

APPENDICES

ACTION PLAN FOR WOMEN

WHOLE OF GOVERNMENT APPROACH

We are committed to the advancement of women in all forms of cultural and artistic life and are aware of the need to identify and redress discrimination against women when delivering services and programs. We acknowledge the needs and interests of women as a distinct occupational group and are supportive of strategies and initiatives that assist the advancement of women in the workplace.

WOMEN'S INTERESTS AND THE ARTS

All our services, products and programs are available to women.

The sixth annual *Meroogal Women's Arts Prize*, with the theme 'Nature at Meroogal', was held in September at the Nowra School of Arts. The purpose of the award is to encourage local women artists, raise the profile of art and craft in the local community, and increase awareness of women's history. A record 140 entries were exhibited and selected works later toured to Bega and Bowral and were also shown in the Members Lounge at The Mint in Sydney.

For the seventh year Meroogal sponsored International Women's Day 2004 celebrations at the property. A writing workshop for women was held in March, followed by a sharing circle of women's stories. A formal program of music and speeches celebrating women, followed by afternoon tea, was also held in March for all women who had previously won International Women's Day Awards at Meroogal.

ACHIEVEMENTS UNDER RELEVANT KEY OBJECTIVES

Promoting workplaces that are equitable, safe and responsive to all aspects of women's lives

The performance under this key objective is documented in the equal employment opportunity achievements in the Human Resources section of this report (see page 54).

Promoting the position of women in all aspects of society

We are committed to promoting the position of women in all aspects of society through the interpretation programs at our museums, exhibitions, publications and events. Many of these programs incorporate themes relating to the lives and experiences of women in Australian society, and are targeted to and attract female audiences:

- **Elizabeth Bay House:** In conjunction with International Women's Month in March, tours of the house were modified to further highlight the activities of women within the house.

- **Elizabeth Farm:** A lecture *The Swann Family – Saviours of Elizabeth Farm*, was held in February and focused on recollections of life at home with the Swann sisters at Elizabeth Farm during the early decades of the 20th century.

- **Hyde Park Barracks Museum:** A display entitled *Asylum Women: Aged, Infirm, Destitute* opened in October, providing an insight into the lives of the poor and outcast women who occupied the upper floors of Hyde Park Barracks from 1862 to 1886. The artefacts on display were recovered from beneath the floorboards of the Barracks during archaeological excavations from 1979 to 1981. Special tours of the display were scheduled for Women's History Week. Two curatorial talks were presented in conjunction with the Barracks' convict exhibition and the asylum displays: *Unpicking the Convict Shirt* and *Stitching the Asylum Bodice*.

- **Meroogal:** A film based on oral history by the last owner of Meroogal, Mrs June Wallace, was produced. A collection of photographs, documents and objects relating to family member Helen Macgregor and her nursing career was installed. In March a writing workshop for women, *Womanhood: A Journey of Transformation*, with author Chris Mansell was held followed by a sharing circle of women's stories. At a coffee morning held in the Members Lounge at The Mint to coincide with the exhibition of 20 *Meroogal Women's Arts Prize* works, three artists spoke about their work and their interpretation of this year's theme, 'Nature at Meroogal'. The Trust has now purchased all previous prize-winning works and some of these are on show at Meroogal. A display of objects relating to the 2003 theme, 'In the Kitchen at Meroogal', was held for the benefit of artists and visitors.

- **Vaucluse House:** A well patronised *Women at Vaucluse* tour was run for Women's History Month and the *Kitchen Garden Festival*.

Specific commitments under the Action Plan for Women

There are no specific commitments in the plan which refer to us.

ASSOCIATED ORGANISATIONS

FOUNDATION FOR THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES

Company Directors:

Jill Wran (Chairman)
Marylyn Abbott
Neville Allen
Zeny Edwards

Lynette Fern

David Hall

Michael Heraghty

John Kehoe

Beat Knoblauch

Rodney Leaver

Clive Lucas OBE

William McLaughlin

Susan Rothwell

Stephen Wall

Peter Watts

Lesley Wild

General Manager: Bridget Armstrong

MEMBERS OF THE HISTORIC HOUSES TRUST OF NEW SOUTH WALES

Executive Committee:

Gaye Gleeson OAM (Chair)

Graham Spindler (Deputy Chair)

Julian Leeser

Christopher Clague

Jennifer Noble

Kathy Trelease

Penelope Pike, Trustee representative

Peter Watts/Charmaine Moldrich, staff representative

General Manager: Judy Pittaway

Patron: Jack Munday AO

ROUSE HILL HAMILTON COLLECTION PTY LTD

Company Directors

Peter Watts, Director (Chair)

Nanette Ainsworth, Hamilton family representative

Neville Allen, Trustee

James Broadbent, Historic Houses Trust representative

Miriam Hamilton, family representative

VOLUNTEERS FORUM

Diana Garder, Volunteer Coordinator (Chair)

Margery Bennett representative, Vaucluse House

Helen Foster representative, Government House

Antoinette Marshall, representative, Hyde Park Barracks Museum

Shirley Hannam, representative, Elizabeth Bay House

Jan Whitten, representative, Justice & Police Museum

Robin Guthrie, representative, Rouse Hill estate

Kath Shuster, representative, Susannah Place Museum

Anne Watson, representative, Elizabeth Farm

CODE OF CONDUCT

There have been no incidents of breach of the staff Code of Conduct during this financial year. All new staff receive a copy of the code with their letters of offer, and we follow this up with an information session on the code at staff inductions.

The Trustees adopted a Code of Conduct for Board Members and a Board Charter in November 2003.

