy resources now have *Ancestry Library Edition* at their disposal—an extensive database of more than 4,000 genealogical records. In addition, Australian standards are accessible via *Standards On-line Premium*, providing a more flexible method of accessing standards compared to the print edition. The decision to purchase access to the online edition and cancel the print-edition subscription was a significant change in direction, reflecting the Library's commitment to maximising online access to the collection. A similar decision was made to purchase access to selected online CCH law and business titles and to cancel subscriptions to the printed versions.

Priority was given to collecting the digital documentary heritage of Victoria. Additional staff resources were devoted to gathering Victorian online documents and websites for PANDORA: Australia's Web Archive, a cooperative project with the National Library of Australia and other state libraries. This resulted in a doubling of the materials collected.

While expanding the range of accessible digital resources offered to users, the Library still strongly supports the acquisition of print resources. An extra 900 titles were purchased for the newly opened Redmond Barry Reading Room, utilising funds provided by bequestors to the Library. The same funds also enabled the purchase of more 19th- and 20th-century rare Australian imprints for the La Trobe Rare Books Collection.

Similarly there was an increase in the number of Victorian print publications collected. This was due to an increase in the number of publications deposited by Victorian publishers, in compliance with the legal-deposit provisions of the *Libraries Act 1988* and the *Premier's Circular*, and as a response to the Library placing more emphasis on requesting publications from publishers.

COLLECTION ACQUISITIONS

Volumes added to stock: July 2004–June 2005

Category	Method of Acquisition				Total 2004–05	Total 2003–04
	Purchase	Donation	Govt donation	Legal deposit		
Monographs in series	812	41	666	373	1,892	2,295
Monographs: Reference	7,975	471	2,883	0	11,329	10,844
Monographs: AMPA*	2,000	1,011	34	102	3,147	3,845
Monographs: Maps	38	0	10	20	68	84
Monographs: Rare books	70	2	0	0	72	59
Monographs: La Trobe	2,067	614	43	3,267	5,991	4,885
Monographs: Children's	419	46	7	1,965	2,437	2,079
Monographs: La Trobe rare books	90	3	0	35	128	182
Monographs: Business	38	0	22	0	60	99
Monographs: Genealogy	1,293	2	1	0	1,296	1,489
Total monographs	14,802	2,190	3,666	5,762	26,420	25,861
Newspapers	551	217	2	621	1,391	578
Other serials	3,415	437	3,016	2,694	9,562	11,688
Total serials	3,966	654	3,018	3,315	10,953	12,266
TOTAL VOLUMES	18,768	2,844	6,684	9,077	37,373	38,127

*Arts, Music and Performing Arts

CONSOLIDATED STOCK HOLDINGS 2003–05

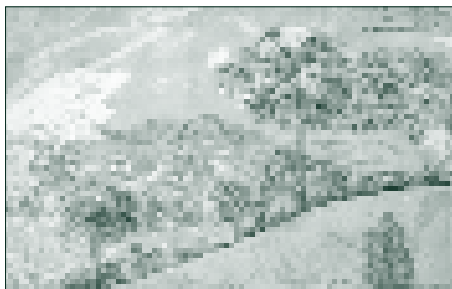
Stock holdings (volumes)	30 Jun 2003	30 Jun 2004	30 Jun 2005
Newspapers	94,748	95,326	96,717
Monographs and serials	1,809,124	1,846,673	1,882,655
Total	1,903,872	1,941,999	1,979,372
Maps	107,924	108,218	108,435
Sound recordings	20,758	22,543	24,597
Video recordings	2,078	2,294	2,542
Exhibition catalogues	76,964	81,271	85,985
Pictures	670,416	676,103	687,290
Manuscripts (linear metres)	6,474.00	6,629.00	6,740.00
Theatre programs (linear metres)	71.45	74.75	77.52
Ephemera (linear metres)	58.50	60.20	63.00

The figures for Monographs and serials for 2003 and 2004 have been amended this year in light of more stringent counting methods in 2004–05.

Collections of ephemeral materials include uncatalogued items only and have been estimated.

Final size of additions to the Manuscripts Collection will vary as new collection items are repackaged to meet the Library's standards.

SIGNIFICANT ADDITIONS TO THE COLLECTION



Robert Hoddle, *Mount Riddell on Yarra Yarra, January 1845*



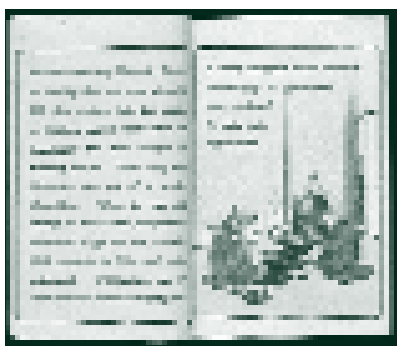
Robert Hoddle's drawing instruments and paintbox



Peter Lyssiotis and Angela Cavalieri, 1316.
Melbourne, Masterthief, 2004



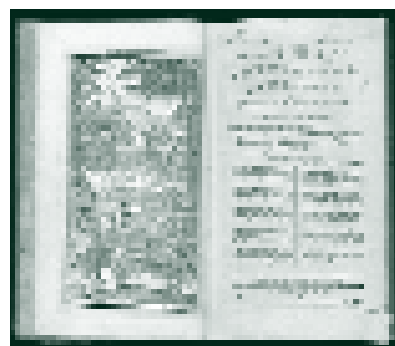
Peter Carey, Fourth draft of *True History of the Kelly Gang* (detail)



From a set of 20 volumes of Japanese fairytales, in English, published by the firm Takejiro Hasegawa



James Edward Smith,
A Specimen of the Botany of New Holland.
Melbourne, Edition Renard, 2005



Peter Longueville,
The Hermit, or, The Unparallel'd Sufferings, and Surprising Adventures of Philip Quarll, an Englishman. Fifth edition. London, 1790.

A key priority of the Library Board of Victoria is to ensure the maintenance, preservation and development of a State Collection of Library material, including a comprehensive collection of Library material relating to Victoria and the people of Victoria

Melbourne Skyline by Ellis Rowan, gouache, not dated but c.1906. This most unusual painting by an artist best known for her flower studies shows a skyline portrait of the city from the Royal Botanic Gardens. Purchased February 2005.

Six watercolours of the Port Phillip District by Robert Hoddle, Melbourne's first Surveyor-General (purchased with the assistance of the State Library Foundation, 2004):

- *Station Peak from St Kilda, 1847*
- *Camp near Yarra Yarra, 26 November 1844, in quest of its source*
- *Mount Riddell on Yarra Yarra, January 1845*
- *Near Collingwood, Port Phillip, 1847*
- *Near Melbourne, 1847*
- Unidentified landscape, possibly Port Phillip District of New South Wales, 1837

Robert Hoddle's drawing instruments and paintbox. Donated in November 2004.

A complete set of the first series of 20 volumes of Japanese fairytales, in English, published by the firm Takejiro Hasegawa, Tokyo, in the late-19th or early-20th century. The hand-creped paper volumes are stitched with silk thread, and are beautifully illustrated with hand-printed woodblock illustrations. The stories, taken from Confucian and Buddhist ethics, aim to teach children proper moral behaviour. Donated in November 2004 as a Cultural Gift.

Peter Carey. Fourth draft of *True History of the Kelly Gang*, bound up for research use in the field. Purchased December 2004.

Papers of the late Glen Tomasetti (1929–2003), writer, singer and researcher. Include substantial correspondence with such major social commentators as Helen Garner, Alec Hope and Manning Clark. Donated February 2005.

Letters of John and Sunday Reed to the artist Jean Langley. These complement the Library's outstanding collection of material relating to both John and Sunday Reed and to Australian art and artists in the mid-20th century. Purchased March 2005.

Peter Lyssiotis and Angela Cavalieri. *1316. Melbourne, Masterthief*, 2004. A limited-edition artists' book of ten numbered and signed copies, featuring handwritten text, original linocuts and photographs. Purchased March 2005.

James Edward Smith. *A Specimen of the Botany of New Holland*. Melbourne, Edition Renard, 2005. Deluxe new edition, limited to 20 copies, of Smith's rare work on Australian botany, the first separately published book on the subject, originally issued in 1793. Purchased March 2005.

Peter Longueville. *The Hermit, or, The Unparallel'd Sufferings, and Surprising Adventures of Philip Quarll, an Englishman*. Fifth edition. London, 1790. Imaginary voyage, set in the Pacific, acquired at the Rodney Davidson book auction on 7 March 2005.

Ancestry Library Edition. A vast collection of more than 4,000 searchable databases containing more than two-billion names from around the world, which became available in the Genealogy Centre via a subscription-based website in May. The databases also provide access to digitised copies of original sources, including census, parish and probate records. This acquisition represents an exciting milestone in the Library's provision of access to electronic resources for genealogical research.

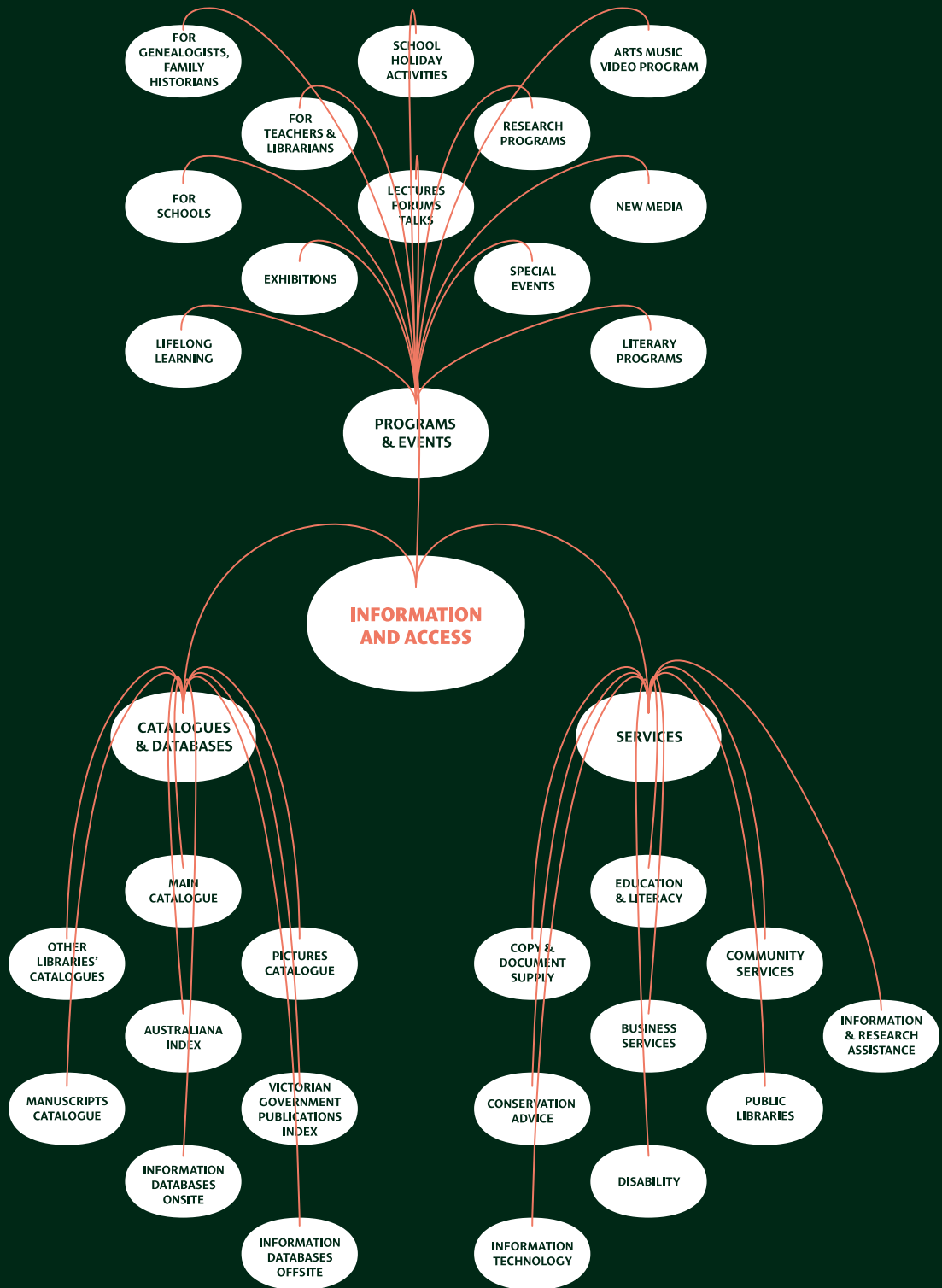
Times Digital Archive. This extraordinary, searchable online archive for the London *Times* from its beginning in 1785 until 1985 covers stories from the convict fleets of 1788 to the

appointment of Mikhail Gorbachev as leader of the Soviet Union in 1985. The full content of the *Times* has been captured in this database, including all articles, photographs, illustrations, advertisements and headlines. The sophisticated searching options provide easy access to all the information in one of the world's great newspapers.

PressDisplay. This new database contains current and recent editions of 200 international newspapers from 55 countries, featuring online replicas of the print editions of newspapers from Argentina to the USA. This subscription purchase represents a significant broadening of the range of international newspapers available at the State Library of Victoria, many of which have been previously unavailable. Purchased February 2005.

Standards On-line Premium. Another example of the Library's shift from print to electronic format. This package is a searchable, full-text database of all current Australian standards and draft standards in PDF format.

Art Index Retrospective: electronic resource. The *Art Index* has long been one of the key research tools for people working in the area of the visual arts, providing access to more than 400 publications, including material on related subjects such as film, television and theatre. This online version covers the period from 1929 to 1984 and greatly improves the usability of the index and the access it gives to a vast range of resources.



INFORMATION AND ACCESS

The focus in 2004–05 has been on providing increased and improved access to heritage collection materials and to the Library's increasing number of electronic resources

INFORMATION SERVICES

Catalogue access

The catalogue is an important access tool to the state's collection and information resources, and the primary access tool for the unique heritage materials in the State Library.

The focus in 2004–05 has been on providing increased and improved access to heritage collection materials, while maintaining prompt and efficient access to material in the Library's Australian and international collections, and to the Library's increasing number of electronic resources.

Additional staff resources have been devoted to the cataloguing of manuscripts, and new projects have been undertaken in the cataloguing of pictures and rare books; for example, 1,800 books from the Moir Collection have been retrospectively catalogued, providing instant access to a significant section of the collection. A successful submission has been made to the RE Ross Trust, which will enable the work in manuscripts to be continued in an expanded project in 2005–06. This grant will enable the Library to digitise a valuable collection of early Victorian photographs known as the Victorian Patents Office Collection.

There has been a large increase in the number of URLs added to the catalogue, including 2,946 PANDORA records loaded as part of an electronic collection set purchased from Kinetica. There was also a noticeable increase in the number of CD-ROMs and new music CDs catalogued.

Work has commenced on consolidating and providing improved access to materials that will be moving to the new Ballarat offsite store.

Digitisation projects

As part of the establishment of the new Collection Management Division, there was a renewed focus on the Library's digitising and imaging services. The Imaging Studio Unit, the Digital Preservation Specialist and the former Digitising Initiatives Team (renamed the Catalogue and Image Development Team) were merged to create the Image Resources Group. This group now shares work areas and resources and forms an important, cohesive body to lead the Library in the delivery of digital images.



The Library's Digital Preservation Specialist, Peter McGrath, at work on the MMBW maps

With the support of the State Library of Victoria Foundation, this year the Image Resources Group commenced work on two major reformatting projects: those of the Port Phillip Papers, and the Melbourne and Metropolitan Board of Works maps. The intention is for both projects to make collection material available digitally for both onsite and remote Library users.

The Port Phillip Papers project will allow users to peruse original manuscript material relating to the European settlement of Victoria on screen, while viewing an adjacent transcript version. Staff from Technical Services, Manuscripts and the Image Resources Group collaborated on each step of the process, and embraced the opportunity to explore a new way to deliver information to Library users.

The Melbourne and Metropolitan Board of Works maps series comprises approximately 4,000 plans of Melbourne and the inner-suburban area. Of these, more than 2,500 plans have been catalogued by collections staff, with the aim of making them available and searchable via the Library's online catalogue. As well as the cataloguing of these plans, the MMBW project will eventually provide digital access to 750 of them, with 270 maps digitised so far. Protection of the often-fragile plans has required the purchase of mylar protective sleeves so that at no time is the actual plan stressed as it passes through the scanner. An XML programmer has been employed to research and develop the project, and has evaluated various software applications to enable the plans to be fully searchable, to link to adjacent plans and to give users the ability to zoom in for maximum access to fine details in each plan.

Collection access

The Collection Access Division supports the day-to-day use of the collection by providing book retrieval, reshelfing and user-registration services. This year more than 93,618 items were reshelfed in the closed-access collections. The 67,245 retrievals from closed access were carried out in a turnaround time of 82 per cent within 30 minutes. In the 2003–04 reporting year 130,191 items were reshelfed in closed-access collections and 102,030 items were retrieved. The lower figures this year reflect the increased use of the redeveloped open-access collections, and in particular the greatly expanded collection in the



Collection Access
Officer Janusz Janik
fills users' requests
from offsite storage

The State Library of
Victoria's new website
was launched in
September 2004



Redmond Barry Reading Room. This year 299,606 items were reshelfed in open-access spaces, compared with 253,488 items the previous year.

In the course of the year two studies were undertaken to review these services: a series of focus groups were held in April to explore the reasons for dissatisfaction with the book-retrieval service, and a value-management study was undertaken to review work processes and operations. Findings will be implemented in 2005–06.

Linking customers to information resources

The Library provides immediate assistance to visitors through its information desks, telephone inquiry service and online web chat (via the AskNow! service). Inquiries are also received by letter, fax, email and referral from public libraries, with a total of 214,850 inquiries responded to in 2004–05. Although the Library continues to provide assistance with inquiries, it has increased the ability of users to carry out independent research by expanding the Library's self-help facilities, open-access collections and electronic resources. The fee-based research service, Express Information, expanded its services to provide customised training, and the national inter-library loan scheme continues through the Library's Document Supply Service.

Website

Launched in September 2004, the State Library of Victoria's new website is the culmination of more than two years' planning and development, representing a significant improvement in delivering information and services to people in Victoria, Australia and around the world.

Drawing on the latest research about the way people use websites and access information, the Library's new website was designed to ensure it meets user needs, is easy to use, up-to-date and relevant.

Features of the new site include multiple levels of navigation, quick links that enable the user to find information promptly and easily, print and emailing functions on every page, and access to the latest Library news on the homepage. The new website also contains a wealth of information about the Library's history, building, collections, services and events—around 50 per cent of which is completely new.

Over the next 12 months, the Library's website will progressively expand to include a range of new features and resources. Future plans for the site include:

- developing new online services that increase community involvement in Library programs;
- increasing the range of online services to eventually include facilities for users to register, book and pay for events and services online;
- ensuring the site not only responds to changing user needs but complies with all legal and government policy obligations as well as international standards of best practice.

As the single busiest point of contact with the general public, the website will continue to play a pivotal role in promoting the Library as an authoritative source of high-quality information and services delivered to its users via the latest technology and software.

Experimedia's popularity with external organisations and community groups continued, especially those concerned with experimental and electronic music

DIGITAL PARTNERSHIPS

PANDORA: Australia's Web Archive

The State Library of Victoria has been contributing online publications with a Victorian focus to PANDORA since 1998, in partnership with the National Library of Australia. The 2004–05 year has seen a successful campaign to work with Victorian government agencies to collect their online publications. This has already resulted in the addition of hundreds of new titles to the Library's collection—in 2004–05 the PANDORA collection passed the milestones of first 1,000 and then 1,500 titles. PANDORA has not been limited to government publishing, however, with many community and organisational sites also added. The genealogical database *First Families 2001* was archived in March 2004 and remains the most popular title in the PANDORA collection, receiving a record 64,000 hits in its first month of archiving.

AskNow!

AskNow! is a national collaborative reference service which provides an immediate online reference service via chat software. A Council of Australian State Libraries (CASL) service, it involves four Victorian public libraries, all the national, state and territory libraries, and 12 other public libraries across Australia. Users of the service connect to a librarian operator from a participating library, depending on which library is rostered at the time. The service operates from Monday to Friday, from 9am to 7pm for Australian eastern states, and there are now 25 trained operators in Victoria. The State Library of Victoria handled 5,384 AskNow! inquiries for 2004–05, while the total number of AskNow! inquiries Australia-wide was more than 38,000 for 2004.

MusicAustralia

The State Library of Victoria, along with other state libraries, is a major contributor to MusicAustralia—a National Library of Australia initiative. Staff from Collection Management, Access and Information, and Technology Services worked closely together in providing more than 220 pre-1930 sheet-music titles for digitisation and made them available in the first instance via the State Library of Victoria's Voyager catalogue. These titles can now also be searched for and located via the MusicAustralia interface. As well as providing access to the Library's digitised sheet music, MusicAustralia will also include State Library of Victoria music-related items such as sound recordings, books, theses and manuscripts.



Anne-Marie Schwirtlich and members of the Council of Australian State Libraries

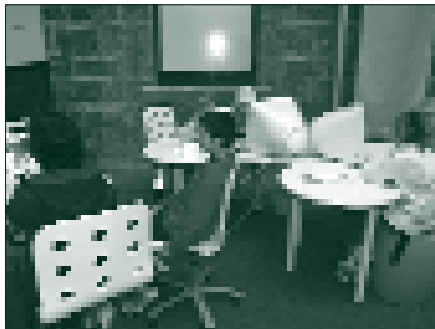
Council of Australian State Libraries (CASL)

Access to electronic information resources is purchased by this consortium of Australian state, territory and national libraries with the aim of minimising the cost to members, coordinating licensing arrangements and exploring opportunities for making the resources more widely available to all Australians. Each member has a representative on the CASL Consortia and Licensing Working Group, where licence issues are identified and the purchase of products is coordinated.

Digital Strategy

The Digital Strategy Committee is responsible for developing an integrated, organisation-wide and strategic planning framework for the Library's digital activities. During the past year, the Library focused attention on streamlining operational groups and committees involved in digital activities:

- improving work processes and priorities to provide users with the ability to identify, through the online catalogue, previously inaccessible heritage collection materials;
- developing and implementing the *Digital Preservation Policy* and plan for significant and current Victorian electronic resources;
- upgrading and reviewing essential online services, with particular emphasis being given to the Library's website, ordering procedures and digital reference services;
- establishing a rigorous approach to the selection and digitisation of collection materials.



Experimedia's
Mass-Tératon
sculpture

Experimedia
attracts visitors
of all ages,
especially
young people

EXPERIMEDIA

Experimedia concentrated on broadening its programming and attracting a range of audiences throughout 2004–05, with approximately 40,000 visitors for the year—a significant improvement on 2003–04, where the figure was 31,000. This increase in visitor numbers was due to partnership programming with School Services and a greater range of programs.

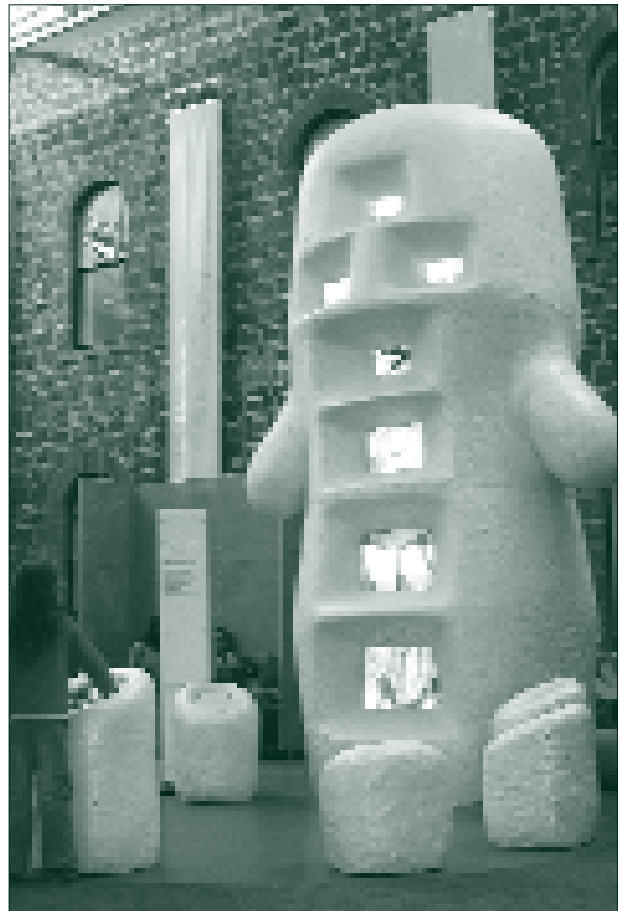
As one of the key venues for the Library's Expo Day in July 2004, Experimedia drew hundreds of visitors to the space through such activities as a conservation clinic and live cartooning. In April 2005, Experimedia was once again a focus for Family Day when, in addition to the immensely popular conservation clinic, visitors could craft animation on the eMacs and children could have their portraits taken in replicas of Ned Kelly's armour.

Experimedia's popularity with external organisations and community groups continued, especially those concerned with experimental and electronic music. *Liquid Architecture* and the *What is Music* festival both chose Experimedia as their venues for 2004–05, while the connection with RMIT sound and music students continued to grow.

Electronic music was the basis for Experimedia's entry into National Science Week 2004, whereby a grant of \$5,000 was received from the Department of Education, Science and Training to conduct a forum around the topic of how electronic music has been influenced by science and technology. A diverse audience of 150 people attended the event, and items from the Library's collection of science, physics and music-related texts were on display.

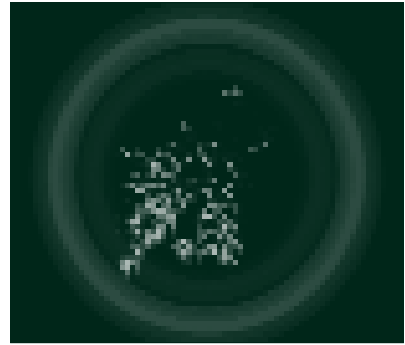
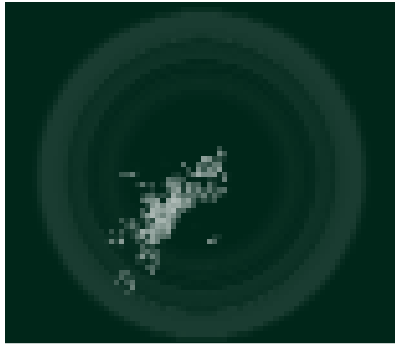
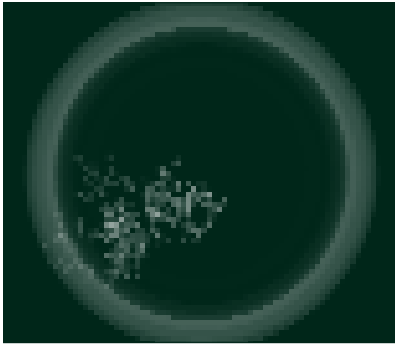
Also part of Science Week 2004 was *Fresh Science*, a national competition where young scientists selected from around the country underwent intensive media training before pitching their research projects to the public in lay terms. *Fresh Science* will return to Experimedia in August 2005.

Experimedia developed two school-holiday programs for children: in 2004's *Gamma-byte* program, children used a mixture of stills, footage and sound to create their own mini-movies. In 2005, children participating in *Face to Face* animation used images from *The changing face of Victoria* as a basis for their own creative animations.



Experimedia was also host to a range of exhibitions and events in 2004–05:

- After the success of *Gametime* in 2003, Experimedia worked closely with *Novamedia Arts* to construct and run *reactivate*, a unique collaboration between an Australian and a French curator, featuring 22 innovative artists working with multiplayer games, game art, interactive film, interactive installation art, sound composition and animation. This was also an opportunity to use the Cultural Broadband Network for the first time—a high-speed connection linking all the major arts agencies in Melbourne. The link between Experimedia and the Australian Centre for the Moving Image enabled play on a multi-site game—a first for the Library.
- The *Best Australian Journalism of the 20th Century* exhibition ran during November and December of 2004, and was co-presented by Experimedia and the RMIT Journalism Program. Featuring front-page stories and photos, dramatic radio reports and groundbreaking television footage, this exhibition was accompanied by a very successful seminar (sponsored by the *Age*) for secondary-school students interested in journalism.
- In May 2005, Experimedia worked with the Australian Federation of International Students to put on the *Vestra 2005 New-media Awards*. Competition entrants were asked to express their identities and their understanding of multiculturalism in their own new-media projects.



Gina Czarnecki, Experimedia's new-media artist-in-residence, is developing *Contagion*, an installation that explores the notion of infection

- Throughout 2005, Experimedia will host four youth-literature events that use the Internet and multimedia to inspire young adults to return to the printed word. Titled *Pop Fiction*, these events encourage readers to explore a story in a collaborative and creative way. Participants read a selected novel (*To Love Veronica Bee* by Sarah Boland) and explore the story's plot, characters, themes and issues. They then create a *Pop Fiction* artwork—paintings, drawings, photographs, craftwork, 3-D models, writing, digital art, or any other medium that inspires the reader. The artwork will then be adapted into online games, animation and digital art.

The successful 2003 RMIT Intern program continued through 2004 and is now in its third year, in which students from the School of Creative Media are assigned particular projects that relate to the Library's collection. Third-year student Maris Rocke, for example, is currently investigating the effects of time upon the State Library of Victoria by both natural processes and human use. Sets of digital images on particular themes will be printed onto rag paper and bound into a series of books, which will be constructed in a range of two- and three-dimensional forms.

A partnership between Experimedia and the City of Melbourne has seen the introduction of a world first. *CitySounds*, an interactive community survey conducted by the City of Melbourne, uses the latest 3-D computer-games technology to guide users through streetscapes,

cafes, construction sites and apartments and asks them to comment on the sounds they hear. The survey effectively combines a simulated city environment, a community survey and a way for respondents to listen to commonly occurring noises while completing the survey. The responses are anonymous and will be used by the City of Melbourne as part of its ongoing campaign to ensure the city remains vibrant, lively, prosperous and cultural.

As new media and technology are constantly changing fields, the establishment of a mini-residency program is important for Experimedia's development. There are currently two new-media artists in residence: Gina Czarnecki—a City of Melbourne Arts Grants Program recipient—is developing *Contagion*, a large-scale, multi-user interactive installation that explores the notion of infection, the pure and infected state; while Rhian Hinkley is working in Experimedia on a software engine that will produce imagery based on forms of genetic difference and genealogy.

In acknowledgement of the Library's vast collections, Experimedia has been running a series of collection forums. The program includes staff members, Library Fellows and outside guests. Topics so far have ranged from Germans in Australia, to collecting the web, to a new composition inspired by the Melbourne 'underworld'.



Author Andy Griffiths
at Expo Day



Rare Books Librarian
Pam Pryde and Schools
Services' Gordon White
take *Travelling Treasures*
on the road to
Swan Hill in March

PUBLIC PROGRAMS

Events

The Library's 150th Anniversary Program continued in the second half of 2004 with the major focus on Foundation Week in the first week of July. A key activity of this week was Expo Day on Sunday 4 July. Five thousand visitors attended collection and exhibition talks, viewed Library treasures, and sought advice at the conservation clinic. Activities for children included a reading by popular author Andy Griffiths, and cartooning workshops. More than 25 staff and volunteers made this day a tremendous success.

The hugely popular *Travelling Treasures* program continued, with tours to Hamilton, Portland, Warrnambool, Geelong, Ocean Grove, Mildura, Swan Hill, Kyabram, Cobram and Benalla.

In 2004–05, the Library hosted a series of public lectures and forums on diverse topics:

- Robyn Archer delivered the annual Redmond Barry Lecture on 6 July. Her topic was 'Putting Art in Its Place', on the subject of how a city shapes and defines an arts program.
- Six of Australia's top writers, historians and activists took part in a debate on 'Melbourne: Australia's Most Liveable Radical City' on 10 August. Comedian Rod Quantock moderated the debate, and speakers included Stuart Macintyre, Jill Sparrow, Jeff Sparrow, Raymond Evans, Humphrey McQueen and Carmel Shute.
- Internationally renowned poet Peter Porter delivered the National Biography Award Lecture at the Library on 12 October. The lecture's title was 'Biography and Poetry'—an examination of how the concentration natural to poetry can develop a quintessence of human biography in more economical forms than prose.
- Broadcaster and writer Phillip Adams delivered the annual Stephen Murray-Smith Memorial Lecture on 20 October. Called 'Repairing Australia: How to Undo the Damage', the lecture addressed contemporary issues facing Australia such as terrorism, racism and social change.
- The Library continued its association with OzProspect to hold public lectures and forums on issues critical to Australia's future. Topics and speakers included Jonathan Liberman, Director of Tobacco Regulation at the Cancer Council of Australia, speaking on the role of money in Australian society; and Tim Colebatch, Economics reporter for the *Age*, who spoke on winners and losers from globalisation.
- In association with the History Council, in 2005 the Library launched a new lecture series called 'Historically Speaking'. Topics have included 'Emotions and History: Grief' and 'Ten-Pound Poms: British Migration to Australia'.
- The State Library was an Event Partner of the 2005 Alfred Deakin Innovation Lectures (ADIL). The invitation was founded on the Library's reputation for excellence in the planning and delivery of cultural and literary programming in regional Victoria. Tour-managing the regional component of the series, the Library was responsible for managing and coordinating all ground arrangements for speakers, and planning assistance for the regional lectures. The regional component included lectures in Bendigo, Mildura, Wodonga, Geelong and Warrnambool.
- The *Writers in Focus* program continued in 2004–05. Participating authors included Helen Garner, Gregory Roberts, Janine Burke, Anna Funder, Peter Corris, Wendy Harmer and Sophie Cunningham.
- In association with the National Library of Australia, the Library hosted the International Publishing Libraries Conference from 6 to 9 April. Delegates attending included representatives from international institutions such as the Bodleian Library; the Library of Congress; The New York Public Library; the Newberry Library, Chicago; the British Library; the National Library of Wales; the National Library of Singapore; and the Koninklijke Bibliotheek (National Library of the Netherlands). Local institutions represented included the National Archives of Australia, the National Museum of Australia, the National Gallery of Victoria, and the Melbourne Museum.



Mark Galea installing *The changing face of Victoria* in the Dome Galleries



Visitors at *Gardenesque: A celebration of Australian gardening* in the Keith Murdoch Gallery



Irish writer Colm Tóibín at the launch of the James Joyce Seat of Learning

- The *Writers on the Road* literary touring program, which commenced in March 2001 and was a partnership project with the Victorian Public Library Network, came to a close in June 2005. In 2004–05 the program ran 30 tours to regional and metropolitan libraries, with 30 participating authors, including Sonya Hartnett, Shane Maloney, Hannie Rayson, Peter Corris, Tony Wilson, Arnold Zable, Wendy Harmer and George Negus. A total of 48 days were spent on the road, encompassing 127 events for children and adults. The program had a total audience of more than 5,000 people and achieved significant regional and metropolitan media coverage.

Other activities included:

- opening functions and a range of events to complement the exhibitions *The Age of Cartooning* and *Gardenesque: A celebration of Australian gardening*;
- the official opening of *The changing face of Victoria* on November 25, followed by a function to celebrate the completion of the exhibition on 14 April;
- Family Day on 17 April, which also celebrated the completion of *The changing face of Victoria*; more than 3,500 visitors attended a conservation clinic, curators' talks, exhibition tours, storytelling, magic shows and other activities reflecting themes in the exhibition;
- a reception and presentation on 19 July to delegates attending the International Dickens Conference;
- The Victorian Writers' Festival opening reception on 20 August;
- a reading of a new play, *Sir Redmond and Mr Clarke*, written by Sue Gore and Bill Garner, on 28 August;
- a reception on 15 September to celebrate the donation to the Library by the Italian Australian Institute and the Consulate General of Italy in Melbourne of a copy of the medieval work *Liber instrumentorum seu chronicorum monasterii casauriensis*; visiting Italian medieval expert Professor Antonio Varasso, Director of Archives, Castiglione a Casauria (Pescara),

gave guests an insight into the historical and cultural significance of this rare work;

- the International League of Antiquarian Booksellers Forum cocktail function on 9 October;
- the official launch of the James Joyce Seat of Learning on the Library Forecourt on 26 October;
- The Keith Murdoch Oration delivered by Professor Peter Doherty AC, on 4 November, in association with the State Library of Victoria Foundation;
- the annual Christmas party for volunteers and donors to the collection on 2 December;
- the launch of the *National Trust Research Guide* on 28 February;
- The Young Presidents' Dinner, held on 19 March in the Cowen Gallery, in association with the Foundation;
- Bloomsday celebrations, in association with the Melbourne Bloomsday Committee, focusing on 'Joyce and performance'; and readings on the Library Forecourt with a live audio link to James Joyce House in Dublin (in association with Reader's Feast Bookstore) on 16 June.

2004 Victorian Premier's Literary Awards

In 2004 the Victorian Premier's Literary Awards celebrated its 20th year with the successful introduction of new prizes for Indigenous Writing and History, a record number of entries for the Nettie Palmer Prize for Non-Fiction, a new design featured in all awards publicity, and a well-attended awards dinner held at Zinc, Federation Square, on 18 October.

The choice of venue for the awards dinner allowed closer links with the Melbourne International Arts Festival, Federation Square management, ACMI and the facilitation of a live IPTV cross with regional Victoria. Authors Hannie Rayson and Arnold Zable, who were taking part in a *Writers on the Road* tour, announced the winners of the non-fiction and drama categories from the East Gippsland Shire Library in Bairnsdale. Facilitated with the assistance of Vicnet



Viva Gibb, Giuseppe Lanteri making coffee at his cafe, Don Camillo's, Victoria Street, West Melbourne, 1981. From *The changing face of Victoria*

Argus photographer, Miss Clarice Faravoni welcomes home her fiancée, Leading Aircraftman Ken Fisher, on arrival at Princes Pier, Melbourne, c. 1946 (detail). From *The changing face of Victoria*



at the State Library, additional State Government support, and sponsorship from Tandberg and Powertel, the live link demonstrated the effectiveness of new technologies in involving regional communities.

774 ABC radio presenter Virginia Trioli was MC at the dinner and the Hon. John Thwaites MP, Acting Premier of Victoria, presented the 2004 Awards, where he spoke of the need to foster and celebrate Australian literature. David Malouf, the inaugural winner of the Vance Palmer Prize for Fiction in 1985, was the keynote speaker. The dinner was attended by 285 people.

Media coverage throughout 2004 also exhibited a marked increase on 2003 levels, with a dollar value of \$87,594 for 2004, compared with \$48,700 for the previous year. This further underscores the high standing that the Victorian Premier's Literary Awards continue to enjoy at both state and national levels.

Volunteers

The Library's 75 volunteers continued their valuable work of supporting the State Library of Victoria's collections and programs. The volunteer guides took a record number of 2,694 visitors—an increase of 40 per cent on 2003–04—through the exhibitions and heritage reading rooms, on a total of 299 tours. Behind-the-scenes projects benefited from more volunteer time, in particular The Argus Index Project, the Architectural Collections Project, and the Melbourne Benevolent Asylum transcription project.

Exhibitions

Cowen Gallery

With a permanent display of 150 artworks from the Library's Pictures Collection, the Cowen Gallery remains popular with both school groups and the general public. An ongoing program of guided tours coordinated by the Library's Volunteer Guides and Schools Services respectively continues to flourish. The total number of visitors for 2004–05 was 281,685.

Dome Galleries exhibition redevelopment projects *The changing face of Victoria*

A permanent exhibition in the Dome Galleries, Level 5, which explores some of the people, places and events that have shaped life in Victoria over the past 200 years. The exhibition opened in two stages:

- Stage One was formally launched on 25 November 2004 by Bruce Mildenhall MP, Parliamentary Secretary to the Premier, with a Welcome to Country by Joy Murphy Wandin, Senior Wurundjeri Elder. The evening also marked the conclusion of the Library's 150th Anniversary Program. Material on display includes the Batman Deeds, the last notes of Burke and Wills and Ned Kelly's armour.
- Stage Two marked the exhibition's completion. This second part of the exhibition features displays on Redmond Barry, Aboriginal Elder Barak, Marvellous Melbourne, Victorians at War and other 20th-century stories told from the Library's collections.

Since its opening in November 2004, the exhibition has attracted significant media attention and continues to be popular with the public. The total number of visitors for the year was 38,318.



Leunig cartoon from
The Age of Cartooning
exhibition

Ogden Industries,
*Catalogue of Ogden
Garden Products*.
Victoria, 1959.
From *Gardenesque*



Gardenesque by
Richard Aitken
was co-published
with MUP to
coincide with
the exhibition

Mirror of the World: books and ideas

The second of the two permanent exhibitions, *Mirror of the World: books and ideas*, is scheduled to open in December 2005 in the Dome Galleries, Level 4. This exhibition will showcase many of the rare, beautiful and historically significant books held in the Library's collections. The exhibition celebrates books as keepers of ideas, knowledge and the imagination, as well as our special relationship with them as writers and readers. It will also provide a window into the history of book production and illustration through the display of fine examples dating from the Middle Ages through to today.

Keith Murdoch Gallery

Two exhibitions were showcased in the Keith Murdoch Gallery during 2004–05:

The Age of Cartooning: The State Library of Victoria and The Age present Melbourne's best cartoons

2 July–19 September 2004

A State Library of Victoria exhibition, curated by Allison Holland. Like the State Library, the *Age* also celebrated its 150th anniversary last year. The exhibition featured original works by Melbourne's foremost cartoonists published in the *Age* since 1854. Famous cartoonists included Horner, Tanner, Leunig, Nicholson, Petty, Tandberg, Spooner, Wilcox, Dyson and Connolly. As part of the *Age*'s 150th-related publications, an accompanying magazine was published in association with the exhibition and distributed free in the *Age*. The total number of visitors was 43,421.

Gardenesque: A celebration of Australian gardening

8 October–26 June 2005

A State Library of Victoria exhibition, curated by guest-curator Richard Aitken. Drawn from the Library's Garden History Archives, this exhibition examined the history of gardening in Victoria. Covering a broad range of garden-related topics from design and fencing to seeds and lawn-mowers, the exhibition was a must for all people interested in gardening. The exhibition was supported by Suzanne and Robin Hunt, the Sunshine Foundation and the Australian Garden History Society. The total number of visitors was 61,198.

Publishing

The Library's publishing program was reinvigorated in 2004–05 through an ongoing collaboration with Melbourne University Publishing (MUP) and its Miegunyah imprint. Following the successful publication of *Australian Modern* in 2003–04, *Gardenesque* by Richard Aitken was published to coincide with the exhibition of the same name. More than 3,050 copies have been sold through the general book trade in the period to 30 June 2005.

Work is also underway on a suite of publications based on the Library's paintings collection, with financial support from the Agnes Robertson Trust, and there are a further eight potential publishing projects under discussion with MUP.

Centre for Youth Literature

In 2004–05 the Centre for Youth Literature continued to deliver its unique blend of innovative literary events for young people and high-quality professional events for adults. *Reading Matters*, the Centre's biennial conference, was the standout event for the period. The conference brought together 300 book professionals—60 from interstate and six internationals—with attendance increased by 70 per cent on 2003. The Youth Day drew 1,400 students to hear conference guests Adeline Yen Mah (US), Karen Levine (Canada), Malorie Blackman (UK), Tessa Duder (NZ) and Australian writers such as Steven Herrick, Cath Crowley and Barry Jonsberg.

The Centre also initiated a review of operations, leading to a new strategic framework and business plan for 2005–07. The review, conducted by arts-management consultant Jennifer Barry of Keep Breathing Pty Ltd, was funded by the Australia Council. The review has consolidated the Centre's directions and provided valuable feedback on its work.

The program of events for young people reflected their reading and lifestyle interests. *Other Worlds, Other Times* introduced fantasy writers for pre-teens—James Valentine, Kate Constable, Nick Place and Carole Wilkinson—to young readers in Melbourne and Frankston. The Andy Griffiths



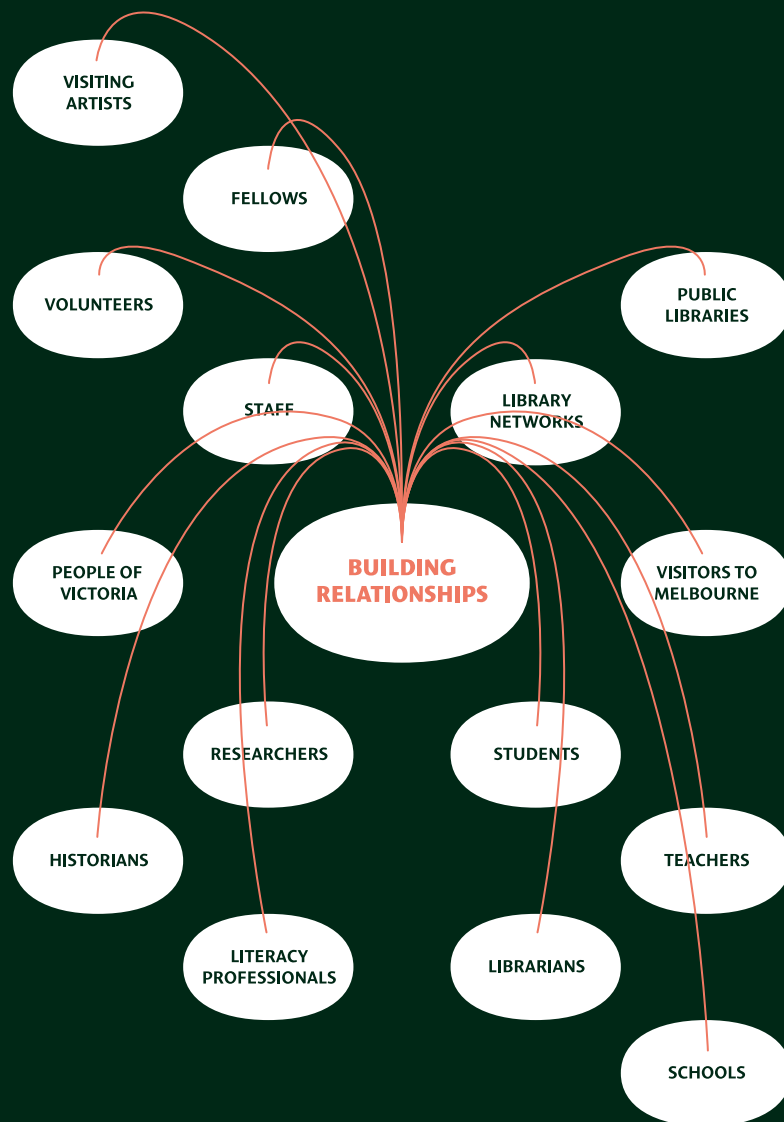
A. Risso & A. Poiteau,
*Histoire Naturelle des
Orangers*. Paris, 1818.
From *Gardenesque*

Bookgigs in Melbourne and Healesville were strongly supported, as were the *Booktalkers for Teenagers* sessions, called *Doing Wrong, Doing Right*, which looked at writers exploring transgression and risk in their work.

In 2004 the Centre concluded the *150 Years–150 Books–150 Words* project. Mrs Terry Bracks presented awards to ten young readers at a ceremony attended by more than 400 cheering students. The winners wrote 150 words on which Victorian book they would save, and an exhibition of all 150 Victorian books on the list was mounted in the Cowen Gallery and seen by thousands of Library visitors.

The Centre for Youth Literature benefited greatly from the support of the *Age*, Monash University, The Australia Council and 11 book publishers.

The Centre's events program attracted 4,586 young people and 904 adults in the 2004–05 financial year, compared to 4,158 young people and 592 adults in the previous year.



BUILDING RELATIONSHIPS

The core focus of the Library is to provide a wealth of information, ideas and inspiration for all Victorians



An enthusiastic audience at the Centre for Youth Literature's *Reading Matters* conference

LIFELONG LEARNING

The lifelong learning and educational programs presented by the Library benefit a broad cross-section of the community, including students, independent learners, special-interest groups and library professionals. Programs aim to introduce people to the Library, to increase their familiarity with the collections and services, and to develop information-literacy skills.

During 2004–05 the range of lifelong learning opportunities expanded, with new programs introduced and increased numbers of participants. Twenty-four programs are now offered regularly—either daily, weekly or monthly—by Library staff.

In 2004–05, 30,962 participants attended 2,172 lifelong learning sessions. This was a significant increase on 2003–04, where 26,851 participants attended 1,881 sessions. A major factor in this increase was the success of the *Travelling Treasures* program for school students in regional and rural areas. This program consisted of 34 sessions given to 4,193 school children across Victoria and was recognised in the 2004 Arts Portfolio Leadership Awards for Leadership in Public Programs.

Programs for adults

In 2004–05, there was an expansion and diversification of the regular programming offered for adults, particularly in introductory programs. The availability of new training spaces from early 2004 allowed a full program of sessions to be planned and delivered during this 12-month period. An effective system of technology support for lifelong learning spaces was also implemented.

Introductory programs for adults at the State Library of Victoria in 2004–05

- Getting Started series:
 - Getting Started: New user's guide to the State Library of Victoria
 - Getting Started: Using the catalogue
 - Getting Started: For the job seeker
 - Getting Started: For business startup research
 - Getting Started: Law resources
- Internet Training:
 - Welcome to the Net
 - Introduction to email
 - Find it on the Net
- Database Training, including fundamentals of searching; using significant global and Australian databases; and finding journal articles.
- Heritage Tours, focusing on new and refurbished public spaces as well as the permanent exhibition in the Cowen Gallery.
- Orientation programs on Genealogy, Newspapers and the Arts collections.

Other programs for adults

- Extensive training on the databases was made available through the Gulliver consortium, running sessions at public libraries around the state.
- Express Information service presented regular two-hour programs on finding company information, Australian statistics and industry information.
- Professional development programs for library professionals were provided by the Library, including participation in the *Hot off the Press* program.
- Schools Services provided programs for teachers, contributing to their professional development and information literacy.
- Customised programs were provided on request for special-interest groups.



Actors from St Martin's Youth Arts Centre perform at a Bookgig for Andy Griffiths, presented by the Centre for Youth Literature

Programs for students

The majority of educational programs for students were managed by Schools Services, with a smaller number of customised programs for tertiary-student groups given by other specialist staff at the Library. Generously supported by the Trust Company of Australia, Schools Services promotes the Library to the educational sector and liaises with both the public and private domains to ensure programs cater to the needs of students. The 2005 Schools Services Program is sponsored by the *Herald Sun*'s 'Learn' section.

In 2004–05, 18,025 predominantly secondary-school students attended 425 sessions either at the State Library or at schools around the state.

Programs offered in 2004–05

Tours, introductory and orientation programs, including:

- Library orientation tour
- Multimedia catalogue research
- Library history tour
- Exhibition tours

Workshops and hands-on programs:

- *Burke and Wills: Explorer's survival kit*
- *Ned Kelly's Armour: Do it yourself*
- *Become an Illustrator*
- *Face to Face* animation

Travelling Treasures

During 2004–05, Schools Services travelled to more than 30 schools in regional Victoria, transporting approximately \$750,000 worth of rare books and other treasures from the State Library. The program introduced students to the history of Victoria and the custodial role of the Library through the power of original documents and objects. *Travelling Treasures* will continue in 2005–06.



A still from *Picturing the Old People*,
multimedia installation, 2005,
by Creative Fellow Genevieve Grieves

STATE LIBRARY OF VICTORIA CREATIVE FELLOWSHIPS

In July 2004 the Library announced the successful applicants for the second year of the Creative Fellowships. Funded by a grant of \$300,000 from the State Government and matched by the Library and its philanthropic supporters, the Creative Fellowships offer funding and support for scholars, writers and artists to pursue projects using Library collections.

State Library of Victoria Creative Fellowships for 2004–05 were:

Three-month fellowships

Richard Aitken: *Botanical Riches: Drawn from the collections of the State Library of Victoria*—manuscript for publication.

Leslie Fraser: *Along the Merri: A natural and social history of the Merri Creek catchment from Wurundjeri times to 2004*—journal article.

Rod Jones: *Cultural Desert? Australian artists and their responses to a conformist society*—novel.

Daniel Palmer: *The Birth of Australian Fashion Photography: Glamour portraiture and beyond in the collection of the State Library of Victoria*—journal articles.

Carolyn Rasmussen: *'Do not expect me to sit in contentment': Maurice and Doris Blackburn and the 'struggle for freedom and advancement' in Australia, 1900–1970*—manuscript for publication.

Creative Fellowships offer funding and support for scholars, writers and artists to pursue projects using Library collections

Alan Warren: *The Flanders Campaign of 1917: A statistical and historiographical investigation*—manuscript for publication.

Kirsten Rann: *Alternative Histories—Possible Worlds: Melbourne through the eyes of another*—exhibition proposal.

Six-month fellowships

Danielle Clode: *Visions of Australia: The role of French Scientists in the development of Australian natural history*—manuscript for publication.

Martin Friedel: *Underworld Songs*—cantata.

Genevieve Grieves: *Picturing the Old People: Re-presenting photographic portraits of Indigenous Victorians*—multimedia installation.

Nine-month fellowship

Paul Fox: *Travelling: Europe in the Australian imagination?*—manuscript for publication.

Redmond Barry Fellowship

Dr Leonarda Kovačič: *From 'Lubras' to 'Belles': Representations of Aboriginal women in photography, 1850–1950*—manuscript for publication.

This fellowship, funded by the University of Melbourne, commemorates the common founder of the Library and the University.



MyConnected Community website

COMMUNITY INFORMATION AND COOPERATION

Vicnet

The Library's Vicnet division engaged the Victorian community in a wide range of information-technology activities in collaboration with industry, government and communities. The division continued to establish far-reaching networks with the community and public-library sectors, and its efforts enabled the Library to achieve its digital-access goals throughout the wider community.

Vicnet's business management and administration capacity supported a wide range of services, activities and projects.

Web design and development

Web-development services were provided for projects such as PictureVictoria and MyLanguage, as well as for community groups such as the Victorian National Parks Association.

Community Internet service provision

Internet services, particularly broadband DSL (Digital Subscriber Line), have provided critical infrastructure for the community and public-library sectors. The growing availability of broadband in regional areas has provided opportunities for an increase in broadband DSL provisioning. Additional services, such as broadband wireless-Internet access, were implemented by Vicnet. In support of library-sector customers, regular user-group meetings were held.

- More than 5,000 community organisations received free web-hosting services to enable a wide range of sites to be published, many of which were selected for inclusion in PANDORA.
- In partnership with Information Victoria, and supported by Vicnet volunteers, Vicnet provided a demonstration of ISDN technology at the Royal Melbourne Show in September 2004.
- While operating in an increasingly complex technical environment, the Vicnet Call Centre maintained a high standard of customer service during 2004–05.

More than 3,000 groups and around 40,000 users are supported by the MyConnected Community project

Program management

Vicnet's role in delivering project management was strengthened by the December 2004 announcement of the *Connecting Communities: the Second Wave* policy by the Minister for Information and Communication Technology, the Hon. Marsha Thomson MLC. Vicnet's program-management success is due in part to significant experience in linking communities—particularly those in isolated rural areas—through Internet-access provision, and in providing onsite training and helpdesk facilities.

- The *MyConnected Community* project continued under the *Connecting Communities* policy. The project provides free, online community-building tools to community groups from diverse backgrounds across the state. The Hon. Marsha Thomson MLC allocated funding of \$500,000 to 22 peak bodies and community groups, and grants of between \$10,000 and \$30,000 over two years will introduce 300 additional groups to the program. More than 3,000 groups and around 40,000 users are supported by the project, which can be found at www.mc2.vicnet.net.au.
- The e-gaps project—an initiative of the Victorian Government's *Connecting Victoria* strategy—continued to increase the level of public access to the Internet, with more than 160,000 access hours provided. The e-gaps website is at www.egaps.vicnet.net.au.
- In partnership with the Department of Human Services, an extensive project delivered information-technology equipment, Internet connectivity, introductory training and helpdesk assistance to around 1,000 community-based, not-for-profit kindergartens in Victoria. The *IT for Kindergartens* project (at www.kindergarten.vic.gov.au) demonstrated a strong combination of both technical and project-management skills. A number of staff members received awards from the Department of Human Services in recognition of their services.
- Skills.net, another *Connecting Communities* program, continued to raise community awareness and understanding of the



The Hon. Gavin Jennings MLC,
Minister for Aged Care, launches
Multilingual Senior Surfers at
the Mt Waverly Public Library

benefits of online technologies. To date, the Skills.net Roadshow has provided approximately 30,000 training hours to more than 14,000 Victorians. The website can be accessed at www.skills.net.au.

- The Public Internet Access Program (PIAP) initiated a Victorian Government commitment of more than \$3 million to support free or affordable public Internet access for disadvantaged groups across Victoria. Grants are offered in two competitive funding rounds, the first of which is complete.
- The innovative Multilingual Senior Surfers project began in 2005, while the GO Vic project was concluded at the end of 2004.
- In February, the Library was invited to appear as a witness before the Victorian Parliament's Scrutiny of Acts and Regulations Committee Inquiry into Electronic Democracy.

Vicnet community information portal

The community information portal continued to provide a high standard of community information, including 9,000 links covering a wide range of topics of interest to Victorians. Syndicated news and weather information is available via the portal.



The Margery C Ramsay and Barrett Reid Scholarships were awarded to Michael Byrne (centre back) and Gayle Rowden (second from right)

SERVICES TO PUBLIC LIBRARIES

National and international activities

- Representatives from the National Library of Australia, National Library of New Zealand, all state libraries, and ACT Library Services attended a two-day forum on partnering with public libraries, hosted by the State Library of Victoria.
- A submission was made to the National Broadband Strategy Implementation Group in conjunction with ALIA on 23 February in Canberra.
- MyLanguage collaborative national multilingual portal Stage One was completed.
- The Library participated in the organisation of the second Library Books for East Timor fundraiser—more than \$30,000 was raised.
- \$10,000 was raised for the Red Cross Tsunami Appeal by the sale of discarded public-library bookstock, organised by the Victorian public library network and held on the Library Forecourt on 10 February.

International library visitors to the State Library included:

- Catherine Nicholson, Development Director, Scottish Confederation of University and Research Libraries;
- Pham The Khang, National Librarian of Vietnam;
- Clara Budnick, Director of Archives, Libraries and Museums, Chile.

Public library projects

Achievements for 2004–05 included:

- successful completion of 2004–05 Statewide Public Library Development Projects;
- completion of a three-year plan for the Statewide Public Library Development Projects 2005–08;
- presentation on 17 August of the Pierre Gorman Research Award to Lloyd Brady of Maribyrnong Library Service and Steven Hurd of City of Maribyrnong for the development of a digital-audio device for the print-handicapped (the award was established in 1997 by the Library Board of Victoria);
- participation by *Writers on the Road* in this year's Victorian Premier's Literary Awards presentation event at Federation Square, where two awards were presented by writers at Bairnsdale Library via a live link, on 18 October;

- presentation of Library Board of Victoria Margery C Ramsay and Barrett Reid Scholarships to Michael Byrne (Monash Library Service) and Gayle Rowden (Yarra Plenty Regional Library Service) respectively on 19 October;
- completion of the Middle Years Information Literacy Partnership Project Toolkit, which was launched at Mornington Library on 22 October;
- hosting by The Statewide Training Project of five days of Internet workshops in February for 350 public-library staff by renowned American trainer Mary Ellen Bates;
- launch by the Hon. Candy Broad MLC of the *Libraries Building Communities* research reports at Footscray Library on March 9.

Other public library projects and activities included:

- completion of the Statewide Network Infrastructure Project (\$1.4 million), funded by Arts Victoria;
- commencement of the Multilingual Senior Surfers project for the Office of Senior Victorians (DVC);
- four meetings of Vicnet's Public Library Users Group.

Public Libraries Unit awards, conference papers and presentations

- The Unit received a State Government Arts Portfolio Leadership Award for the *Framework for Collaborative Action* on 23 November.
- Information Online Conference 2005 in Sydney from 1 to 3 February.
- Transformations conference in Canberra from 7 to 9 February.
- FECCA regional conference in Wollongong on 29 May.
- NSW CPLA conference at Wentworth on Victoria's Virtual Library and the *Libraries Building Communities* project.
- Gold Coast ALIA Conference: *Libraries Building Communities*, and Victoria's *Virtual Libraries* poster presentation.
- 'Moving Mountains': Queensland Public Libraries Association Conference, from 4 to 6 April, on the *Libraries Building Communities* research.
- Presentation on the *Libraries Building Communities* research at the Public Libraries South Australia quarterly meeting on 11 April.

The focus of the Library's 'Converting Capability to Outcomes' strategy is on realising the potential of the organisation through its people

PLANNING AND RESOURCES

Financial management

During 2004–05, numerous projects were completed to improve financial and Human Resources Information System (HRIS) management and performance. Specific projects included:

- evaluating the impact of the introduction of International Financial Reporting Standards (IFRS);
- configuring HRIS to facilitate staff and management to manage the Performance Development and Progression Plans process online through the Employee Self Service facility;
- increasing use of Oracle's FMS Applications Desktop Integrator for financial reporting;
- coordinating data upload for the risk-management system;
- managing the reconfiguration of Oracle to reflect organisational changes;
- developing and submitting to the HRIS provider a model for online incident reporting;
- settling the majority of creditors utilising Electronic Funds Transfer facilities;
- finalising translation to the Victorian Public Service Pay and Classification structure.

Library Organisation

Human Resources and Executive

The 2004–05 year saw the implementation of a number of elements of the Human Resources Strategy which have contributed to improvement of the organisational health of the Library. Titled 'Converting Capability to Outcomes', the strategy's focus is on realising the potential of the organisation through its people.

Agreement was reached with employees and the Community and Public Sector Union to integrate the professional and para-professional Library roles with the Victorian Public Sector career structure. Together with work-value reviews of all Library roles, this completed the implementation of the Career Structure for Library employees, as required by the Library's Enterprise Partnership Agreement.

An employee Reward and Recognition scheme was introduced during the year whereby employees who have

made significant contributions to the improvement of their role, to their work team, or to the Library overall, can be formally recognised and rewarded with an appropriate gift.

The corporate training program continued during the year. The program included courses in Team Leadership, Recruitment and Selection, Winning That Job, Conflict Management, Employee Induction, Employee Performance and Appraisal, and Dealing Personally with Change.

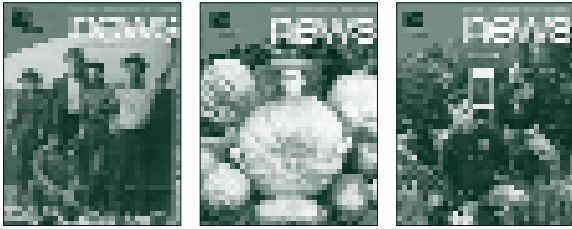
Members of the Senior Management Team have participated in a multi-rater feedback process designed to identify personal and team strengths and improvement opportunities, assessed against a set of managerial competencies. The process has been established to allow tracking of competency improvement over time.

The Library has continued to participate in the annual review of organisational performance using the Employment Principles administered by the State Services Authority (formerly the Office of the Commissioner for Public Employment). This year's review, the *People Matter Survey 2005*, shows that the Library has improved its performance in virtually all elements included in the survey. Significantly, the Library has improved its performance in the overall employee satisfaction index by 6 per cent on the previous year.

In addition to that indicator of organisational health, the levels of employee turnover and absenteeism continue to suggest that the Library's performance is acceptable. Excluding redundancies from Vicnet, employee turnover for the year averaged approximately 5 per cent (greater than 15 per cent warrants investigation). Employee absenteeism (unplanned) averaged approximately 4 per cent (greater than 5 per cent warrants investigation).

Occupational Health and Safety performance measures

The cost and number of WorkCover claims continue to decline due to improvements in safe work practices and emphasis on effective management of return-to-work plans for claimants. As anticipated in the 2003–04 Annual Report, this improvement is being reflected in the cost of WorkCover insurance premiums, which have been forecast by the Library's insurer to reduce by 25 per cent in 2005–06. Further, at the end of the reporting period the Library had achieved 694 days free of Lost Time Injury.



State Library of Victoria News

The Library achieved SafetyMap Initial Level (Version 4) accreditation from 4 May 2005, following an extensive external audit of the Library's Safety Management Systems. This accreditation is effective for three years and will require ongoing external audit of the 82 elements of the SafetyMap criteria. The Library joins only three other State Government Departments or Agencies to be accredited under this (latest) version of SafetyMap.

Other initiatives which contribute to employee health and wellbeing include the provision of influenza vaccinations for Library staff, subscription to a monthly e-newsletter on employee well-being, onsite periodic yoga classes and massage service, onsite bicycle-storage facilities, and participation in a Corporate Challenge fitness promotion.

Marketing and communications

The corporate branding project, a key marketing strategy for the Library, continued throughout the year. Express Information and the Centre for Youth Literature were re-branded to align them with the Library's visual branding, reinforcing the role they play in delivering specialist expertise on behalf of the Library. *State Library of Victoria News* was also redesigned in line with the corporate branding strategy.

Targeted promotional and public-relations campaigns around the Library's exhibitions, together with strategic media partnerships, were instrumental in developing audiences, broadening access to the Library's collection, and raising public awareness of the Library as a destination for cultural tourists. These campaigns utilised an impressive array of exhibition marketing collateral produced by the division's editors and graphic designers.

In July, the Library joined with the *Age*, also celebrating its 150th anniversary in 2004, to present *The Age of Cartooning* exhibition. The marketing staff from both organisations collaborated in a fruitful partnership that resulted in extensive editorial and advertising coverage in the *Age* and in the electronic media. *Gardenesque: A celebration of Australian gardening* opened in October and marketing strategies aimed at special-interest groups and nurseries across Victoria attracted new audiences to the Library.

The 150th-anniversary year concluded with the opening, in late November, of the first phase of *The changing face*



The changing face of Victoria

of Victoria, achieving extensive print and electronic media coverage. Exhibition images from the Library's Argus Newspaper Collection featured in several pictorial spreads in the *Herald Sun*. The paper's 'Learn' section, a sponsor of the Library's 2005 Schools Program, published the first of two colour posters with text and images drawn from the exhibition. With the completion of the exhibition in April, 774 ABC radio provided valuable promotional support for the exhibition's Family Day, and in June the Library's 2005 media partner Network Ten produced an advertisement to broadcast through to the end of the year.

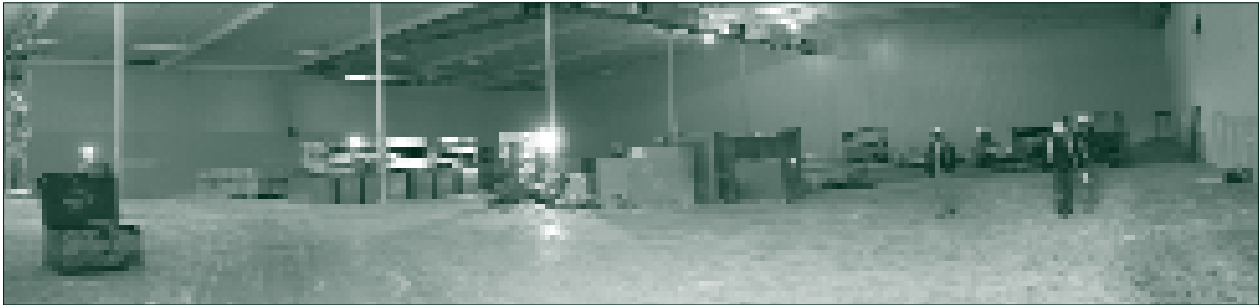
A key project involving extensive collaboration between the Library's Marketing and Communications staff and the managers of public libraries around Victoria was the launch in March of *Libraries Building Communities*, a landmark report commissioned by the Library Board of Victoria and the Victorian Public Library Network. A strategic communications plan was successfully implemented, facilitating extensive city, suburban and regional media coverage and encouraging librarians across Victoria to speak about the report to their local media outlets.

The Library's media coverage for the year was valued at more than \$3 million by professional media monitoring. Library awareness and perceptions surveys in October revealed a high level of general public awareness, at 87 per cent.

Building redevelopment program

At the commencement of 2005, Hansen Yuncken Builders were awarded the Construction Management Contract for Stage 6; works commenced on site in April with an expected end program of June 2006. The total project value for Stage 6 is \$30.3 million.

Stage 6 works involve refurbishment of the following buildings: Verdon Hall L1 (exhibition and publication storage), Bindon Hall L1, L2 (photographic studio, bin storage and dirty works areas), Thorpe Hall L4 (storage), Swinburne L2, L4, L5 (offices and laboratories for Collection Management Division), Tulk (cafe, offices for the CEO and Directorate), Palmer Hall North (lockers, public lounge, public toilets), Baldwin Spencer L2 (storage, decontamination laboratories), Kershaw L5 (offices and laboratories for Collection Management Division), McCallum (cool/cold rooms, collection storage), Pendulum Stairs, North West Mezzanine (Foundation lounge).



Ballarat offsite store

Additional projects funded under the redevelopment and managed by the Library include Upgrade of Security System from Schlage to Smartcard, Signage Upgrade to pre-Stage 4 areas, Dome L4 & L5 Exhibition Spaces.

Projects funded under Arts Victoria's Asset Management Fund and managed by the Library include the replacement of chiller No. 1 and the refurbishment of lifts to South-East Wing, North-East Wing and Armstrong Buildings.

Ballarat offsite store project

In addition to the above projects, the Library received \$11.5 million for the development of a 9,600sq.m. offsite storage facility in partnership with the University of Ballarat. The building works on the Mt Helen campus of the University commenced in November 2004 and are due for completion in early November 2005. The store will enable the Library to relocate the half of its collection, currently stored in four warehouses, to a new, purpose-built, fully environmentally controlled building. The long-term future of the offsite collection, which has been problematic for some years, will be secure.

The relocation project is the largest ever undertaken by the State Library of Victoria. Over six months approximately one-million books, newspapers and boxes of manuscripts measuring in excess of 40km in length will be moved. The opportunity is also being taken to clean, barcode, repackage and reorganise most of the collection to extend its life and improve access. A number of highly used items, such as newspapers, will be relocated to the Library during the project.

Compliance with Building Code

The State Library of Victoria redevelopment works comply with the *Building Act 1993*. The State Library of Victoria is compliant with the Building Code of Australia and with the relevant Australian Standards for all buildings and building works. Essential services are maintained in accordance with the Building Code and the relevant Australian Standards specific to the maintenance of essential services.

Business Initiatives

Existing business

The Library's conference centre, functions and filming business continue to grow, with end-of-year revenues of \$133,000 and \$57,000 respectively—an increase of 31 per cent and 103 per cent on 2003–04. This result has been achieved with a very good to excellent customer-satisfaction rating of 95 per cent. Key to the Library's conference-centre growth was a targeted campaign to attract a larger proportion of corporate customers.

New projects

Following the advertisement of an Expression of Interest in April 2004, the Library received a number of excellent applicants to operate a new cafe-restaurant on the premises. A prospective operator has been selected and lease negotiations are being finalised. The new cafe-restaurant will be located on the corner of La Trobe and Swanston streets and is expected to open in early 2006. It will have access from the Library's main foyer and via an external terrace on La Trobe Street. This is an exciting venture for the Library and one that will enhance the visitor experience.

In March 2005, the Library entered into a partnership with Smarte Carte Australia Pty Ltd to introduce a fee-based locker system in response to feedback from the Library's client-satisfaction surveys, which documented dissatisfaction with the cloakroom service. The October 2003 survey recorded 16 per cent of respondents indicating that the arrangements were inadequate and needed improvement. A range of options was considered to address the issues identified in the survey, with the fee-based locker service ultimately being selected. This was due to the fact that the service offsets the cost of leasing the equipment and provides Library visitors with a high level of security for their belongings. It also allows users to access their belongings without delay and as many times as they wish during the rental period, for \$1 for a six-hour period.

The Board must endeavor to ensure that through the variety and breadth of the Library's services, programs, events, exhibitions and activities, the institution contributes to the enrichment of the cultural, educational, social and economic life of the people of Victoria

LIBRARY BOARD AND CORPORATE GOVERNANCE

Functions and Powers of the Library Board of Victoria

The affairs of the State Library of Victoria are governed by the Library Board of Victoria. The Board is a statutory body corporate established under section 16 of the *Libraries Act 1988*. The relevant Minister is Mary Delahunty MP, Minister for the Arts.

The functions of the Board are set out in Section 18 of the *Libraries Act 1988* and include the following:

- 1 Ensuring the maintenance, preservation and development of a State Collection of Library material, including a comprehensive collection of Library material relating to Victoria and the people of Victoria.
- 2 Ensuring that the Library material in the State Collection is available to such persons and institutions, and in such manner and subject to such conditions as the Board determines with a view to the most advantageous use of the State Collection.
- 3 Ensuring the availability of such other services and facilities in relation to Library matters and Library material (including bibliographical services) as the Board determines.
- 4 Arranging the publication and sale of reproductions of any Library material in the State Collection.
- 5 Overseeing the exhibition of material from the State Collection for information, education and entertainment.
- 6 Overseeing cooperation in programs with libraries and information organisations to promote access to Library and information services and resources.
- 7 Exercising leadership and promoting high standards in the provision of Library and information services.
- 8 Providing advice and information to the Minister on any matter concerning libraries and information organisations.
- 9 Performing any other functions appropriate to the Board as the Minister may approve.

In carrying out its functions the Board must endeavor to ensure that through the variety and breadth of the Library's services, programs, events, exhibitions and activities, the institution contributes to the enrichment of the cultural, educational, social and economic life of the people of Victoria, and has power to do all things necessary or convenient in connection with the performance of its functions.

Board members

The Library Board of Victoria consists of up to 11 members, appointed by the Governor in Council on the recommendation of the Minister. Members represent interests in academia, business, local government, information technology and the humanities. Members are appointed for terms of up to three years and are eligible for reappointment.

2004–05 Membership

Mr Sam Lipski AM (President)
Ms Catherine Dale
Ms Susan Halliday
Mr Greg Hywood
Ms Hilary McPhee AO
Mr Glenn Mescher
Ms Patricia O'Donnell
Mr Kevin Quigley
Mr Julian Stock (Deputy President—to May 2005)
Dr Vicki Williamson

Chief Executive Officer

Ms Anne-Marie Schwirtlich

Executive Officer

Ms Kate Brown

The Library Board of Victoria met on seven occasions during the period July 2004–June 2005.

Pecuniary Interests

Declarations of pecuniary interests were duly completed by all Board members and relevant officers.



Sam Lipski AM
President



Julian Stock
Deputy President
(to May 2005)



Catherine Dale



Susan Halliday



Greg Hywood

About Board members

Sam Lipski AM—President

Sam Lipski, initially appointed as the 21st President of the Library Board of Victoria in June 2000, was reappointed for a second term in 2003. He is Chief Executive of The Pratt Foundation, the philanthropic trust of the Pratt family and the Visy Group of companies, a position he has held since 1988.

Mr Lipski's career has spanned more than 40 years in television, radio, newspapers and magazines. In addition to his journalism he has contributed essays and articles to a variety of books and international publications, scripted award-winning television documentaries, and developed a mini-series for television as an associate producer. He was recognised as National News Commentator of the Year in 1982 and in 1992 he was the Edward Wilson Visiting Fellow in Journalism at Deakin University, Victoria. In 1993 he became a Member of the Order of Australia (AM) for his services to the media. Mr Lipski has held a wide range of positions in advisory, community and voluntary associations.

Julian Stock—Deputy President

(retired from the Board 23 May 2005)

Julian Stock was appointed to the Library Board of Victoria in 1997, and served as Deputy President between 1999 and 2005. He is the former Chief Commissioner of the City of Banyule and Chairman of the Board of the Yarra Plenty Regional Library Service. He has worked in the accounting and finance fields in companies such as Arthur Young & Co (Ernst & Young) and Mobil Oil. Mr Stock is a member of the Australian Shareholders' Association and the Australian Accounting Standards Board, Consultative Group.

Catherine Dale

Catherine Dale was appointed to the Library Board of Victoria in June 2002, and was reappointed, for three years, in 2005. Ms Dale is the Chief Executive Officer for the Bayside City Council; a Board Member, Institute of Public Administration Australia; a member of the Commissioner for Environmental Sustainability's Reference Group; and a member of the Reference Group for Melbourne 2030. Her previous appointments include Chief Executive Officer, Nillumbik Shire Council; Director of Planning and Development, City of Boroondara; and Manager of Corporate Projects, City of Frankston. Ms Dale brings valuable experience in local government to the Board.

Susan Halliday

Susan Halliday is a management and employment consultant who was first appointed to the Board in September 2001 and was reappointed, for three years, in 2004. Ms Halliday maintains an active involvement in community and professional associations as Chairperson of the Victorian Institute of Teaching; Director of Australians Against Child Abuse; Ambassador for the National Breast Cancer Foundation; and member of the Women Chiefs of Enterprise and Business and Professional Women's organisations.

Greg Hywood

Greg Hywood was appointed to the Library Board of Victoria in May 2003. Mr Hywood is the Director of Strategic Policy in the Department of Premier and Cabinet. As Publisher and Editor-in-Chief of the *Age* between 2001 and 2003, Mr Hywood has had a distinguished national and international career in journalism. His work has been widely recognised, including by the Walkley Award for journalism in 1980.



Glenn Mescher



Patricia O'Donnell



Kevin Quigley



Hilary McPhee AO



Vicki Williamson

Glenn Mescher

Glenn Mescher joined the Library Board of Victoria in February 2002 and was reappointed, for three years, in 2004. Mr Mescher has a background in information technology and is a Fellow of the Australian Computer Society. He has worked for a number of large corporations and currently holds the position of Executive Programme Director—ISI at the National Australia Bank Group.

Patricia O'Donnell

Patricia O'Donnell was first appointed to the Library Board of Victoria in May 1999, with reappointments in June 2002 and, for three years, in 2005. Ms O'Donnell has worked as a teacher and educational psychologist, and was the owner and manager of Mietta's Queenscliffe from 1978 to 2002. She has had an active involvement in a number of community and government bodies, including Lifeline and Citizens Advice Bureau, the Melbourne Tourist Authority Board, Abbotsford Convent Implementation Group, and the Queenscliffe Carnival of Words.

Kevin Quigley

Kevin Quigley was appointed to the Library Board of Victoria in June 2002, and was reappointed, for three years, in 2005. Mr Quigley is a chartered accountant with skills and experience in public-policy development, management information systems and risk management. Mr Quigley is a Director of BDO Consulting, a division of BDO Accountants and Advisers, and specialises in health management and government consulting. He is President of the Committee of Management of the Athenaeum Library, Melbourne; a member of the Council of the University of Ballarat; and Secretary of the Veteran Car Club of Australia (Vic).

Hilary McPhee AO

Hilary McPhee was initially appointed to the Library Board of Victoria in June 2000 and was reappointed for a second term in 2003. Following a distinguished career in publishing Ms McPhee took up the inaugural position of Vice-Chancellor's Fellow at the University of Melbourne in 1997. She contributes widely to public debate and policy formulation for the arts, culture and the humanities, multimedia content, broadcasting and publishing. Ms McPhee was admitted to the Order of Australia in 2001.

Vicki Williamson

Dr Vicki Williamson was appointed to the Library Board of Victoria in February 2002 and was reappointed, for three years, in 2004. She is the Pro-Vice-Chancellor (Administrative and Academic Support) at the University of Ballarat. Dr Williamson holds academic and professional qualifications in the arts, information technology and education; she has held positions in higher-education management, including University Librarian at Curtin University of Technology (1992–2001) and Foundation Director of the John Curtin Prime Ministerial Library (1994–2001). She is a Fellow of the Australian Institute of Management and a member of the Board of Editors of *Library and Information Science Research*.



Sergio Montalban, *Panoramic view of the City of Melbourne from the roof of the Grand Hyatt Hotel, 2004.*
From *The changing face of Victoria*

Standing committees

The Library Board of Victoria has a number of standing committees:

Advisory Committee on Public Libraries

The Advisory Committee on Public Libraries acts as an advisory group to the Board and a communication link between the Board and public libraries.

2004–05 Membership

Dr Vicki Williamson
(Chair)
Cr Rod Fyffe
Ms Barbara Horn
(to January 2004)
Mr Greg Hywood
Ms Elisabeth Jackson
(from February 2004)
Ms Adele Keneally
Mr John Murrell
Ms Julie Rae
Ms Anne-Marie Schwirtlich

State Library of Victoria Representatives

Mr Michael Bertie
Mr Brendan Fitzgerald

Executive Officer

Ms Debra Rosenfeldt

Audit Committee

The Audit Committee advises the Board on the most appropriate and cost-effective way in which the Board may discharge its custodial responsibilities and statutory reporting obligations on financial matters.

In carrying out its functions, the Committee holds regular meetings to consider risk management, including the implementation of all internal audit recommendations and the adequacy of risk-management policies.

2004–05 Membership

Mr Kevin Quigley
(Chair)
Ms Catherine Dale
Mr Glenn Mescher
Ms Julie Shepherd
(to June 2005)

State Library of Victoria Representatives

Ms Anne-Marie Schwirtlich
Ms Sue Hamilton
(from January 2005)

Executive Officer

Ms Kate Brown
(to December 2004)

Collections Committee

The Collections Committee advises the Board on issues concerning the acquisitions, maintenance and promotion of the State Collection.

2004–05 Membership

Ms Patricia O'Donnell
(Chair)
Ms Kay Craddock
(to April 2005)
Ms Bridget McDonnell
Mr Ian Renard
Dr Dianne Reilly
(ex-officio member)
Mr Julian Stock
(to May 2005)
Dr Richard Travers
Dr Vicki Williamson

State Library of Victoria Representative

Mr Shane Carmody

Executive Officer

Ms Liz Jesty

Executive Appointments and Remuneration Committee

The Executive Appointments and Remuneration Committee is responsible for determining the Library's policy and practice relating to executive remuneration and individual remuneration packages for executives.

2004–05 Membership

Mr Sam Lipski AM
Ms Susan Halliday
Ms Hilary McPhee AO
Mr Julian Stock
(to May 2005)

Finance Committee

The Finance Committee advises the Board on the most appropriate and cost-effective way in which the Board may discharge its financial management obligations.

2004–05 Membership

Mr Julian Stock
(Chair—to May 2005)
Mr Wayne Grant
Mr Greg Hywood

State Library of Victoria Representative

Mr Paul Read

Executive Officer

Mr Tony Pignatelli

State Library of Victoria Foundation Executive Committee

The Foundation Committee assists the Board by attracting and retaining interest and financial support for the Library and developing, maintaining and promoting the State Collection. In addition, the Foundation Committee advises the Board on and oversees the affairs of the Foundation.

2004–05 Membership

Mr Stephen Kerr
(Chair)
Mr Martin Armstrong
Mr John Arnold
Professor Emeritus John Barnes
Mr David Bennett
Mrs Janet Calvert-Jones AM
Mr John Chalmers
Mr Danny Choo
(to October 2004)
Dr Anne Colman
Mr Andrew Coloretti
Mrs Julie Ann Cox
Mrs Kerry Gillespie
Mr Gary Graco
Ms Sue Hurley
Ms Libby Kingdon
(to April 2005)
Mr Robert D Lang
Mr Sam Lipski AM
Mr John Mortimore
Mrs Maria Myers
Ms Dorothy Pizzey AM
Mr Kevin Quigley
Ms Susie Reece Jones
Ms Anne-Marie Schwirtlich

State Library of Victoria Representatives

Mr Shane Carmody
Ms Shelley Roberts

Executive Director

Mr Jack Moshakis
(to July 2004)
Mr Morton Browne
(from December 2004)

Sponsorship Manager

Ms Kathy Lane

Executive Officer

Ms Kate Brown
(to February 2005)
Ms Joanne Halpin
(from March 2005)

Writers and Readers Committee

The Writers and Readers Committee advises the Board on all matters pertaining to the relationship between the State Library of Victoria and the literary community of Victoria.

2004–05 Membership

Ms Hilary McPhee AO
(Chair)
Ms Louise Adler
Mr Joel Becker
Dr Anne Galbally
Mr Shane Maloney
Ms Meme McDonald
Ms Patricia O'Donnell
Ms Hannie Rayson

State Library of Victoria Representative

Mr Shane Carmody

Executive Officer

Mr Andrew Hiskens



Anne-Marie Schwirtlich
Chief Executive Officer



Shane Carmody
Director of Collections
and Access



Michael Bertie
Director of Development
and Infrastructure



Sue Hamilton
Director of Corporate
Services and Planning

Library Executive

Under the direction of the Library Board of Victoria, the Executive is responsible for the effective management of the Library and its collections, services, programs and responsibilities. The Executive comprises the Chief Executive Officer and State Librarian, and three Directors who each head one of the Library's departments.

Chief Executive Officer

Anne-Marie Schwirtlich is the Chief Executive Officer. She has overall responsibility for ensuring that the Board's directions are implemented, for sound corporate governance, and for the management of the State Collection and the operations of the Library. Staff who provide direct support to the Chief Executive Officer are an executive assistant, a policy and research officer, and an office assistant.

Library Directors and departmental responsibilities

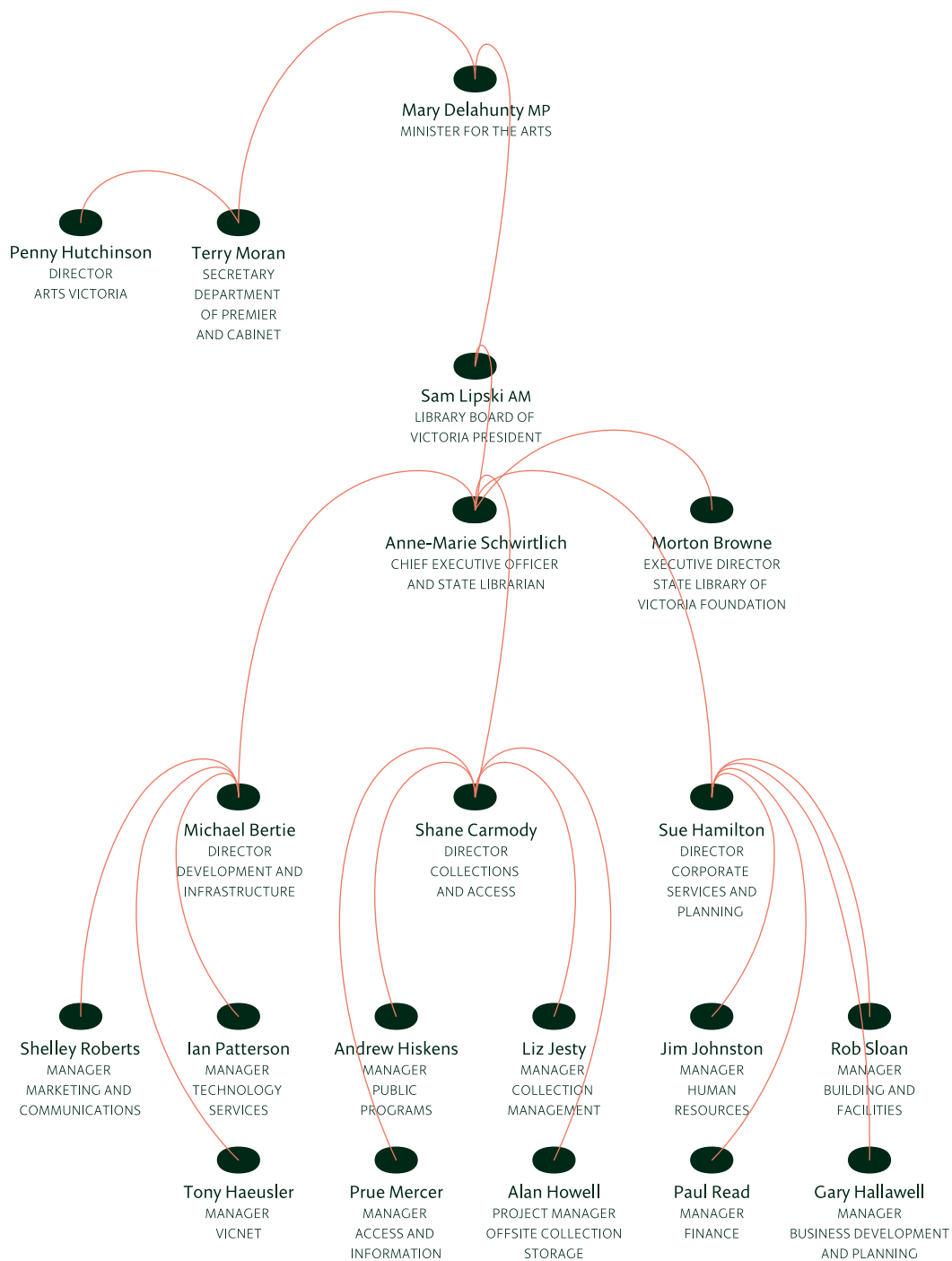
The Library's three departments are Collections and Access, Development and Infrastructure, and Corporate Services and Planning.

Shane Carmody is the Director of Collections and Access. He is responsible for the State Collection, information services and resources, acquisitions, digitisation and cataloguing, collection conservation, storage, retrieval and reformatting, and public programs. The Director, Collections and Access provides executive support to the Board's Collections and Writers and Readers Committees.

Michael Bertie is the Director of Development and Infrastructure. He is responsible for marketing and communications, information and communications technology, web services, Vicnet, and the Library's relationship with the statewide network of public libraries through the Public Libraries Unit. The Director, Development and Infrastructure provides executive support to the Board's Advisory Committee on Public Libraries.

Sue Hamilton is the Director of Corporate Services and Planning. She is responsible for financial management, strategic and business planning, human resources, buildings and facilities, and business development. The Director, Corporate Services and Planning provides executive support to the Board's Audit Committee.

ORGANISATIONAL STRUCTURE



RECONCILIATION OF EXECUTIVE OFFICERS

TABLE 1
NUMBER OF EXECUTIVE OFFICERS CLASSIFIED
INTO 'ONGOING' AND 'SPECIAL PROJECTS'

Class	All		Ongoing		Special Projects	
	No.	Var	No.	Var	No.	Var
EO—1	–	–	–	–	–	–
EO—2	1	0	1	–	–	–
EO—3	3	0	3	0	–	–
Total	4	0	4	0	–	–

TABLE 2
BREAKDOWN OF EXECUTIVE OFFICERS INTO GENDER
FOR 'ONGOING' AND 'SPECIAL PROJECTS'

Class	Ongoing					Special Projects				
	Male		Female		Vacancies No.	Male		Female		Vacancies No.
	No.	Var	No.	Var		No.	Var	No.	Var	
EO—1	–	–	–	–	–	–	–	–	–	–
EO—2	–	–	1	–	–	–	–	–	–	–
EO—3	2	–	1	–	–	–	–	–	–	–
Total	2	–	2	–	–	–	–	–	–	–

TABLE 3
RECONCILIATION OF EXECUTIVE NUMBERS

Year ended 30 June	2005	2004
Responsible Persons with remuneration over \$100,000 (note 32a)	1	1
Executives with remuneration over \$100,000 (note 33)	3	3
Executive employed with total remuneration below \$100,000	–	–
Add	1	–
Vacancies (Table 2)	–	–
Less	–	–
Separations	1	–
Total executive numbers as at 30 June	4	4

ENVIRONMENTAL PERFORMANCE

REPORTING OF OFFICE-BASED ENVIRONMENTAL IMPACTS BY GOVERNMENT DEPARTMENTS

ENERGY USAGE—GAS

Per Person		Per sq.m		Total	
Units of energy used (Cj)		Units of energy used (per sq.m)		Total energy usage (gigajoules)	Greenhouse gas emissions (tonnes)
FTE (380)	0.012091405	Office areas (34,100sq.m)	0.23	Office areas (65.18%) 7,884.17	Office areas 50.06
Patrons (1,000,000)	0.012096	Public areas (18,222sq.m)	0.23	Public areas (34.82%) 4,211.83	Public areas 26.74
Total	12,096.00	Total	12,096.00	Total 12,096.00	Total 76.80

ENERGY USAGE—ELECTRICITY

Per person		Per sq.m		Total	
Units of energy used (Kwh)		Units of energy used (per sq.m)		Total energy usage (Kwh)	Greenhouse gas emissions (tonnes)
FTE (380)	8.01	Office areas (34,100sq.m)	153.12	Office areas (65.18%) 5,221,770.55	Office areas 7,125.48
Patrons (1,000,000)	8.01	Public areas (18,222sq.m)	153.12	Public areas (34.82%) 2,789,537.45	Public areas 3,806.52
Total	8,011,308.00	Total	8,011,308.00	Total 8,011,308.00	Total 10,932.00

Green Power purchases per year currently 5% (\$18,346 per annum). From Sept 2006 Green Power purchases to be increased to 10% with an increased cost to \$36,692 per annum.

WASTE PRODUCTION

Nil records maintained

PAPER USE—NO. OF REAMS USED

FTE (380)	10.1053 reams per employee
Patrons (1,000,000)	00.0026
Total	6,400.00

WATER USAGE

FTE (380)	00.0020
Patrons (1,000,000)	00.0020
Total	2,029.00 kilolitres

WATER—WASTE

FTE (380)	00.0087
Patrons (1,000,000)	00.0087
Total	8,666.00 kilolitres

PASSENGER VEHICLE TRIP KILOMETRES ASSOCIATED WITH DEPARTMENTAL OPERATIONS

Total	23,707.00 km per annum
FTE (380)	62.39 km per FTE

PASSENGER VEHICLE LITRES CONSUMED BY DEPARTMENTAL OPERATIONS

Total	2,767.00 litres purchased
FTE (380)	7.28 litres per FTE

Fleet reduced to one pool vehicle and one delivery truck.

PERCENTAGE OF EMPLOYEES REGULARLY USING PUBLIC TRANSPORT, CYCLING OR WALKING TO WORK

Nil records



Rare Books Librarian Des Cowley (centre)
with visitors to Family Day in April

Major contracts

The State Library had no major contracts in excess of \$10 million during 2004–05.

Victorian Industry Participation Policy

None of the State Library of Victoria's contracts valued at more than \$3 million in metropolitan areas and \$1 million in regional areas triggered the Victorian Industry Participation Policy. VIPP does not apply to the offsite-storage contract with the University of Ballarat.

Statement of Workforce Data

As at 30 June 2005

Employment Type	Female	Male	Total	Variation from 03–04
Casual	15.0	28.0	43.0	16.0
Fixed	19.0	13.0	32.0	-6.0
Ongoing	174.0	123.0	297.0	-12.0
Total Actual	208.0	164.0	372.0	-2.0
Total FTE	179.8	136.31	316.11	-14.2

Consultancies

There were no consultancies in excess of \$100,000 for the 2004–05 period. A total of 41 consultancies were engaged during the year where the total fee payable to the consultant was less than \$100,000. The total combined cost of these consultancies was \$438,342.

Other financial information

Material revenues arising from exchange of goods or services

There were no transactions of this nature.

Intangible assets

The Library has no recorded intangible assets.

Bank Loans, bills payable, promissory notes, debentures and other loans

There were no transactions of this nature.

Issued Capital

The Library has no issued capital.

Ex-gratia payments

There were no transactions of this nature.

Charges against assets

There are no charges against assets recorded by the Library.

Events subsequent to balance date

There were no events subsequent to 30 June 2005 that will have an impact on the 2005–06 reporting period.

PUBLIC SECTOR VALUES AND EMPLOYMENT PRINCIPLES

Managing diversity

Goal: To develop and sustain an organisational culture in which policies, practices and services are adapted to the needs of a diverse and evolving community.

- Training and development programs based on training needs are conducted with staff as part of the performance management process.
- The Library aims to encourage a process of continued improvement by regularly reviewing policies, practices and services to ensure they meet the needs of its diverse customer base.
- Recruitment processes are designed to encourage a diverse field of suitably qualified applicants.
- Grievance processes exist in order to provide a consistent avenue for identifying issues related to managing the Library's diverse workforce.

Equal Employment Opportunity (EEO)

Goal: To ensure the diversity of the organisational workforce reflects the labour market and its customer base.

- Study-leave provisions for approved studies are available to all staff.
- Training and development initiatives are tailored to ensure all staff have equal opportunities to obtain access to training.
- Job design processes take into account EEO considerations and, where appropriate, remove any factors which may discriminate against a recognised group.
- The grievance process is open to all staff.
- The performance-management system provides a consistent and equitable method of managing performance and remuneration.

Anti-discrimination

Goal: To ensure the workplace is free from policies and practices that discriminate unlawfully against staff or potential job seekers.

- Staff regularly involved in recruitment and selection receive information and education on legislative requirements and anti-discrimination issues.

- The formation of selection panels must take into consideration and, where necessary, take action to reduce the potential for discrimination.
- The grievance policy provides a clear mechanism for dealing with allegations of discrimination.

Industrial grievances

Goal: To ensure that staff have access to a fair and an efficient grievance-review process that addresses breaches of merit and equity.

- The Library has a clear grievance process, which enables conciliation, resolution or referral of grievances.

Code of Conduct

Goal: To ensure that standards of acceptable conduct are known and observed by all employees.

- The Library has formally adopted the Code of Conduct developed for the Victorian Public Service and has incorporated that Code into the Enterprise Agreement as part of the conditions of employment. Staff training and education programs have been held for staff on the Code of Conduct.

Cowen Gallery



FREEDOM OF INFORMATION

This section of the State Library's Annual Report contains information required to be published annually under Part II of the *Freedom of Information Act 1982* ('the Act'). Additional information required under Part II of the Act is located elsewhere in this report.

Categories of documents

Documents that are maintained in the possession of the agency include:

- documents prepared for briefing the Minister;
- internal working papers of the Library;
- correspondence from Ministers and Members of Parliament, government departments and agencies, members of the public and private sector;
- records relating to accounts;
- personnel and salary records;
- organisation and accommodation records.

Access Arrangements

Handling the requests for access to documents under the Act is the responsibility of the Library's Freedom of Information Officer:

Mr Tim O'Grady, State Library of Victoria
328 Swanston Street, Melbourne 3000

Access to documents may only be obtained through written request. Applications should be as specific as possible to enable the Freedom of Information Officer to identify relevant documents as quickly and efficiently as possible. A \$20.50 FoI Application Fee should accompany each request. From 1 July 2005 this fee increases to \$21.00. Other charges may apply. As required by the Act, all reasonable steps are taken to enable the applicant to be notified of a decision concerning the release of documents as soon as practicable, and not later than 45 days after the day on which the request is received by the Library.

Requests in 2004–05

During 2004–05 one Freedom of Information request was received.

Literature available by subscription or free mailing lists

Literature available from the Library by subscription or free mailing lists includes:

- *State Library of Victoria News*
- *The La Trobe Journal*

Availability of additional information

Information available to the relevant Minister, Members of Parliament and the public upon request is as follows:

- a statement that declarations of pecuniary interests have been duly completed by all relevant officers;
- details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary;
- details of publications produced by the Library about the Library and the places where the publication can be obtained;
- details of changes in prices, fees, charges, rates, and levies charged by the Library;
- details of any major external reviews carried out on the Library;
- details of any major research and development activities undertaken by the Library;
- details of any overseas visits undertaken including a summary of the objectives and outcomes of each visit;
- details of major promotional, public relations and marketing activities undertaken by the Library to develop community awareness of the Library and the services it provides;
- details of assessments and measures undertaken to improve the occupational health and safety of employees;
- a general statement on industrial relations within the Library and details of time lost through industrial incidents and disputes;
- a list of major committees sponsored by the Library, the purposes of each committee and the extent to which the purposes have been achieved.

National Competitive Neutrality

The annual review of fees and charges was completed during the year. A key aim of this review is to ensure that all fees and charges comply with the policy.

English is the second language of 21 per cent of Victorians and more than 180 languages and dialects are spoken in Victorian homes—on any given day, the reading rooms of the State Library of Victoria can be seen to mirror this diversity

DIVERSITY AND ACCESS

The Library has a long tradition of engaging with the community, providing skills for life and fostering social cohesion through the provision of equitable access to information and resources. The Library's adoption of emerging technologies has ensured that the principle of equity has been transferred to the online environment. In particular, targeted services and lifelong learning programs for culturally diverse groups, women, youth and the indigenous community provide a vital contribution to the development of a cohesive and socially inclusive society.

The services and activities provided by the State Library of Victoria support the government's objectives as outlined in *Growing Victoria Together* and *Valuing Cultural Diversity* policy statements. The Library also supports the mandatory reporting requirements of the *Multicultural Victoria Act 2004*.

Services for culturally and linguistically diverse groups

The Library provides both general and specific services for culturally and linguistically diverse (CALD) communities; these range from collecting and providing access to non-English language books, newspapers and other resources through to building and hosting community websites. English is the second language of 21 per cent of Victorians and more than 180 languages and dialects are spoken in Victorian homes—on any given day, the reading rooms of the State Library of Victoria can be seen to mirror this diversity¹.

Additional services offered by the Library during the past year included:

- Multilingual Senior Surfers project—a joint project with the Office of Senior Victorians providing a targeted information-literacy training program for older members of CALD communities;
- MyLanguage portal project—a resource discovery tool providing online access to information in 60 languages (the prototype, which represents the first phase of a digital multilingual library, will be launched in November 2005);
- Multicultural Documentary Heritage Workshop—a two-day practical workshop advising representatives from more than 45 different community groups on strategies to organise and preserve heritage records;



Students with 'Ned Kelly' at the 150 Years–150 Books–150 Words awards ceremony presented by the Centre for Youth Literature

- *The changing face of Victoria*—a permanent exhibition documenting and celebrating Victoria's cultural diversity;
- *Libraries Building Communities*—an extensive research project which reviewed service provision for multicultural communities;
- an upgrade to the Library management system to achieve Unicode compliance and improve remote access to the Library's catalogue in multilingual fonts.

Services for women

The State Library of Victoria attracts a high number of female users: market research indicates that more than 50 per cent of all Library users are female, and that there is a higher ratio of females in the under-25 age group. Particular services such as genealogy training, special events and exhibitions also attract a high number of female users.

Services for youth

The State Library of Victoria is widely used by Victoria's youth: market research indicates that around 35 per cent of all visitors to the building are full-time students. In addition, students are heavy users of the Library's online services, including the website, email reference and the AskNow! interactive reference service.

Targeted specialist programs and services over the 2004–05 period included:

- sixteen thematic literary events, most with a live performance, managed by the Centre for Youth Literature;
- a range of topical learning programs, workshops and school holiday programs, which reached 12,657 school children;
- *Writers on the Road*—a travelling author program for youth run in partnership with the Victorian public library network—which undertook 127 events and reached an audience of 5,000 participants;
- \$15,000 being awarded to the Premier's Literary Award Kraft Prize for Young Adult Fiction to encourage and promote youth literature;
- the launch of a Middle Years Information Literacy Partnerships Toolkit—a project between public libraries, schools and community-based literacy advocates.

¹ Australian Bureau of Statistics, 2001 Census Data as reported on Victorian Office for Multicultural Affairs website: www.voma.vic.gov.au



A Memorandum of Understanding between the Library Board of Victoria and the Koorie Heritage Trust was signed in July to improve and promote cultural awareness

Services for the indigenous community

The State Library of Victoria collects extensively in all aspects relating to the culture, history and biography of Victoria's indigenous community. Materials are collected in all formats, ranging from print, audio and online through to pictorial works. Highlights in 2004–05 included:

- the signing of a Memorandum of Understanding between the Library Board of Victoria and the Koorie Heritage Trust on 12 July 2004 to improve and promote cultural awareness;
- the award of three out of 11 Creative Fellowships, including the inaugural Redmond Barry Fellowship, to projects to advance knowledge of Victoria's indigenous communities;
- a significant contribution of pictorial and manuscript materials for the *Mission Voices* website—a joint project funded by the ABC New Media and Digital Services and Film Victoria;
- ongoing liaison with the Koorie Heritage Trust and other Aboriginal community groups;
- the introduction of the biennial Premier's Literary Awards Prize for Indigenous Writing, designed to encourage and promote books in all categories written by Aboriginal or Torres Strait Islander authors;
- development of a website for the Victorian Aboriginal Corporation for Languages, at www.vaclang.org.au.

STATE LIBRARY OF VICTORIA FOUNDATION



Dame Elisabeth Murdoch AC DBE,
Principal Patron of the State Library
of Victoria Foundation, at the Keith
Murdoch Oration in November

The Foundation's principal aims are to:

- Attract, manage and retain for the State Library the continuing interest, goodwill and financial support of the Victorian community;
- Engage and build mutually beneficial relationships with the corporate and philanthropic sectors, with a view to procure funds necessary to promote the State Library's critical role in the information age as well as its core activities;

About the Foundation

The State Library of Victoria Foundation supports the strategic objectives of the State Library of Victoria, as outlined above in the Foundation's principal aims.

Fundraising and events

The Foundation has continued to generate substantial cash and in-kind sponsorships and philanthropic donations to assist the Library to deliver a range of programs, exhibitions and educational services, and to fund innovative multimedia and digitisation projects, including Experimedia.

- The most significant fundraising event for the 2004–05 year was the Keith Murdoch Oration. Held in November, the oration was delivered by Nobel Laureate Professor Peter Doherty AC. Titled 'Knowledge in the Information Age', the oration and dinner were held in the Cowen Gallery. The event was hailed as a great success for principal sponsors, the State Library of Victoria Foundation and Optus, along with supporting sponsor, Taltarni Vineyards.
- In March 2005 the Foundation hosted a group from the Melbourne Chapter of the Young Presidents' Organisation.
- Philanthropic support for the Library continues to grow with donations from The Trust Company of Australia for Schools Services projects and The Gandel Charitable Trust for the Centre for Youth Literature, as well as ongoing discussion and planning for future projects.
- Robin and Suzanne Hunt, the Sunshine Foundation and the Australian Garden History Society generously supported *Gardenesque: A celebration of Australian gardening*, which opened in October 2004 in the Keith Murdoch Gallery.
- The Agnes Robertson Trust provided substantial funds for the future production of a book on the Library's paintings collection, a catalogue for the Cowen Gallery, and associated cards and posters. This work continues and design, photography and copy for the book have been completed. The book is due for publication in early 2006.
- The Foundation gratefully acknowledges the continuing support of its major naming-rights donors, Sir Keith Murdoch's children and grandchildren, and Alan and Mavourneen Cowen. Their support continues to be vital to the Library.

- Memberships and bookplate donations have increased by more than 100 since the last financial year and benefits of membership have been greatly enhanced with the support of QV on Lonsdale Street and Reader's Feast bookstore. 'Your Place in Our History' donations continue to attract interest, particularly since the reopening of the La Trobe Reading Room.

- The Foundation has established a named bequest group, The Redmond Barry Society, which will be a lasting legacy of the Library's 150th anniversary. Launched in July 2004, the society is now well established, with a promising number of bequests confirmed and engagement with potential bequestors continuing.

150th Anniversary Program

The Foundation was instrumental in securing substantial sponsorship to underwrite the entire cost of the Library's 150th Anniversary Program. The generous support of Principal Sponsor AAMI and Sponsors Optus and City of Melbourne, together with that of media partners Network Ten and 774 ABC, was vital to the Library's capacity to deliver and promote a comprehensive range of programs throughout the second half of the anniversary year, both at the Library and throughout regional Victoria.

The Foundation Development Fund

The Foundation contributed \$425,000 to the Library from its Development Fund. This supported:

- printing and distribution of the *State Library of Victoria News*;
- the exhibitions program;
- purchase of items for the collection.

Balance of funds will be transferred to the 2005–06 Development Fund.

- Continue to build its capital fund and raise additional monies to assist the Library with both specific and general projects and activities, including:

- to obtain, maintain, develop, improve and exhibit, both physically and online, its collection of literary and historical artefacts and materials;
- to provide educational services, training programs and public programs, research and publication of materials from the Library's collection and the exhibition and display of materials from the Library's collection both physically and online.

Principal Patron

Dame Elisabeth Murdoch AC DBE

Volunteers

The Foundation gratefully acknowledges the contribution of volunteers who serve on its Executive, Relationships Committee and La Trobe Journal Committee listed below, and in particular, the Chairman of the Foundation, Mr Stephen Kerr; its bookplate volunteers, Mrs Claire Baillieu and Mrs Heather Anne Field, and its pro bono legal advisors, Freehills.

State Library of Victoria Foundation Executive Committee

Mr Stephen Kerr (Chair)
Mr Martin Armstrong
Mr John Arnold
Emeritus Professor John Barnes
Mr David Bennett
Mrs Janet Calvert-Jones AM
Mr John Chalmers
Mr Danny Choo
(resigned 12 October 2004)
Dr Anne Colman
Mr Andrew Coloretti
Mrs Julie Ann Cox
Mrs Kerry Gillespie
Mr Gary Graco
Ms Sue Hurley
Ms Libby Kingdon
(resigned 12 April 2005)
Mr Robert Lang
Mr Sam Lipski AM
Mr John Mortimore
Mrs Maria Myers
Ms Dorothy Pizzey AM
Mr Kevin Quigley
Ms Susie Reece Jones
Ms Anne-Marie Schwirtlich

State Library of Victoria Representatives

Ms Shelley Roberts
Mr Shane Carmody

Foundation Executive Director

Mr Jack Moshakis
(to July 2004)
Mr Morton Browne
(from December 2004)

Sponsorship Manager
Ms Kathy Lane

Administrative Assistant
to Committee
Ms Joanne Halpin

Relationships Committee

Mr Andrew Coloretti
Mrs Julie Ann Cox
Mr Stephen Kerr
Mr Robert Lang
Mr John Mortimore
Mrs Maria Myers

Foundation Executive Director

Mr Morton Browne

State Library of Victoria Representative

Ms Shelley Roberts

Memberships

Ms Bobby Krisohos

Sponsorship Manager

Ms Kathy Lane

Administrative Assistant to Committee

Ms Joanne Halpin

La Trobe Journal Committee

Emeritus Professor John Barnes
(Editor)
Mr John Arnold
Mrs Sandra Burt
(Assistant Editor)
Mr Des Cowley
Dr Anne Colman
Mr Paul Fox
Mrs Yvonne Hurley
Assoc. Prof. Wallace Kirsop

State Library of Victoria Representative

Mr Shane Carmody

Foundation Executive Director

Mr Morton Browne

Administrative Assistant
to Committee

Ms Joanne Halpin

Staff

Foundation Executive Director
Mr Morton Browne

Memberships

Ms Bobby Krisohos

Sponsorship Manager

Ms Kathy Lane

Administrative Assistant

Ms Joanne Halpin

State Library of Victoria Foundation 2004–05 Sponsors and Donors

- AAMI
- Alan (AGL) Shaw Charitable Trust
- Arthur A Thomas
- Alan and Mavourneen Cowen
- Barbara Tucker
- Ciba Specialty Chemicals Pty Ltd
- Freehills
- Robin and Suzanne Hunt
- Margaret S Ross AM
- Network Ten
- Optus
- Sir Keith Murdoch's children and grandchildren
- Taltarni Vineyards
- The Gandel Charitable Trust
- The Garden History Society
- The Herald & Weekly Times Ltd
- The Sunshine Foundation
- Trust Company of Australia



AAMI





The State Library of Victoria's
Redmond Barry Reading Room

WHISTLEBLOWERS PROTECTION ACT 2001

Disclosures made in 2004–05

- The State Library of Victoria has received no disclosures during the year;
- The State Library of Victoria has not referred any disclosures to the Ombudsman for determination as to whether they are public interest disclosures during the year;
- The Ombudsman has not referred any disclosed matters to the State Library of Victoria during the year;
- The State Library of Victoria has not referred any disclosed matters to the Ombudsman to investigate during the year;
- The Ombudsman has not taken over any investigation of disclosed matters from the State Library of Victoria during the year;
- The State Library of Victoria has made no request under Section 74 of the Act to the Ombudsman to investigate disclosed matters during the year;
- The State Library of Victoria has not declined to investigate a disclosed matter during the year;
- There have been no disclosed matters that were substantiated on investigation. There has been no action required to be undertaken arising from an investigation, since there have been no investigations; and
- The Ombudsman has not made any recommendation under the Act that relates to the State Library of Victoria.

Internal Procedures Relating to the Whistleblowers Protection Act 2001

1.0 Statement of support to whistleblowers

The State Library of Victoria (the Library) is committed to the aims and objectives of the Whistleblowers Protection Act 2001 (the Act). It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct.

The Library recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

The Library will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure.

2.0 Purpose of these procedures

These procedures establish a system for reporting disclosures of improper conduct or detrimental action by the Library or its employees. The system enables such disclosures to be made to the protected disclosure coordinator or to the nominated protected disclosure officer. Disclosures may be made by employees or by members of the public.

These procedures are designed to complement normal communication channels between supervisors and employees. Employees are encouraged to continue to raise appropriate matters at any time with their supervisors. As an alternative, employees may make a disclosure of improper conduct or detrimental action under the Act in accordance with these procedures.

3.0 Objects of the Act

The Whistleblowers Protection Act 2001 commenced operation on 1 January 2002. The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies. The Act provides protection to whistleblowers who make disclosures in accordance with the Act, and establishes a system for the matters disclosed to be investigated and rectifying action to be taken.

4.0 Definitions of key terms

Three key concepts in the reporting system are improper conduct, corrupt conduct and detrimental action. Definitions of these terms are set out below.

4.1 Improper conduct

A disclosure may be made about improper conduct by a public body or public official. 'Improper conduct' means conduct that is corrupt, a substantial mismanagement of public resources, or conduct involving substantial risk to public health or safety or to the environment. The conduct must be serious enough to constitute, if proved, a criminal offence or reasonable grounds for dismissal.

Examples

- A Library staff member accesses or uses collection material and/or items for personal gain or benefit.
- A Library staff member accesses or uses privileged information gained through his/her role at the Library for personal gain and/or advantage.
- A Library staff member allocates work to external consultants or agencies on the basis of a personal relationship which fails to meet the Library's contract or project management processes and protocols.
- A Library staff member inappropriately uses public funds for personal purposes such as travelling and/or other personal expenses.

See 4.2 below for specific examples of corrupt conduct.

4.2 Corrupt conduct

Corrupt conduct means:

1. conduct of any person (whether or not a public official) that adversely affects the honest performance of a public officer's or public body's functions;
2. the performance of a public officer's functions dishonestly or with inappropriate partiality;
3. conduct of a public officer, former public officer or a public body that amounts to a breach of public trust;
4. conduct by a public officer, former public officer or a public body that amounts to the misuse of information or material acquired in the course of the performance of their official functions; or
5. a conspiracy or attempt to engage in the above conduct.

Examples

- A public officer takes a bribe or receives a payment other than his or her wages or salary in exchange for the discharge of a public duty.
- A public officer favours unmeritorious applications for jobs or permits by friends and relatives.
- A public officer sells confidential information.

4.3 Detrimental action

The Act makes it an offence for a person to take detrimental action against a person in reprisal for a protected disclosure. Detrimental action includes:

6. action causing injury, loss or damage;
7. intimidation or harassment; and
8. discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

Examples

- A public body refuses a deserved promotion of a person who makes a disclosure.
- A public body demotes, transfers, isolates in the workplace or changes the duties of a whistleblower due to the making of a disclosure.
- A person threatens, abuses or carries out other forms of harassment directly or indirectly against the whistleblower, his or her family or friends.
- A public body discriminates against the whistleblower or his or her family and associates in subsequent applications for jobs, permits or tenders.

5.0 The reporting system

5.1 Contact persons within the State Library of Victoria

Disclosures of improper conduct or detrimental action by the Library or its employees may be made to the following officers:

9. The protected disclosure officer:
Kate Brown, Executive Assistant, CEO's Office.
Tel: 8664 7505

All correspondence, phone calls and emails from internal or external whistleblowers will be referred to the protected disclosure coordinator.

Where a person is contemplating making a disclosure and is concerned about approaching the protected disclosure coordinator or a protected disclosure officer in the workplace, he or she can call the relevant officer and request a meeting in a discreet location away from the workplace.

5.2 Alternative contact persons

A disclosure about improper conduct or detrimental action by the Library or its employees may also be made directly to the Ombudsman:

The Ombudsman Victoria
Level 3, 459 Collins Street
Melbourne Victoria 3000
(DX 210174)
Internet: www.ombudsman.vic.gov.au
Email: ombudvic@ombudsman.vic.gov.au
Tel: 9613 6222
Toll Free: 1800 806 314
Ombudsman: Mr George Brouwer
Tel: 9613 6202

The following table sets out where disclosures about persons other than employees of the Library should be made.

Person who is the subject of the disclosure <i>Person/body to whom the disclosure must be made</i>
Employee of a public body <i>That public body or the Ombudsman</i>
Member of Parliament (Legislative Assembly) <i>Speaker of the Legislative Assembly</i>
Member of Parliament (Legislative Council) <i>President of the Legislative Council</i>
Councillor <i>The Ombudsman</i>
Chief Commissioner of Police <i>The Ombudsman or Deputy Ombudsman</i>
Member of the police force <i>The Ombudsman, Deputy Ombudsman or Chief Commissioner of Police</i>

6.0 Roles and responsibilities

6.1 Employees

Employees are encouraged to report known or suspected incidences of improper conduct or detrimental action in accordance with these procedures.

All employees of the Library have an important role to play in supporting those who have made a legitimate disclosure. They must refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. Furthermore, they should protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.

6.2 Protected disclosure officers

Protected disclosure officers will:

10. be a contact point for general advice about the operation of the Act for any person wishing to make a disclosure about improper conduct or detrimental action;
11. make arrangements for a disclosure to be made privately and discreetly and, if necessary, away from the workplace;

12. receive any disclosure made orally or in writing (from internal and external whistleblowers);
13. commit to writing any disclosure made orally;
14. impartially assess the allegation and determine whether it is a disclosure made in accordance with Part 2 of the Act (that is, 'a protected disclosure');
15. take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential; and
16. forward all disclosures and supporting evidence to the protected disclosure coordinator.

6.3 Protected disclosure coordinator

The protected disclosure coordinator has a central 'clearinghouse' role in the internal reporting system. He or she will:

17. receive all disclosures forwarded from the protected disclosure officers;
18. receive all phone calls, emails and letters from members of the public or employees seeking to make a disclosure;
19. impartially assess each disclosure to determine whether it is a public interest disclosure;
20. refer all public interest disclosures to the Ombudsman;
21. be responsible for carrying out, or appointing an investigator to carry out, an investigation referred to the public body by the Ombudsman;
22. be responsible for overseeing and coordinating an investigation where an investigator has been appointed;
23. appoint a welfare manager to support the whistleblower and to protect him or her from any reprisals;
24. advise the whistleblower of the progress of an investigation into the disclosed matter;
25. establish and manage a confidential filing system;
26. collate and publish statistics on disclosures made;
27. take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential; and
28. liaise with the Chief Executive Officer of the Library.

6.4 Investigator

The investigator will be responsible for carrying out an internal investigation into a disclosure where the Ombudsman has referred a matter to the public body. An investigator may be a person from within an organisation or a consultant engaged for that purpose.

6.5 Welfare manager

The welfare manager is responsible for looking after the general welfare of the whistleblower. The welfare manager will:

29. examine the immediate welfare and protection needs of a whistleblower who has made a disclosure and seek to foster a supportive work environment;
30. advise the whistleblower of the legislative and administrative protections available to him or her;
31. listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure; and
32. ensure the expectations of the whistleblower are realistic.

7.0 Confidentiality

The Library will take all reasonable steps to protect the identity of the whistleblower. Maintaining confidentiality is crucial in ensuring reprisals are not made against a whistleblower.

The Act requires any person who receives information due to the handling or investigation of a protected disclosure not to disclose that information except in certain limited circumstances. Disclosure of information in breach of section 22 constitutes an offence that is punishable by a maximum fine of 60 penalty units (\$6,000) or six months' imprisonment or both.

The circumstances in which a person may disclose information obtained about a protected disclosure include:

33. where exercising the functions of the public body under the Act;
34. when making a report or recommendation under the Act;
35. when publishing statistics in the annual report of a public body; and
36. in criminal proceedings for certain offences in the Act.

However, the Act prohibits the inclusion of particulars in any report or recommendation that is likely to lead to the identification of the whistleblower. The Act also prohibits the identification of the person who is the subject of the disclosure in any particulars included in an annual report.

The Library will ensure all files, whether paper or electronic, are kept in a secure room and can only be accessed by the protected disclosure coordinator, protected disclosure officer, the investigator or welfare manager (in relation to welfare matters). All printed material will be kept in files that are clearly marked as a Whistleblower Protection Act matter, and warn of the criminal penalties that apply to any unauthorised divulging of information concerning a protected disclosure. All electronic files will be produced and stored on a stand-alone computer and be given password protection. Backup files will be kept on floppy disk. All materials relevant to an investigation, such as tapes from interviews, will also be stored securely with the whistleblower files.

The Library will not email documents relevant to a whistleblower matter and will ensure all phone calls and meetings are conducted in private.

8.0 Collating and publishing statistics

The protected disclosure coordinator will establish a secure register to record the information required to be published in the annual report, and to generally keep account of the status of whistleblower disclosures. The register will be confidential and will not record any information that may identify the whistleblower.

The register will contain the following information:

37. the number and types of disclosures made to public bodies during the year;
38. the number of disclosures referred to the Ombudsman for determination as to whether they are public interest disclosures;
39. the number and types of disclosed matters referred to the public body by the Ombudsman for investigation;
40. the number and types of disclosures referred by the public body to the Ombudsman for investigation;
41. the number and types of investigations taken over from the public body by the Ombudsman;
42. the number of requests made by a whistleblower to the Ombudsman to take over an investigation by the public body;
43. the number and types of disclosed matters that the public body has declined to investigate;
44. the number and types of disclosed matters that were substantiated upon investigation and the action taken on completion of the investigation; and
45. any recommendations made by the Ombudsman that relates to the public body.

9.0 Receiving and assessing disclosures

9.1 Has the disclosure been made in accordance with Part 2 of the Act?

Where a disclosure has been received by the protected disclosure officer or by the protected disclosure coordinator, he or she will assess whether the disclosure has been made in accordance with Part 2 of the Act and is, therefore, a protected disclosure.

9.1.1 Has the disclosure been made to the appropriate person?

For the disclosure to be responded to by the State Library, it must concern an employee, member or officer

of the Library. If the disclosure concerns an employee, officer or member of another public body, the person who has made the disclosure must be advised of the correct person or body to whom the disclosure should be directed. (See the table in 5.2) If the disclosure has been made anonymously, it should be referred to the Ombudsman.

9.1.2 Does the disclosure contain the essential elements of a protected disclosure?

To be a protected disclosure, a disclosure must satisfy the following criteria:

46. Did a natural person (that is, an individual person rather than a corporation) make the disclosure?
47. Does the disclosure relate to conduct of a public body or public officer acting in their official capacity?
48. Is the alleged conduct either improper conduct or detrimental action taken against a person in reprisal for making a protected disclosure?
49. Does the person making a disclosure have reasonable grounds for believing the alleged conduct has occurred?

Where a disclosure is assessed to be a protected disclosure, it is referred to the protected disclosure coordinator. The protected disclosure coordinator will determine whether the disclosure is a public interest disclosure.

Where a disclosure is assessed not to be a protected disclosure, the matter does not need to be dealt with under the Act. The protected disclosure officer will decide how the matter should be responded to in consultation with the protected disclosure coordinator.

9.2 Is the disclosure a public interest disclosure?

Where the protected disclosure officer or coordinator has received a disclosure that has been assessed to be a protected disclosure, the protected disclosure coordinator will determine whether the disclosure amounts to a public interest disclosure. This assessment will be made within 45 days of the receipt of the disclosure.

In reaching a conclusion as to whether a protected disclosure is a public interest disclosure, the protected disclosure coordinator will consider whether the disclosure shows, or tends to show, that the public officer to whom the disclosure relates:

50. has engaged, is engaging or proposes to engage in improper conduct in his or her capacity as a public officer; or
51. has taken, is taking or proposes to take detrimental action in reprisal for the making of the protected disclosure.

Where the protected disclosure coordinator concludes that the disclosure amounts to a public interest disclosure, he or she will:

52. notify the person who made the disclosure of that conclusion; and
53. refer the disclosure to the Ombudsman for formal determination as to whether it is indeed a public interest disclosure.

Where the protected disclosure coordinator concludes that the disclosure is not a public interest disclosure, he or she will:

54. notify the person who made the disclosure of that conclusion; and
55. advise that person that he or she may request the public body to refer the disclosure to the Ombudsman for a formal determination as to whether the disclosure is a public interest disclosure, and that this request must be made within 28 days of the notification.

In either case, the protected disclosure coordinator will make the notification and the referral within 14 days of the conclusion being reached by the public body

(the Library). Notification to the whistleblower is not necessary where the disclosure has been made anonymously.

10.0 Investigations

10.1 Introduction

Where the Ombudsman refers a protected disclosure to the Library for investigation, the protected disclosure coordinator will appoint an investigator to carry out the investigation.

The objectives of an investigation will be:

- 56. to collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment;
- 57. to consider the information collected and to draw conclusions objectively and impartially;
- 58. to maintain procedural fairness in the treatment of witnesses and the person who is the subject of the disclosure; and
- 59. to make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.

10.2 Terms of reference

Before commencing an investigation, the protected disclosure coordinator will draw up terms of reference and obtain authorisation for those terms by the Chief Executive Officer. The terms of reference will set a date by which the investigation report is to be concluded, and will describe the resources available to the investigator to complete the investigation within the time set. The protected disclosure coordinator may approve, if reasonable, an extension of time requested by the investigator. The terms of reference will require the investigator to make regular reports to the protected disclosure coordinator who, in turn, is to keep the Ombudsman informed of general progress.

10.3 Investigation plan

The investigator will prepare an investigation plan for approval by the protected disclosure coordinator. The plan will list the issues to be substantiated and describe the avenue of inquiry. It will address the following issues:

- 60. What is being alleged?
- 61. What are the possible findings or offences?
- 62. What are the facts in issue?
- 63. How is the inquiry to be conducted?
- 64. What resources are required?

At the commencement of the investigation, the whistleblower should be:

- 65. notified by the investigator that he or she has been appointed to conduct the investigation;
- 66. asked to clarify any matters; and
- 67. asked to provide any additional material he or she might have.

The investigator will be sensitive to the whistleblower's possible fear of reprisals and will be aware of the statutory protections provided to the whistleblower.

10.4 Natural justice

The principles of natural justice will be followed in any investigation of a public interest disclosure. The principles of natural justice concern procedural fairness and ensure a fair decision is reached by an objective decision maker. Maintaining procedural fairness protects the rights of individuals and enhances public confidence in the process.

The Library will have regard to the following issues in ensuring procedural fairness:

- 68. The person who is the subject of the disclosure is entitled to know the allegations made against him or her and must be given the right to respond. (This does not mean the person must be advised of the allegation as soon as the disclosure is received or the investigation has commenced.)

69. If the investigator is contemplating making a report adverse to the interests of any person, that person should be given the opportunity to put forward further material that may influence the outcome of the report and that person's defence should be fairly set out in the report.

70. All relevant parties to a matter should be heard and all submissions should be considered.

71. A decision should not be made until all reasonable inquiries have been made.

72. The investigator or any decision maker should not have a personal or direct interest in the matter being investigated.

73. All proceedings must be carried out fairly and without bias. Care should be taken to exclude perceived bias from the process.

74. The investigator must be impartial in assessing the credibility of the whistleblowers and any witnesses. Where appropriate, conclusions as to credibility should be included in the investigation report.

10.5 Conduct of the investigation

The investigator will make contemporaneous notes of all discussions and phone calls, and all interviews with witnesses will be taped. All information gathered in an investigation will be stored securely. Interviews will be conducted in private and the investigator will take all reasonable steps to protect the identity of the whistleblower. Where disclosure of the identity of the whistleblower cannot be avoided, due to the nature of the allegations, the investigator will warn the whistleblower and his or her welfare manager of this probability.

It is in the discretion of the investigator to allow any witness to have legal or other representation or support during an interview. If a witness has a special need for legal representation or support, permission should be granted.

10.6 Referral of an investigation to the Ombudsman

The protected disclosure coordinator will make a decision regarding the referral of an investigation to the Ombudsman where, on the advice of the investigator:

- 75. the investigation is being obstructed by, for example, the non-cooperation of key witnesses; or
- 76. the investigation has revealed conduct that may constitute a criminal offence.

10.7 Reporting requirements

The protected disclosure coordinator will ensure the whistleblower is kept regularly informed concerning the handling of a protected disclosure and an investigation.

The protected disclosure coordinator will report to the Ombudsman about the progress of an investigation.

Where the Ombudsman or the whistleblower requests information about the progress of an investigation, that information will be provided within 28 days of the date of the request.

11.0 Action taken after an investigation

11.1 Investigator's final report

At the conclusion of the investigation, the investigator will submit a written report of his or her findings to the protected disclosure coordinator. The report will contain:

- 77. the allegation/s;
- 78. an account of all relevant information received and, if the investigator has rejected evidence as being unreliable, the reasons for this opinion being formed;
- 79. the conclusions reached and the basis for them; and
- 80. any recommendations arising from the conclusions.

Where the investigator has found that the conduct disclosed by the whistleblower has occurred, recommendations made by the investigator will include:

81. the steps that need to be taken by the Library to prevent the conduct from continuing or occurring in the future; and

82. any action that should be taken by the Library to remedy any harm or loss arising from the conduct. This action may include bringing disciplinary proceedings against the person responsible for the conduct, and referring the matter to an appropriate authority for further consideration.

The report will be accompanied by:

- 83. the transcript or other record of any oral evidence taken, including tape recordings; and
- 84. all documents, statements or other exhibits received by the officer and accepted as evidence during the course of the investigation.

Where the investigator's report is to include an adverse comment against any person, that person will be given the opportunity to respond and his or her defence will be fairly included in the report.

The report will not disclose particulars likely to lead to the identification of the whistleblower.

11.2 Action to be taken

If the protected disclosure coordinator is satisfied that the investigation has found that the disclosed conduct has occurred, he or she will recommend to the Chief Executive Officer the action that must be taken to prevent the conduct from continuing or occurring in the future. The protected disclosure coordinator may also recommend that action be taken to remedy any harm or loss arising from the conduct.

The protected disclosure coordinator will provide a written report to the Minister for the Arts, the Ombudsman and the whistleblower setting out the findings of the investigation and any remedial steps taken.

Where the investigation concludes that the disclosed conduct did not occur, the protected disclosure coordinator will report these findings to the Ombudsman and to the whistleblower.

12.0 Managing the welfare of the whistleblower

12.1 Commitment to protecting whistleblowers

The Library is committed to the protection of genuine whistleblowers against detrimental action taken in reprisal for the making of protected disclosures. The protected disclosure coordinator is responsible for ensuring whistleblowers are protected from direct and indirect detrimental action, and that the culture of the workplace is supportive of protected disclosures being made.

The protected disclosure coordinator will appoint a welfare manager to all whistleblowers who have made a protected disclosure. The welfare manager will:

- 85. examine the immediate welfare and protection needs of a whistleblower who has made a disclosure and, where the whistleblower is an employee, seek to foster a supportive work environment;
- 86. advise the whistleblower of the legislative and administrative protections available to him or her;
- 87. listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure;
- 88. keep a contemporaneous record of all aspects of the case management of the whistleblower including all contact and follow-up action; and
- 89. ensure the expectations of the whistleblower are realistic.

All employees will be advised that it is an offence for a person to take detrimental action in reprisal for a protected disclosure. The maximum penalty is a fine of 240 penalty units (\$24,000) or two years' imprisonment

or both. The taking of detrimental action in breach of this provision can also be grounds for making a disclosure under the Act and can result in an investigation.

Detrimental action includes:

- 90. causing injury, loss or damage;
- 91. intimidation or harassment; and
- 92. discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business (including the taking of disciplinary action).

12.2 Keeping the whistleblower informed

The protected disclosure coordinator will ensure the whistleblower is kept informed of action taken in relation to his or her disclosure, and the time frames that apply. The whistleblower will be informed of the objectives of an investigation, the findings of an investigation, and the steps taken by the Library to address any improper conduct that has been found to have occurred. The whistleblower will be given reasons for decisions made by the Library in relation to a protected disclosure. All communication with the whistleblower will be in plain English.

12.3 Occurrence of detrimental action

If a whistleblower reports an incident of harassment, discrimination or adverse treatment that would amount to detrimental action taken in reprisal for the making of the disclosure, the welfare manager will:

- 93. record details of the incident;
- 94. advise the whistleblower of his or her rights under the Act; and
- 95. advise the protected disclosure coordinator or Chief Executive Officer of the detrimental action.

The taking of detrimental action in reprisal for the making of a disclosure can be an offence against the Act as well as grounds for making a further disclosure. Where such detrimental action is reported, the protected disclosure coordinator will assess the report as a new disclosure under the Act. Where the protected disclosure coordinator is satisfied that the disclosure is a public interest disclosure, he or she will refer it to the Ombudsman. If the Ombudsman subsequently determines the matter to be a public interest disclosure, the Ombudsman may investigate the matter or refer it to another body for investigation as outlined in the Act.

12.4 Whistleblowers implicated in improper conduct

Where a person who makes a disclosure is implicated in misconduct, the Library will handle the disclosure and protect the whistleblower from reprisals in accordance with the Act, the Ombudsman's guidelines and these procedures. The Library acknowledges that the act of whistleblowing should not shield whistleblowers from the reasonable consequences flowing from any involvement in improper conduct. Section 17 of the Act specifically provides that a person's liability for his or her own conduct is not affected by the person's disclosure of that conduct under the Act. However, in some circumstances, an admission may be a mitigating factor when considering disciplinary or other action.

The Chief Executive Officer will make the final decision on the advice of the protected disclosure coordinator as to whether disciplinary or other action will be taken against a whistleblower. Where disciplinary or other action relates to conduct that is the subject of the whistleblower's disclosure, the disciplinary or other action will only be taken after the disclosed matter has been appropriately dealt with.

In all cases where disciplinary or other action is being contemplated, the Chief Executive Officer must be satisfied that it has been clearly demonstrated that:

- 96. the intention to proceed with disciplinary action is not

causally connected to the making of the disclosure (as opposed to the content of the disclosure or other available information);

- 97. there are good and sufficient grounds that would fully justify action against any non-whistleblower in the same circumstances; and
- 98. there are good and sufficient grounds that justify exercising any discretion to institute disciplinary or other action.

The protected disclosure coordinator will thoroughly document the process including recording the reasons why the disciplinary or other action is being taken, and the reasons why the action is not in retribution for the making of the disclosure. The protected disclosure coordinator will clearly advise the whistleblower of the proposed action to be taken, and of any mitigating factors that have been taken into account.

13.0 Management of the person against whom a disclosure has been made

The Library recognises that employees against whom disclosures are made must also be supported during the handling and investigation of disclosures. The Library will take all reasonable steps to ensure the confidentiality of the person who is the subject of the disclosure during the assessment and investigation process. Where investigations do not substantiate disclosures, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the disclosure will remain confidential.

The protected disclosure coordinator will ensure the person who is the subject of any disclosure investigated by or on behalf of a public body is:

- 99. informed as to the substance of the allegations;
- 100. given the opportunity to answer the allegations before a final decision is made;
- 101. informed as to the substance of any adverse comment that may be included in any report arising from the investigation; and has
- 102. his or her defence set out fairly in any report.

Where the allegations in a disclosure have been investigated, and the person who is the subject of the disclosure is aware of the allegations or the fact of the investigation, the protected disclosure coordinator will formally advise the person who is the subject of the disclosure of the outcome of the investigation.

The Library will give its full support to a person who is the subject of a disclosure where the allegations contained in a disclosure are clearly wrong or unsubstantiated. If the matter has been publicly disclosed, the Chief Executive Officer of the Library will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.

14.0 Criminal offences

The Library will ensure officers appointed to handle protected disclosures and all other employees are aware of the following offences created by the Act:

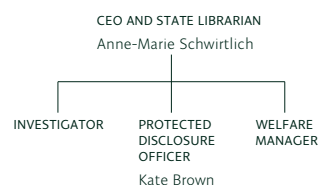
- 103. It is an offence for a person to take detrimental action against a person in reprisal for a protected disclosure being made. The Act provides a maximum penalty of a fine of 240 penalty units (\$24,000) or two years' imprisonment or both.
- 104. It is an offence for a person to divulge information obtained as a result of the handling or investigation of a protected disclosure without legislative authority. The Act provides a maximum penalty of 60 penalty units (\$6,000) or six months' imprisonment or both.
- 105. It is an offence for a person to obstruct the Ombudsman in performing his responsibilities under the Act. The Act provides a maximum penalty of 240 penalty units (\$24,000) or two years' imprisonment or both.
- 106. It is an offence for a person to knowingly provide false

information under the Act with the intention that it be acted on as a disclosed matter. The Act provides a maximum penalty of 240 penalty units (\$24,000) or two years' imprisonment or both.

15.0 Review

These procedures will be reviewed annually to ensure they meet the objectives of the Act and accord with the Ombudsman's guidelines.

Whistleblowers Protection Act 2002: Reporting Structure for the State Library of Victoria



2004

2005



AUDITOR GENERAL VICTORIA

INDEPENDENT AUDIT REPORT

Library Board of Victoria

In the Honour of the Parliament of Victoria, responsible members and members of the Library Board of Victoria

Scope

The Financial Report

The accompanying financial report for the year ended 30 June 2005 of the Library Board of Victoria consists of the statement of financial performance, statement of financial position, statement of cash flows, notes to, and forming part of the financial report, and the supporting declaration. The financial report includes the consolidated financial statements of the economic entity comprising the Library Board of Victoria and the entities it controlled at the year's end or have been for less than the financial year or 100 per cent owned, directly or indirectly, wholly or partly.

Members' Responsibility

The Members of the Library Board of Victoria are responsible for:

- a. the preparation and presentation of the financial report and the information it contains, including ensuring professional accounting standards;
- b. the maintenance of adequate accounting records and internal controls that are designed to ensure its transactions, assets, liabilities, and personal and debt held and raised.

Audit Approach

As required by the Audit Act 1994, an independent audit has been carried out in order to express an opinion on the financial report. The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement.

The audit procedures included:

- examining information on a test basis by internal controls, assessing the controls and procedures in the financial report;
- assessing the appropriateness of the accounting policies and disclosures used, and the reasonableness of judgments concerning estimates made by the members;
- obtaining written confirmation regarding the financial representations made in conjunction with the audit;
- reviewing the overall presentation of information in the financial report.

The auditor has been independent in form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the Financial Management Act 1994, as well as present a view which is consistent with my understanding of the Board's and the economic entity's financial position, and their financial performance and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Impartiality

The Auditor General's impartiality is established by the Constitution Act 1978. The Auditor General is not subject to direction by any person about the way in which his powers are to be exercised. The Auditor General and his staff and delegates comply with all applicable independence requirements of the Australian accounting profession.

Audit Opinion

In my opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the Financial Management Act 1994, the financial position of the Library Board of Victoria and the economic entity as at 30 June 2005 and their financial performance and cash flows for the year then ended.

JOHN BATHMAN
12 September 2005

JOHN BATHMAN
Auditor General



www.fishbase.org

[illegible]

As the date approaching the Annual General Meeting, we are now aware of any contributions which would affect the participants involved in the Agreement in its concluding or revision etc.

[Signature]

 Name: _____
 Position: _____


Kevin Chappell
Reverend Minister

Paul Reed
Chief Financial
Officer



Results

Cluster

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2005

	Note	Consolidated		State Library of Victoria	
		2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
CURRENT ASSETS					
Cash Assets	2	395	1,546	197	1,433
Receivables	3	2,924	479	2,987	479
Other Financial Assets	4	22,547	22,094	13,100	14,000
Other	5	389	416	389	416
Total Current Assets		26,255	24,535	16,673	16,328
NON-CURRENT ASSETS					
Property, Plant and Equipment	6	396,750	393,627	396,750	393,627
Library Collections	7	305,901	304,528	305,901	304,528
Deferred Expenditure	8	1	550	1	550
Total Non-Current Assets		702,652	698,705	702,652	698,705
Total Assets		728,907	723,240	719,325	715,033
CURRENT LIABILITIES					
Payables	9	2,576	3,403	2,576	3,419
Interest Bearing Liabilities	10	13	13	13	13
Provisions	11	1,944	2,032	1,944	2,032
Total Current Liabilities		4,533	5,448	4,533	5,464
NON-CURRENT LIABILITIES					
Provisions	11	2,779	2,634	2,779	2,634
Interest Bearing Liabilities	10	79	93	79	93
Total Non-Current Liabilities		2,858	2,727	2,858	2,727
Total Liabilities		7,391	8,175	7,391	8,191
Net Assets		721,516	715,065	711,934	706,842
EQUITY					
Contributed Capital	1b, 12a	534,688	534,688	534,688	534,688
Asset Revaluation Reserve	12c	152,285	152,997	152,285	152,997
General Reserve	12d	1,000	1,000	1,000	1,000
Donations and Bequests Reserve	12e, 13	10,782	9,215	1,749	1,737
Specific Purpose Grants Reserve	12f, 14	8,307	7,704	7,758	6,959
Accumulated Surplus	1b, 12b	14,454	9,461	14,454	9,461
Total Equity	12g	721,516	715,065	711,934	706,842

Values are rounded to the nearest thousand.

The above Statement of Financial Position should be read in conjunction with the accompanying Notes.

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2005

	Note	Consolidated		State Library of Victoria	
		2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
REVENUE FROM ORDINARY ACTIVITIES					
Output Appropriation					
—Current Nature	15	28,959	26,823	28,959	26,823
—Depreciation Equivalent	1b	8,267	6,287	8,267	6,287
—Capital Asset Charge	1k	35,731	35,638	35,731	35,638
Trading	16	3,143	3,285	3,097	3,276
Externally Funded Projects	17	4,953	8,010	4,953	8,010
Donations and Bequests	18	1,502	2,946	1,593	1,489
Investment Revenue	19a	1,177	1,090	728	719
Realised/Unrealised Capital Gains	19b	1,352	761	–	–
Other Revenue	19c	–	15	–	15
		85,084	84,855	83,328	82,257
EXPENSES FROM ORDINARY ACTIVITIES					
Salaries and Related Expenses	20	22,944	22,182	22,740	21,992
Buildings and Facilities	21	4,653	4,161	4,650	4,161
Bad and Doubtful Debts	1d	(2)	–	(2)	–
Professional and Finance	22	866	1,115	838	1,076
Realised/Unrealised Capital Losses	19b	–	35	–	–
Borrowing Costs	23	6	2	6	2
Grants Distributed	24	771	1,912	771	1,912
Government Capital Assets Charge	1k	35,731	35,638	35,731	35,638
Other Expenses from Ordinary Activities	25	6,908	8,556	6,746	8,435
Depreciation	1h	6,195	5,780	6,195	5,780
Amortisation	1f	549	50	549	50
Asset Disposals	26	12	3	12	3
		78,633	79,434	78,236	79,049
Surplus from Ordinary Activities		6,451	5,421	5,092	3,208
Total changes in equity other than those resulting from transactions with Victorian Government in its capacity as owner					
		6,451	5,421	5,092	3,208

The above Statement of Financial Performance should be read in conjunction with the accompanying Notes.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2005

		Consolidated		State Library of Victoria	
	Note	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES					
Receipts from Government					
Government Appropriation for the provision of outputs					
—Current Nature		28,959	26,823	28,959	26,823
Receipts from other entities					
Donations (other than in kind) and Bequests		773	2,310	865	853
Trading Receipts		3,240	3,375	3,131	3,339
Grants		2,558	8,010	2,558	8,010
Asset Replacement Grants		3,321	–	3,321	–
Dividends and Interest		1,199	1,059	749	746
Borrowing Cost Expense		(6)	(2)	(6)	(2)
Payments to suppliers and employees		(37,052)	(35,265)	(36,673)	(34,899)
Net Cash Inflow/(Outflow)from Operating Activities	29b	2,992	6,310	2,904	4,870
CASH FLOWS FROM INVESTING ACTIVITIES					
Capital Contribution from State Government		–	400	–	400
Proceeds from/(Payments for) Investments		427	(2,036)	–	–
Proceeds from the Sale of Fixed Assets		–	15	–	15
Payment for Buildings		(2,441)	–	(2,441)	–
Payment for Equipment		(640)	(320)	(640)	(320)
Payment for Library Collection		(1,946)	(1,974)	(1,946)	(1,974)
Net Cash Outflow from Investing Activities		(4,600)	(3,915)	(5,027)	(1,879)
CASH FLOWS FROM FINANCING ACTIVITIES					
Repayment of Finance Lease		(13)	(47)	(13)	(47)
Net Cash Outflow from Financing Activities		(13)	(47)	(13)	(47)
Net Increase/(Decrease) in Cash Held		(1,621)	2,348	(2,136)	2,944
Cash Held at Beginning of the Financial Year		17,980	15,632	15,433	12,489
Cash Held at End of the Financial Year	29a	16,359	17,980	13,297	15,433

The above Statement of Cash Flows should be read in conjunction with the accompanying Notes.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005

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1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Preparation of Accounts

The financial report of the Library Board of Victoria (reflecting consolidation of the State Library of Victoria and the State Library of Victoria Foundation) is a general purpose financial report that has been prepared in accordance with the *Financial Management Act 1994*, Australian Accounting Standards, Statement of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and Urgent Issues Group Consensus Views. All Accounting Standards have been applied in a manner consistent with prior years unless otherwise specified.

The financial report has been prepared in accordance with the historical cost convention, except for certain assets and liabilities which, as noted, are at fair value. The accounting policies adopted, and the classification and presentation of items, are consistent with those of the previous year, except where a change is required to comply with an Australian Accounting Standard or Urgent Issues Group Consensus View, or an alternative accounting policy permitted by an Australian Accounting Standard is adopted to improve the relevance and reliability of the financial statements. Where practicable, comparative amounts are presented and classified on a basis consistent with the current year.

For interim and annual reporting periods ending on or after 30 June 2005, AASB 1047 *Disclosing the Impacts of Adopting Australian Equivalents to International Financial Reporting Standards* requires disclosure of any known or reliably estimable information about the impacts on the financial report had it been prepared using A-IFRS or, if the impacts are not known or reliably estimable, a statement to that effect. Refer to Note 35 for further information.

b) Contributed Capital

Redevelopment funding provided by government, with the exception of the component provided from Depreciation Equivalent—Asset Investment Funding, has been designated as contributed capital in accordance with the requirements of the Financial Reporting Direction 2. The component provided from Depreciation Equivalent—Asset Investment Funding has been recognised as revenue.

c) Principles of Consolidation

The assets, liabilities, revenues and expenses of the State Library of Victoria Foundation have been included at the values shown in the audited Annual Financial Statements. Any inter-entity transactions have been eliminated on consolidation.

The consolidated entity comprises the Library Board of Victoria, trading as the State Library of Victoria and the State Library of Victoria Foundation. The Library Board of Victoria is the trustee for the State Library of Victoria Foundation.

d) Debtors

All debtors are recognised at the amount receivable as they are due for settlement at no more than 30 days from the date of recognition. The provision for doubtful debts has been determined by fully providing for all debts older than 91 days.

e) Other Financial Assets

Board investments are valued at market value. Movement in value is recognised as unrealised gains or losses. State Library of Victoria investments are fixed capital investments such as government bonds, bank deposits or bank bills. The State Library of Victoria Foundation investments include equities listed on the Australian Stock Exchange.

f) Deferred Expenditure

Deferred expenditure represents the purchase of 270,000 volumes of space in a CAVAL Archival and Research Materials (CARM) Centre. During the year the Library Board advised CAVAL Collaborative Solutions of its decision to withdraw from CAVAL effective 31 December 2005. The Library Board has approved, as at 30 June 2005, writing down of the Library's contribution to the CARM Centre to a non-depreciable value of \$1,000. Deferred expenditure amortisation expense has been increased from \$50k to \$549k in the 2004–05 financial year.

g) Revaluation of Non-Current Assets

Subsequent to the initial recognition as assets, non-current physical assets, other than plant and equipment, are measured at fair value. Plant and equipment are measured at cost. Revaluations are made with sufficient regularity to ensure that the carrying amount of each asset does not differ materially from its fair value at reporting date. Revaluations are assessed annually and supplemented by independent assessments at least every three years. Revaluations are conducted in accordance with the Victorian Government Policy—Revaluation of Non-Current Physical Assets.

Revaluation increments are credited directly to the asset revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in net result, the increment is recognised immediately as revenue in the net result.

Revaluation decrements are recognised immediately as expenses in net result, except that, to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve.

Revaluation increments and decrements are offset against one another within a class of non-current assets.

In 2001–02 the Library recognised an obligation to revalue assets in accordance with AASB 1041, the *Financial Management Act 1994* and Victorian Government Policy—Revaluation of Non-Current Physical Assets. As a consequence the Library elected to revert to the cost basis for measuring all plant and equipment. Implementation excluded development of a solution for the treatment of the Plant and Equipment Asset Revaluation Reserve. During 2004–05 the Library Board approved the transfer to retained earnings the value of the Plant and Equipment Asset Revaluation Reserve amounting to \$712k.

h) Depreciation of Property, Plant and Equipment and Library Collection

Unless otherwise stated, depreciation has been charged on non-current assets (except Land and heritage collections) at rates assessed to match

the cost of the assets against their estimated economic lives to the Library. Depreciation is calculated using the straight-line method. Depreciation on Buildings is charged, on a straight-line basis, at a rate of 1 per cent per annum. Depreciation rates for Equipment range from 10 to 33 per cent per annum.

With effect from 1 July 2003 the Library Board of Victoria differentiated library collection material as heritage and non-heritage. Useful lives for non-heritage collection material were determined based on an assessment of use and currency profiles. Useful lives applied for 2004–05 financial year are:

- 5 years for material acquired for the Trescowthick Information Centre;
- 10 years for material acquired for the Redmond Barry Reading Room;
- 50 years for material acquired for the Main Stacks.

i) Trade and Other Creditors

These amounts represent liabilities for goods and services provided to the Library prior to the end of the financial year and which are unpaid. The amounts are unsecured and are usually paid within 30 days of month end from invoice date.

j) Employee Benefits

Provision is made for the Board's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits to be settled within one year have been measured at the amount to be paid when the liabilities are settled.

Liabilities for non-accumulating sick leave are recognised when the leave is taken and measured at the rates paid or payable.

Long Service Leave entitlements payable later than one year have been measured after recognition of the Enterprise Partnership Agreement increments at the present value of the estimated future cash outflows to be made for those entitlements. Provision is calculated in accordance with the requirement of AASB 1028—Accounting for Employee Benefits.

Employee benefit on-costs, including payroll tax, are recognised and included in employee liabilities and costs when the employee benefits to which they relate are recognised as liabilities.

The Board makes contributions to the State Superannuation Boards' Revised and New Schemes, the Victorian Superannuation scheme and other private schemes for eligible employees and such expenditure is shown as an operating expense in the Financial Statements (Refer to Note 30).

k) Capital Assets Charge

The State Government Capital Assets Charge has been recognised as expenditure offset by a notional grant within the financial statements. The Capital Assets Charge was introduced to create an awareness of the opportunity cost of capital invested in government assets, to achieve efficiencies in the management of the government's asset base and recognise an entity's asset base in pricing decisions.

l) Donations and Bequests

Donations and Bequests for specific purposes have been brought to account as revenue upon receipt. The balance of unexpended donations is transferred to the Donations/Bequests Reserve on an annual basis. Subsequent expenditure is recorded as an expense in the Statement of Financial Performance and results in a transfer from the reserve.

m) Specific Purpose Grants

Represents grants received by the Library for a specific project with the proceeds brought to account as revenue upon receipt. The balance of unexpended grants is transferred to the Specific Purpose Grants Reserve on an annual basis. Subsequent expenditure is recorded as an expense in the Statement of Financial Performance and results in a transfer from the reserve.

n) General Reserve

In the 2001–02 financial year the Library Board created the General Reserve to provide for unavoidable future expenditures that cannot be met from funding.

o) Revenue Recognition

Revenue from the sale of goods and services is recognised upon delivery of the goods and services to the customer. Vicnet ISP customers' fees are recognised as a prepayment on receipt and brought to account progressively over the period of each contract.

Grants from government and other sources are brought to account as revenue as and when received. Government grants for the Library redevelopment and other asset replacement projects are treated as contributed capital in line with Note 1b.

Interest revenue is recognised when receivable and dividend revenue is recognised when the entitlement to receive payment is established.

Bequests and Donations revenue includes donations in kind. The in-kind contributions are goods and services provided to the Library Board of Victoria at no cost. An amount equivalent to the arms-length value of both the goods and services received and the operational or capital expenses have been included in the financial statements. Where the donation is an item or items to be added to the Library collections, the valuation has been performed by Library staff except where the donation has been externally valued under the Cultural Gifts program.

Memberships are recognised on receipt.

p) Surplus/(Deficit) from Operating Activities

The surplus or deficit from operating activities is affected by a number of factors, including the timing of expenditures against special purpose grants and the timing of expenditures against current and prior period revenues.

Note	Consolidated		State Library of Victoria	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
2 CASH ASSETS				
Cash on Hand	8	8	8	8
Cash at Bank	387	1,538	189	1,425
	395	1,546	197	1,433
3 RECEIVABLES				
Debtors—External	2,926	488	2,926	488
Debtor State Library of Victoria Foundation	–	–	63	–
Less Provision for Doubtful Debts (Note 1d)	(2)	(9)	(2)	(9)
	2,924	479	2,987	479
4 OTHER FINANCIAL ASSETS				
Current				
Deposits	3,100	1,000	3,100	1,000
Bank Bills	10,000	13,000	10,000	13,000
Foundation Investments				
Cash Management Account	472	400	–	–
Fixed Interest Securities	2,392	2,034	–	–
	15,964	16,434	13,100	14,000
Equity Investments	6,583	5,660	–	–
	22,547	22,094	13,100	14,000
5 OTHER CURRENT ASSETS				
Prepayments	363	369	363	369
Accrued Interest	26	47	26	47
	389	416	389	416

Note	Consolidated		State Library of Victoria	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
6 PROPERTY, PLANT & EQUIPMENT				
Land—Independent Valuation (2003)	38,000	38,000	38,000	38,000
Buildings—Independent Valuation (2003) (Note 1g)	332,000	332,000	332,000	332,000
Less Accumulated Depreciation (Note 1h)	(8,300)	(4,980)	(8,300)	(4,980)
	323,700	327,020	323,700	327,020
Redevelopment Capital Expenditure at Cost	20,446	20,446	20,446	20,446
Less Accumulated Depreciation (Note 1h)	(255)	(51)	(255)	(51)
	20,191	20,395	20,191	20,395
Equipment at Cost	12,241	11,095	12,241	11,095
Less Accumulated Depreciation (Note 1h)	(4,254)	(2,998)	(4,254)	(2,998)
	7,987	8,097	7,987	8,097
Equipment Under Lease	441	441	441	441
Less Accumulated Depreciation (Note 1h)	(349)	(326)	(349)	(326)
	92	115	92	115
Work in Progress				
—Buildings	6,641	–	6,641	–
—Plant and Equipment	139	–	139	–
	6,780	–	6,780	–
Total Property, Plant and Equipment	396,750	393,627	396,750	393,627

	Land \$'000	Buildings \$'000	Plant & Equipment \$'000	Assets Under Finance Lease \$'000	Total \$'000
Consolidated					
2005					
Carrying amount at start of year	38,000	347,415	8,097	115	393,627
Additions	–	–	1,247	–	1,247
Work in Progress	–	6,641	139	–	6,780
Disposals	–	–	(12)	–	(12)
Depreciation	–	(3,524)	(1,345)	(23)	(4,892)
Carrying amount at end of year	38,000	350,532	8,126	92	396,750
State Library of Victoria					
2005					
Carrying amount at start of year	38,000	347,415	8,097	115	393,627
Additions	–	–	1,247	–	1,247
Work in Progress	–	6,641	139	–	6,780
Disposals	–	–	(12)	–	(12)
Depreciation	–	(3,524)	(1,345)	(23)	(4,892)
Carrying amount at end of year	38,000	350,532	8,126	92	396,750

Note	Consolidated		State Library of Victoria	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
7 LIBRARY COLLECTIONS				
At Cost—Heritage	1,827	1,097	1,827	1,097
At Cost—Non-Heritage (Note 1h)	3,369	2,152	3,369	2,152
Less Accumulated Depreciation	(318)	(98)	(318)	(98)
Heritage At Independent Valuation (2002) (Note 1g)	247,030	247,030	247,030	247,030
Non-Heritage at Independent Valuation (2002) (Note 1h)	54,100	54,100	54,100	54,100
Less Accumulated Depreciation	(2,164)	(1,082)	(2,164)	(1,082)
Collection Donations at Valuation (2003)	693	693	693	693
Collection Donations at Valuation (2004)	636	636	636	636
Collection Donations at Valuation (2005) (Note 1o)	728		728	
	305,901	304,528	305,901	304,528
Reconciliation				
Carrying amount at start of year	304,528	303,098	304,528	303,098
Post Revaluation Additions—Purchases	1,947	1,974	1,947	1,974
Post Revaluation Additions—Donated	728	636	728	636
Depreciation—Non-Heritage Collection	(1,302)	(1,180)	(1,302)	(1,180)
Carrying amount at end of year	305,901	304,528	305,901	304,528
8 DEFERRED EXPENDITURE				
CARM Centre, Bundoora (Note 1f)	1,000	1,000	1,000	1,000
Less Accumulated Amortisation	(999)	(450)	(999)	(450)
	1	550	1	550
9 PAYABLES				
Creditors External	859	1,015	859	1,015
Creditor State Library of Victoria Foundation	–	–	–	16
Accrued Expenses	1,485	2,302	1,485	2,302
Prepaid Revenue	232	86	232	86
	2,576	3,403	2,576	3,419
10 INTEREST BEARING LIABILITIES				
Finance Lease—Current	13	13	13	13
Finance Lease—Non-Current	79	93	79	93
	92	106	92	106

Note	Consolidated		State Library of Victoria	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
11 PROVISIONS				
Recreation Leave	1,535	1,702	1,535	1,702
Long Service Leave—Current	409	330	409	330
Total Current Provisions	1,944	2,032	1,944	2,032
Long Service Leave—Non-Current	2,779	2,634	2,779	2,634
Aggregate carrying amount of provisions	4,723	4,666	4,723	4,666
	Recreation Leave	Long Service Leave		
Movement in Provisions				
Carrying amount at start of year	1,702	2,964		
Additional Provisions	1,308	633		
Payments	(1,475)	(409)		
Carrying amount at end of year	1,535	3,188		
12 EQUITY AND MOVEMENTS IN EQUITY				
a Contributed Capital				
Balance at beginning of the year	534,688	526,623	534,688	526,623
Equity Contribution from Government				
Capital Improvements	–	8,065	–	8,065
Balance at end of the year	534,688	534,688	534,688	534,688
b Accumulated Surplus				
Accumulated surplus at beginning of the year	9,461	7,638	9,461	7,638
Net Result for the year	6,451	5,421	5,092	3,208
Net Transfer (to) / from Donations and Bequest Reserve	(1,567)	(1,815)	(12)	106
Net Transfer (to) / from Specific Purpose Grants Reserve	(603)	(1,783)	(799)	(1,491)
Net Transfer (to) / from Equipment Asset Revaluation Reserve	712	–	712	–
Accumulated surplus at end of the year	14,454	9,461	14,454	9,461
c Reserves				
Land Asset Revaluation Reserve				
Balance at beginning of the year	15,500	15,500	15,500	15,500
Movement	–	–	–	–
Balance at end of the year	15,500	15,500	15,500	15,500
Collection Asset Revaluation Reserve				
Balance at beginning of the year	136,785	136,785	136,785	136,785
Movement	–	–	–	–
Balance at end of the year	136,785	136,785	136,785	136,785
Equipment Asset Revaluation Reserve				
Balance at beginning of the year	712	712	712	712
Movement	(712)	–	(712)	–
Balance at end of the year	–	712	–	712
Total of the Asset Revaluation Reserve				
Balance at beginning of the year	152,997	152,997	152,997	152,997
Movement	(712)	–	(712)	–
Balance at end of the year	152,285	152,997	152,285	152,997

Note	12 CONTINUED	Consolidated		State Library of Victoria	
		2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
	d General Reserve				
	Balance at beginning of the year	1,000	1,000	1,000	1,000
	Transfer from Accumulated Surplus	–	–	–	–
	Balance at end of the year	1,000	1,000	1,000	1,000
	e Donations and Bequests Reserve				
	Balance at beginning of the year	9,215	7,400	1,737	1,843
	Transfer (to) / from Accumulated Surplus	1,567	1,815	12	(106)
	Balance at end of the year (Note 13)	10,782	9,215	1,749	1,737
	f Specific Purpose Grants Reserve				
	Balance at beginning of the year	7,704	5,921	6,959	5,468
	Transfer (to) / from Accumulated Surplus	603	1,783	799	1,491
	Balance at end of the year (Note 14)	8,307	7,704	7,758	6,959
	g Total Equity at the beginning of the year	715,065	701,579	706,842	695,569
	Total Changes in Equity recognised in the Statement of Financial Performance	6,451	5,421	5,092	3,208
	Contributions of Equity	–	8,065	–	8,065
	Total Equity at the end of the year	721,516	715,065	711,934	706,842

Note	13 DONATIONS AND BEQUESTS RESERVE	Consolidated			
		01 July 2004	2005	2005	30 June 2005
		c-fwd Balance	Transfer from Accumulated Surplus	Transfer to Accumulated Surplus	Balance
		\$'000	\$'000	\$'000	\$'000
	State Library of Victoria				
	Sir Irving Benson Estate	435	19	21	433
	LM Henderson Estate	259	12	12	259
	T Buesst Bequest	208	9	9	208
	C Sunberg Estate	137	6	–	143
	VG Dobbie Bequest	118	5	11	112
	Ethel Cutten Estate	191	8	15	184
	VJ Chalmers Estate	204	9	–	213
	Margery Ramsay Estate	84	4	–	88
	Frederick Bryan Bequest	23	1	–	24
	Kurt Ofenberg Bequest	10	1	–	11
	Constance Thomson Estate	6	–	–	6
	MV Anderson Estate	3	–	–	3
	K Wilson Bequest	59	3	–	62
	PJ Winthrop	–	21	18	3
		1,737	98	86	1,749
	State Library of Victoria Foundation	7,478	2,005	450	9,033
	Total Library Board of Victoria	9,215	2,103	536	10,782

Note	Consolidated			
	01 July 2004	2005	2005	30 June 2005
	c-fwd Balance	Transfer from Accumulated Surplus	Transfer to Accumulated Surplus	Balance
	\$'000	\$'000	\$'000	\$'000

14 SPECIFIC PURPOSE GRANTS RESERVE

During the 2004–05 financial year funds were received from external organisations to be applied for specific purposes. This 'Specific Purpose Grants Reserve' is a balance of all grant funds, which remain unexpended as at 30 June 2005. The balance of this reserve account consists of the following grants:

Directorate				
Arts Victoria—Corporate Training	19	–	16	3
Arts Victoria—Creative Fellowships	145	115	199	61
Ballarat Offsite Store	–	829	626	203
Council of Australian State Libraries	68	102	53	117
Multicultural Heritage Workshop	–	4	4	–
BA Santamaria Fellowship	–	52	10	42
Technology Services				
ACMI Broadband Link	–	31	31	–
Corporate Services and Planning				
Arts Victoria—Human Resources System Enhancements	27	–	2	25
Marketing	69	57	122	4
Vicnet				
Multimedia Victoria—Skillsnet Program	69	83	147	5
Multimedia Victoria—Library Infrastructure	2,831	6,934	5,493	4,272
Department of Human Services—Preschools Project	2,750	292	1,608	1,434
Public Libraries Unit				
Library Network and Support	334	1,755	1,376	713
Collection Management				
Murray Goulburn Rural Water	24	–	2	22
Pacific Access	29	–	3	26
Sybil Craig Bequest	22	1	–	23
WG Alma Estate	52	9	7	54
Pictures Collection	–	60	60	–
Manuscripts Collection	–	10	10	–
Holocaust Collection	–	11	1	10
Sir Irving Benson Estate	50	21	71	–
T Buesst Bequest	–	9	9	–
LM Henderson Estate	–	12	10	2
Library Heritage Digitisation	–	95	48	47
<i>Black Thursday</i> Conservation	–	12	11	1
Big Pictures Treatment	–	15	12	3
Genealogy Collection	2	–	–	2
Adopt A Book Project	4	–	3	1
Ciba Conservation	26	8	16	18

Note	Consolidated			
	01 July 2004	2005	2005	30 June 2005
	c-fwd Balance	Transfer from Accumulated Surplus	Transfer to Accumulated Surplus	Balance
	\$'000	\$'000	\$'000	\$'000
14 CONTINUED				
Public Programs				
Public Program Events	105	245	312	38
Centre for Youth Literature	84	360	386	58
Publications	–	250	–	250
Schools Services	49	152	131	70
Premier's Literary Awards	10	76	28	58
Exhibitions	56	361	325	92
Experimedia	4	–	4	–
Digital Stories	14	–	14	–
Access & Information				
George Robertson Program	3	–	–	3
Coles Myer Ltd	76	–	14	62
The Agnes Robertson Trust—Digitise Record Collection	22	–	–	22
Mary Owen Papers	3	–	3	–
Architecture Archives	12	41	53	–
Disability	–	18	1	17
Total State Library of Victoria	6,959	12,020	11,221	7,758
SLV Development Fund (Foundation)	745	450	645	550
Total State Library of Victoria Foundation	745	450	645	550
Total Library Board of Victoria	7,704	12,470	11,866	8,308
Summary of Reserve Movements				
State Library of Victoria				
Total of Donations and Bequest Reserve	1,737	98	86	1,749
Total of Specific Purpose Grants Reserve	6,959	12,020	11,221	7,758
	8,696	12,118	11,307	9,507
State Library of Victoria Foundation				
Total of Donations and Bequest Reserve	7,478	2,005	450	9,033
Total of Specific Purpose Grants Reserve	745	450	646	549
	8,223	2,455	1,096	9,582
Consolidated				
Total of Donations and Bequest Reserve	9,215	2,103	536	10,782
Total of Specific Purpose Grants Reserve	7,704	12,470	11,867	8,307
	16,919	14,573	12,403	19,089

Note	Consolidated		State Library of Victoria	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
15 GOVERNMENT FUNDING				
Government Funding for the provision of outputs—Current Nature				
Government Appropriation	28,959	26,823	28,959	26,823
16 TRADING				
Vicnet	1,737	2,090	1,737	2,090
Other	1,406	1,195	1,360	1,186
	3,143	3,285	3,097	3,276
17 EXTERNALLY FUNDED PROJECTS				
Department of Infrastructure				
Egaps	–	150	–	150
Public Internet Access Program	1,575	–	1,575	–
My Connected Community	900	1,115	900	1,115
i@ Directory and Website	50	–	50	–
Call Centre Support	163	160	163	160
Skillsnet Roadshow	240	300	240	300
Community Networks Project	5	250	5	250
Department of Victorian Communities				
Multilingual Senior Surfers	100	–	100	–
Multilingual Website	91	–	91	–
Department of Premier and Cabinet				
Bendigo Petition	–	10	–	10
Department of Treasury and Finance				
Employee Benefits	9	–	9	–
Department of Human Services				
Preschools Project	–	4,900	–	4,900
Department of Education and Training				
Schools Services	52	46	52	46
History Council	20	–	20	–
Information Victoria	11	–	11	–
Arts Victoria				
ACMI Optical Fibre Link	31	–	31	–
Centre for Youth Literature	–	95	–	95
Premier's Literary Awards	38	15	38	15
Cultural Broadband Project	–	6	–	6
150th Anniversary Program	50	–	50	–
Vicnet	435	–	435	–
National Gallery of Victoria				
System Support	20	20	20	20

Note	Consolidated		State Library of Victoria	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
17 CONTINUED				
Department of Communication, IT and the Arts				
Skillsnet	–	145	–	145
Seniors Roadshow	–	10	–	10
Rural Libraries Online	–	50	–	50
Networking the Nation	–	6	–	6
Department of Education, Science and Training				
Science Week	–	4	–	4
Other Externally Funded Grants				
Gordon Darling Foundation	12	–	12	–
Allan and Maria Myers	100	–	100	–
RE Ross Trust	57	–	57	–
DEAC	1	–	1	–
Clayton Utz	2	–	2	–
Village Roadshow	15	–	15	–
The Age	18	–	18	–
University of Ballarat	3	–	3	–
Rino and Diana Grollo	23	–	23	–
CASL	93	69	93	69
Major Projects Victoria	782	415	782	415
Australia Council	32	33	32	33
Commonwealth Writers Prize	–	147	–	147
Centre for Youth Literature Sponsors	9	11	9	11
Village Roadshow	–	15	–	15
WG Alma Estate	6	8	6	8
Monash University	10	10	10	10
CMR	–	3	–	3
Ancher Mortlock & Woolley	–	2	–	2
Rider Hunt	–	3	–	3
Boulderstone Hornibrook	–	2	–	2
Sensis	–	10	–	10
	4,953	8,010	4,953	8,010

Note	Consolidated		State Library of Victoria	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
18 DONATIONS AND BEQUESTS				
State Library of Victoria				
Donations In Kind (See Note 1o)	728	636	728	636
John T Reid Charitable Trust	25	30	25	30
State Library Of Victoria Foundation	–	–	797	724
Phillip Joseph Winthrop Estate	21	–	21	–
BA Santamaria Family	17	–	17	–
Other Donations	5	3	5	3
Harold Mitchell Foundation	–	11	–	11
RE Ross Trust	–	53	–	53
Allom Lovell & Associates	–	2	–	2
Dame Elisabeth Murdoch	–	30	–	30
Total State Library of Victoria	796	765	1,593	1,489
State Library Of Victoria Foundation				
Sponsorships	71	458	–	–
Sponsorships were received by the Foundation from The Herald & Weekly Times Ltd, Optus, Panasonic, AAMI, City of Melbourne, The Age, Ciba Speciality Chemicals Pty Ltd, Bendigo Bank and Clayton Utz.				
Donations	635	1,723	–	–
Sir Keith Murdoch's Children and Grandchildren, Trust Co of Australia, A and M Cowen, Alan (AGL) Shaw Charitable Trust, Robin and Suzanne Hunt, Gandel Charitable Trust, Bookplate Donors, Light the Dome Donors, Membership Subscriptions, Foundation Events and other donations from Foundation supporters.				
State Library Of Victoria Foundation	706	2,181	–	–
Total Library Board of Victoria	1,502	2,946	1,593	1,489
19 OTHER REVENUE AND REVENUE FROM OTHER PARTIES				
a Investment Revenue				
Interest Revenue—General	789	755	645	596
Interest Revenue—Bequests	83	123	83	123
Dividends	305	212	–	–
	1,177	1,090	728	719
b Investment Capital Movements				
Realised Capital Gains / (Losses)	–	(35)	–	–
Unrealised Capital Gains / (Losses)	1,352	761	–	–
c Other Revenue				
Proceeds—Fixed Asset Disposals	–	15	–	15
	–	15	–	15

Note	Consolidated		State Library of Victoria	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
20 SALARIES AND RELATED COSTS				
Salaries	16,880	16,538	16,684	16,382
Superannuation (See Note 30)	1,725	1,624	1,722	1,614
Other Salary-Related Costs	4,339	4,020	4,334	3,996
	22,944	22,182	22,740	21,992
21 BUILDINGS AND FACILITIES				
Security	1,007	1,085	1,004	1,085
Repairs and Maintenance	1,177	756	1,177	756
Insurance	935	766	935	766
Cleaning	536	596	536	596
Utilities	646	622	646	622
Other	352	336	352	336
	4,653	4,161	4,650	4,161
22 PROFESSIONAL AND FINANCE				
Audit—Internal and External	103	132	100	128
Consultancy and Other Costs	763	983	738	948
	866	1,115	838	1,076
23 BORROWING COSTS				
Finance Lease Interest	6	2	6	2
	6	2	6	2
24 GRANTS DISTRIBUTED				
Community Skills and Networks	605	1,377	605	1,377
Library Networks	166	535	166	535
	771	1,912	771	1,912
25 OTHER EXPENSES FROM ORDINARY ACTIVITIES				
Information Technology	2,778	4,440	2,778	4,439
EDP Operating Lease Expense	1,059	1,041	1,059	1,041
Office Administration	599	862	589	855
Storage and Conservation	258	313	258	313
Marketing and Promotion	1,385	1,110	1,268	1,039
Communications	291	315	284	307
Travel and Related	326	324	326	322
Publication Expenses	212	151	184	119
	6,908	8,556	6,746	8,435

Note	Consolidated		State Library of Victoria	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
26 ASSET DISPOSALS				
Cost of Assets	100	13	100	13
Accumulated Depreciation	(88)	(10)	(88)	(10)
Written Down Value of Asset Disposals	12	3	12	3

27 CONTINGENT LIABILITIES

The Library Board of Victoria is not aware of any contingent liability as at 30 June 2005 (2003–04 Nil)

28 COMMITMENTS

Operating Leases				
Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:				
Not later than one year	1,448	1,247	1,448	1,247
Later than one year and not later than five years	3,016	1,453	3,016	1,453
Later than five years	–	–	–	–
	4,464	2,700	4,464	2,700
Other Commitments:				
Not later than one year	11,973	1,735	11,973	1,735
Later than one year and not later than five years	826	550	826	550
Later than five years	–	–	–	–
	12,799	2,285	12,799	2,285
	17,263	4,985	17,263	4,985

Note	Consolidated		State Library of Victoria	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
29 NOTES TO THE STATEMENT OF CASH FLOWS				
a Reconciliation of Cash				
For the purpose of the Statement of Cash Flows, the Library Board of Victoria considers cash to include cash on hand and in banks, cash management accounts and investments in bank bills and fixed interest securities, net of bank overdrafts. Cash at end of the reporting period, as shown in the Statement of Cash Flows, is reconciled to the related items in the Statement of Financial Position as follows:				
Cash on Hand (Note 2)	8	8	8	8
Cash at Bank (Note 2)	387	1,538	189	1,425
Investments (Note 4)	15,964	16,434	13,100	14,000
	16,359	17,980	13,297	15,433
b Reconciliation of Result from ordinary activities to Net Cash Inflow from operating activities				
Result from ordinary activities	6,451	5,421	5,092	3,208
Depreciation of Equipment	1,368	1,229	1,368	1,229
Depreciation of Buildings	3,524	3,371	3,524	3,371
Depreciation of Collection	1,302	1,180	1,302	1,180
Assets Work in Progress Adjustment	–	499	–	499
(Profit) / Loss on Sale of Assets	11	(12)	11	(12)
Donations in Kind	(728)	(636)	(728)	(636)
Non-cash Appropriation (Depreciation)	(4,946)	(6,287)	(4,946)	(6,287)
Amortisation of Deferred Expenditure	549	50	549	50
Repayment of Finance Lease	13	47	13	47
Changes in Operating Assets and Liabilities				
Provisions	77	511	77	511
Debtors	(2,443)	472	(2,507)	502
Investments—State Library of Victoria Foundation				
Realised / Unrealised Capital (Gains) / Losses	(1,352)	(726)	–	–
Creditors	(156)	474	(173)	491
Prepayments	6	73	6	73
Accrued Income	–	58	–	58
Accrued Interest	20	(30)	20	(30)
Accrued Expenses	(837)	1,102	(837)	1,102
Finance Lease Liability	(13)	(47)	(13)	(47)
Prepaid Revenue	146	(439)	146	(439)
Net Cash Inflow / (Outflow) from Operating Activities	2,992	6,310	2,904	4,870
c Non-cash financing and investing activities				
Acquisition of Collections				
During the year the consolidated entity received collections with an aggregate fair value of \$728,289 through public donations. These acquisitions are not reflected in the statement of cash flows.				

Note	Consolidated		State Library of Victoria	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
30 SUPERANNUATION				
The Board made superannuation contributions for employees as follows:				
State Superannuation Fund	704	649	701	649
Victorian Superannuation Fund	899	831	899	831
Private Superannuation Funds	122	144	122	134
	1,725	1,624	1,722	1,614
There are no superannuation contributions outstanding as at 30 June 2005. The Library Board of Victoria has no responsibility for unfunded liabilities associated with any of the above-mentioned superannuation schemes. Employer contributions vary from 8% to 15.5% depending on employee fund membership.				

31 RESPONSIBLE PERSONS

The Minister for the Library Board of Victoria is Mary Delahunty MP, Minister for the Arts.

The names of Board members who have held office during the year are:

Mr Sam Lipski AM (President)

Ms Catherine Dale

Ms Susan Halliday

Mr Greg Hywood

Ms Hilary McPhee AO

Mr Glenn Mescher

Ms Patricia O'Donnell

Mr Kevin Quigley

Mr Julian Stock (retired May 2005)

Dr Vicki Williamson

The Chief Executive Officer of the Library is Ms Anne-Marie Schwirtlich.

	Total Remuneration		Base Remuneration	
Note 31 CONTINUED	2005 \$'ooo	2004 \$'ooo	2005 \$'ooo	2004 \$'ooo
a Remuneration of Responsible Persons				
Total remuneration received by Responsible Persons from the reporting entity in connection with the management of the reporting entity. The remuneration includes performance bonuses paid during the year.				
	226	185	208	185
The number of Responsible Persons whose remuneration fell within the following bands				
\$0 (Nil)	10	11	10	11
\$60,000-\$69,999	-	-	-	-
\$90,000-\$99,999	-	-	-	-
\$120,000-\$129,999	-	-	-	-
\$140,000-\$149,999	-	-	-	-
\$150,000-\$159,999	-	-	-	-
\$160,000-\$169,999	-	-	-	-
\$170,000-\$179,999	-	-	-	-
\$180,000-\$189,999	-	1	-	1
\$190,000-\$199,999	-	-	-	-
\$200,000-\$209,999	-	-	1	-
\$210,000-\$219,999	-	-	-	-
\$220,000-\$229,999	1	-	-	-
No member of the Board has received remuneration or retirement benefits during 2004-05.				
The Minister for the Arts is remunerated by the State Government of Victoria.				
b Contributions made to Superannuation funds on behalf of responsible persons were:				
			10	10
c Other Transactions of Responsible Persons and their Related Entities				
None				

Note	State Library of Victoria	
	2005 \$'000	2004 \$'000
32 EXECUTIVE OFFICER REMUNERATION		
Total remuneration received by Executive Officers, other than the Chief Executive Officer, from the reporting entity in connection with the management of the reporting entity.	388	381

Band	Total Remuneration		Base Remuneration	
	2005	2004	2005	2004
Less than \$99,999	2	–	2	–
\$100,000–\$109,999	–	–	–	–
\$110,000–\$119,999	–	–	–	3
\$120,000–\$129,999	–	2	1	–
\$130,000–\$139,999	1	1	1	–
\$140,000–\$149,999	1	–	–	–

Note	Consolidated		State Library of Victoria	
	2005 \$	2004 \$	2005 \$	2004 \$
33 AUDITOR REMUNERATION				
Fees paid and payable to the Auditor-General for auditing the Financial Statements	23,600	23,000	20,000	19,550
The Auditor-General provided no other services.				

Note	Recognised Financial Instruments	Notes	Accounting Policies	Terms and Conditions
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34 FINANCIAL INSTRUMENTS

a Terms, Conditions and Accounting Policies

The Board's accounting policies, including the terms and conditions of each class of financial asset and financial liability, both recognised and unrecognised at balance date, are as follows:

(i) Financial Assets

Cash Assets	2	Cash is stated at cost	The effective interest rate earned on cash holdings ranged from 0% to 5.25% paid for amounts over \$100,000.
Other Financial Assets	4	Short-term deposits are stated at the lower of cost and net realisable value.	An effective interest rate of 5.25% was earned.
Receivables	3	Receivables are carried at nominal amounts due less any provision for doubtful debts.	Settlement terms are 30 days.

(ii) Financial Liabilities

Payables	9	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Board.	Trade liabilities are normally settled on 30-day terms.
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Financial Instruments	Floating Interest Rate	Fixed Int. Maturity 1 Yr or Less	Fixed Int. Maturity 1 Yr to 5 Yrs	Equities	Non-Interest Bearing	Total Carrying Amount as per Statement of Financial Position
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000

b Interest Rate Exposures

The Board's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised at balance date, are as follows:

(i) 30 June 2005

Consolidated

Financial Assets

Cash Assets	295	–	–	–	100	395
Other Financial Assets	15,964	–	–	6,584	–	22,548
Receivables	–	–	–	–	2,924	2,924
Total Financial Assets	16,259	–	–	6,584	3,024	25,867

Weighted Average Interest rate 5.25%

Financial Liabilities

Payables	–	–	–	–	859	859
Lease Liabilities	–	13	79	–	–	92
Total Financial Liabilities	–	13	79	–	859	951

Weighted Average Interest Rate 6.5% 6.5%

	Financial Instruments	Floating Interest Rate	Fixed Int. Maturity 1 Yr or Less	Fixed Int. Maturity 1 Yr to 5 Yrs	Equities	Non-Interest Bearing	Total Carrying Amount as per Statement of Financial Position
Note	34 CONTINUED	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000

State Library of Victoria

Financial Assets

Cash Assets	97	–	–	–	100	197
Other Financial Assets	13,100	–	–	–	–	13,100
Receivables	–	–	–	–	2,987	2,987
Total Financial Assets	13,197	–	–	–	3,087	16,284

Weighted Average Interest Rate 5.25%

Financial Liabilities

Payables	–	–	–	–	859	859
Lease Liabilities	–	13	79	–	–	92
Total Financial Liabilities	–	13	79	–	859	921

Weighted Average Interest Rate 6.5% 6.5%

(ii) 30 June 2004

Consolidated

Financial Assets

Cash Assets	1,446	–	–	–	100	1,546
Other Financial Assets	16,435	–	–	5,660	–	22,095
Receivables	–	–	–	–	479	479
Total Financial Assets	17,881	–	–	5,660	579	24,120

Weighted Average Interest Rate 4.95%

Financial Liabilities

Payables	–	–	–	–	1,015	1,015
Interest-Bearing Liabilities	–	13	93	–	–	106
Total Financial Liabilities	–	13	93	–	1,015	1,121

Weighted Average Interest Rate 6.5% 6.5%

	Financial Instruments	Floating Interest Rate	Fixed Int. Maturity 1 Yr or Less	Fixed Int. Maturity 1 Yr to 5 Yrs	Equities	Non-Interest Bearing	Total Carrying Amount as per Statement of Financial Position
Note	34 CONTINUED	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000

State Library of Victoria

Financial Assets

Cash Assets	1,333	–	–	–	100	1,433
Other Financial Assets	14,000	–	–	–	–	14,000
Receivables	–	–	–	–	479	479
Total Financial Assets	15,333	–	–	–	579	15,912

Weighted Average Interest Rate 4.95%

Financial Liabilities

Payables	–	–	–	–	1,031	1,031
Interest-Bearing Liabilities	–	13	93	–	–	106
Total Financial Liabilities	–	13	93	–	1,031	1,137

Weighted Average Interest Rate 6.5% 6.5%

Consolidated

State Library of Victoria

2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
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c Net Fair Values

The aggregate net fair value of financial assets and financial liabilities, both recognised and unrecognised, at balance date, are as follows:

(i) Financial Assets

Cash Assets	395	1,546	197	1,433
Other Financial Assets	22,548	22,094	13,100	14,000
Receivables	2,924	479	2,987	479
Total Financial Assets	25,867	24,119	16,284	15,912

(ii) Financial Liabilities

Payables	859	1,015	859	1,031
Lease Liabilities	13	13	13	13
Total Financial Liabilities	872	1,028	872	1,044

NOTE 34 CONTINUED

The following methods and assumptions are used to determine the net fair values of financial assets and financial liabilities:

Recognised financial instruments

Cash and Investments

The carrying amount approximates fair value because of their short-term maturity.

Receivables and Payables

The carrying amount approximates fair value.

d) Credit Risk Exposures

The Board's maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is the carrying amount of those assets as indicated in the balance sheet.

Credit risk in trade receivables is managed in the following ways:

- payment terms are 30 days;
- debt collection policies and procedures.

35 IMPACT OF ADOPTING AUSTRALIAN EQUIVALENTS TO INTERNATIONAL FINANCIAL REPORTING STANDARDS

Following the adoption of Australian Equivalents to International Financial Reporting Standards (A-IFRS), the Library Board of Victoria will report for the first time in compliance with A-IFRS when results for the financial year ended 30 June 2006 are released.

It should be noted that under A-IFRS, there are requirements that apply specifically to not-for-profit entities that are not consistent with IFRS requirements. The Library Board of Victoria is established to achieve the objectives of government in providing services free of charge or at prices significantly below their cost of production for the collective consumption by the community, which is incompatible with generating profit as a principal objective. Consequently, where appropriate, the Library Board of Victoria applies those paragraphs in accounting standards applicable to not-for-profit entities.

An A-IFRS-compliant financial report will comprise a new statement of changes in equity in addition to the three existing financial statements, which will all be renamed. The Statement of Financial Performance will be renamed as the Operating Statement, the Statement of Financial Position will revert to its previous title as the Balance Sheet, and the Statement of Cash Flows will be simplified as the Cash Flow Statement. However, for the purpose of disclosing the impact of adopting A-IFRS in the 2004–05 financial report, which is prepared under existing accounting standards, existing titles and terminologies will be retained.

With certain exceptions, an entity that has adopted A-IFRS must record transactions that are reported in the financial report as though A-IFRS had always applied. This requirement also extends to any comparative information included within the financial report. Most accounting policy adjustments to apply A-IFRS retrospectively will be made against accumulated funds at the 1 July 2004 opening balance-sheet date for the comparative period. The exceptions include deferral until 1 July 2005 of the application and adjustments for:

- AASB 132 Financial Instruments: Disclosure and Presentation;
- AASB 139 Financial Instruments: Recognition and Measurement;
- AASB 4 Insurance Contracts;
- AASB 1023 General Insurance Contracts (revised July 2004); and
- AASB 1038 Life Insurance Contracts (revised July 2004).

The comparative information for transactions affected by these standards will be accounted for in accordance with existing accounting standards.

The Library Board of Victoria has taken the following steps in managing the transition to A-IFRS and has achieved the following scheduled milestones:

- maintained regular reporting to the Library's Audit Committee on progress with the transition to and implementation of the A-IFRS;
- established an A-IFRS project team to review the new accounting standards to identify key issues and the likely impacts resulting from the adoption of A-IFRS and any relevant Financial Reporting Directions as issued by the Minister for Finance;
- participated in an education and training process to raise awareness of the changes in reporting requirements and the processes to be undertaken; and
- reviewed user systems to ensure compliance with new requirements.

This financial report has been prepared in accordance with current Australian accounting standards and other financial reporting requirements (Australian GAAP). A number of differences between Australian GAAP and A-IFRS have been identified as potentially having an immaterial impact on the Library Board of Victoria financial position and financial performance following the adoption of A-IFRS. The following tables outline the estimated impacts on the financial position of the Library Board of Victoria as at 30 June 2005 and the likely impact on the current year result had the financial statements been prepared using A-IFRS.

The estimates disclosed below are the Library Board of Victoria's best estimates of the significant quantitative impact of the changes as at the date of preparing the 30 June 2005 financial report. The actual effects of transition to A-IFRS may differ from the estimates disclosed due to:

- change in facts and circumstances;
- ongoing work being undertaken by the A-IFRS project team;
- potential amendments to A-IFRS and Interpretations; and
- emerging accepted practice in the interpretation and application of A-IFRS and UIG Interpretations.

	Consolidated	State Library of Victoria
	\$'000	\$'000
Table 1		
RECONCILIATION OF NET RESULT AS PRESENTED UNDER AUSTRALIAN GAAP AND THAT UNDER A-IFRS		
Net result as reported under Australian GAAP	6,451	5,092
Estimated A-IFRS impact on revenue		
—Revenue items [if any—describe]	–	–
Estimated A-IFRS impact on expenses		
—Employee benefits	6	6
—Depreciation and amortisation	–	–
—Borrowing costs	–	–
—Grants and transfer payments	–	–
—Supplies and services	–	–
—Impairment expenses	–	–
—Other expenses [describe]	–	–
Total estimated A-IFRS impact on net result	6	6
Net result under A-IFRS	6,457	5,098

	Consolidated	State Library of Victoria
	\$'000	\$'000
Table 2		
RECONCILIATION OF TOTAL ASSETS AND TOTAL LIABILITIES AS PRESENTED UNDER AUSTRALIAN GAAP AND THAT UNDER A-IFRS		
Total assets under Australian GAAP	728,908	719,325
Estimated A-IFRS impact on assets		
—Inventories	–	–
—Inventories held for distribution	–	–
—Property, plant and equipment	–	–
—Intangible assets	–	–
—Investment properties	–	–
—Non-current assets held for sale	–	–
—Other differences [describe]	–	–
Total estimated A-IFRS impact on assets	–	–
Total assets under A-IFRS	728,908	719,325
Total liabilities under Australian GAAP	7,391	7,391
Estimated A-IFRS impact on liabilities		
—Provisions	(6)	(6)
—Superannuation	–	–
—Other differences [describe]	–	–
Total estimated A-IFRS impact on liabilities	(6)	(6)
Total liabilities under A-IFRS	7,385	7,385

Table 3

**RECONCILIATION OF EQUITY AS PRESENTED UNDER
AUSTRALIAN GAAP AND THAT UNDER A-IFRS**

	Consolidated \$'000	State Library of Victoria \$'000
Total equity under Australian GAAP	721,517	711,934
Estimated A-IFRS impact on equity		
—Contributed capital	–	–
—Reserves	–	–
—Accumulated fund	6	6
Total estimated A-IFRS impact on equity	6	6
Total equity under A-IFRS	721,523	711,940

Explanatory notes (Tables):

1. Impairment of Assets. AASB 136 Impairment of Assets requires assets to be assessed for indicators of impairment each year. This standard applies to all assets, other than inventories, financial assets and assets arising from construction contracts, regardless of whether they are measured on a cost or fair value basis. If indicators of impairment exist, the carrying value of an asset will need to be tested to ensure that the carrying value does not exceed its recoverable amount, which is the higher of its value-in-use and fair value less costs to sell. For not-for-profit entities, value-in-use of an asset is generally its depreciated replacement cost.

An impairment test was conducted on transition date, 1 July 2004, which concluded there was no impairment loss.

Property, Plant and Equipment. When an asset is initially recognised, AASB 116 Property, Plant and Equipment requires the capitalisation of costs of dismantling and removing an asset and restoring the site on which the asset was created, together with the recognition of a provision at present value in accordance with AASB 137 Provisions, Contingent Liabilities and Contingent Assets. These costs (and the related provisions) are not recognised under Australian GAAP and the Library Board of Victoria currently expenses such costs as they are incurred. As a consequence, there would be an increase in depreciation expense

as a result of the increase in the carrying amounts of assets and also an interest expense will be incurred as the present value discount on the dismantling provision unwinds.

An assessment at transition concluded no adjustments were necessary.

2. Employee Benefits. Under existing Australian accounting standards, employee benefits such as wages and salaries, annual leave and sick leave are required to be measured at their nominal amount regardless of whether they are expected to be settled within 12 months of the reporting date. On adoption of A-IFRS, a distinction is made between short-term and long-term employee benefits and AASB 119 Employee Benefits requires liabilities for short-term employee benefits to be measured at nominal amounts, and liabilities for long-term employee benefits to be measured at present value. AASB 119 defines short-term employee benefits as employee benefits that fall due wholly within 12 months after the end of the period in which the employees render the related service. Therefore, liabilities for employee benefits such as wages and salaries, annual leave and sick leave are required to be measured at present value where they are not expected to be settled within 12 months of the reporting date.

The effect of the above requirement on the Library Board of Victoria's Statement of Financial Position as at 30 June 2005 will be an estimated decrease in employee benefits liability of \$6k.

DISCLOSURE INDEX

The Annual Report of the Library Board of Victoria is prepared in accordance with the *Financial Management Act 1994* and the Directions of the Minister for Finance. This index has been prepared to facilitate identification of compliance with statutory disclosure requirements.

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