COMMITTEES REPRESENTATION LIST

EXHIBITIONS ADVISORY COMMITTEE

Peter Watts, Director (Chair)
Paul Berkemeier, architect and Trustee
Dinah Dysart, arts writer/editor and former gallery director
Dr Shirley Fitzgerald, City Historian, City of Sydney
Susan Hunt, Head Curator, Museum of Sydney
The late Joan Kerr AM, art historian and academic
Elaine Lawson, conservation and curatorial consultant and Trustee
Peter Luck, writer, television producer and presenter
Caroline Mackaness, Acting Manager, Property Operations
Megan Martin, Manager, Library & Research Collection
Tim McCormick, antiquarian bookseller
Patricia McDonald, curator, National Trust
Charmaine Moldrich, Assistant Director, Marketing & Business Development
Richard Taylor, Acting Exhibitions Coordinator
Helen Temple, Deputy Director
Peter Tonkin, architect
Jaky Troy, colonial historian, linguist and anthropologist

FINANCE & AUDIT COMMITTEE

Rob Ward, Trustee (Chair)
Paul Berkemeier, Trustee
Andrew Chalmers, Manager, Finance & Systems
Nicholas Malaxos, Assistant Director, Management Services
Bruce McWilliam, Trustee
Jill Wran, Chairman of the Trust

FINANCE COMMITTEE

Andrew Chalmers, Manager, Finance & Systems (Chair)
Nicholas Malaxos, Assistant Director, Management Services
Charmaine Moldrich, Assistant Director, Marketing & Business Development
Helen Temple, Deputy Director
Peter Watts, Director

OCCUPATIONAL HEALTH & SAFETY COMMITTEE

Andrew Mitchell, Manager, Rose Seidler House (Chair)
Tony Katsigiannis, Acting Human Resources Manager
Steven Collyer, Guide, Vaucluse House
Mark Hamilton, Guide, Government House
Stephen Hanson, Garden Labourer, Elizabeth Farm
Joanna Gilmour, Assistant Exhibitions Officer, Exhibitions & Publications Unit
Katherine Harris, Acquisitions Officer, Collections Management Unit
Barbara Konkolowicz, Curator, Meroogal
Graeme Lloyd, Gardener, Vaucluse House
Geoff Marsh, Guide, Susannah Place Museum
Michael McGrath, Administration Manager
Damian Poole, Venues Manager
Lucy Prior, Assistant Manager, Museum of Sydney
Antonio Valdes, Museum Assistant, Justice & Police Museum
Deborah Ward, Administrative Assistant, Public Programs Unit
Anthony Wilkinson, Guide, Hyde Park Barracks Museum

PUBLICATIONS COMMITTEE

Peter Watts, Director (Chair)
Peter Barnes, Retail Manager
Caroline Mackaness, Acting Manager, Property Operations
Roger Mackell, Proprietor, Gleebooks
Charmaine Moldrich, Assistant Director, Marketing & Business Development
Marc Nolan, Manager, Publishing Technologies, Pearson Education Australia
Helen Temple, Deputy Director

PUBLIC PROGRAMS COMMITTEE

Peter Watts, Director (Chair)
Susan Hunt, Head Curator, Museum of Sydney
Caroline Mackaness, Acting Manager, Property Operations
Charmaine Moldrich, Assistant Director, Marketing & Business Development
Judy Pittaway, General Manager, Members of the Historic Houses Trust
Helen Temple, Deputy Director
Mark Viner, Public Programs Manager

SECURITY COMMITTEE

Nicholas Malaxos, Assistant Director, Management Services (Chair)
Dayn Cooper, Manager, Hyde Park Barracks Museum
Steve Dawkins, Manager, Government House
Nigel Lincoln, Manager, Museum of Sydney

STAFF AND MANAGEMENT PARTICIPATORY AND ADVISORY COMMITTEE

Ann Frederick, Cultural Programs Officer, Public Programs Unit (Chair)
Anna Cossu, Curator/Manager, Susannah Place Museum (PSA delegate)
Margot Bray, Curator, Rouse Hill estate
Victoria Collings, Education Unit
Rebecca Guerrero, Education Unit
Tony Katsigiannis, Acting Human Resources Manager
Graeme Lloyd, Gardener, Vaucluse House
Nicholas Malaxos, Assistant Director, Management Services
Cassandra Morgan, Officer Manager, Justice & Police Museum
Peter Watts, Director

CONSUMER RESPONSE

As a service-based organisation, customer feedback is of prime importance to us and is closely monitored. We keep visitors books and evaluation forms at each property and monitor them regularly.

A general file is maintained for compliments and complaints. Each complaint is dealt with in writing: minor complaints by the property/unit where the complaint was received, and major complaints by the Director or a member of the Executive. To May this year the following compliments and complaints were received:

Compliments

Venues	17
Dogs at Vaucluse House policy	8
Meroogal online art exhibition	6
Public programs	4
Website	2
Museum of Sydney	2
Miscellaneous	6
Total	45

Complaints

Dogs at Vaucluse House policy	33
Flag policy	13
Public programs	4
Website	1
Miscellaneous	7
Total	58

Complaints sent to Local and State politicians

Dogs at Vaucluse House policy 222

Petition against

Dogs at Vaucluse House policy signatures 800

DISABILITY ACTION PLAN

We have operated a Disability Action Plan since October 1994. It was developed in accordance with government guidelines, addressing the identified key priority areas. The plan is updated each year and aims to make all properties and programs accessible to the whole community, including people with disabilities, within the constraints of our duties to conserve and interpret our heritage properties.

PRIORITY AREA FOR ACTION	GOALS/TARGETS	REPORTING YEAR STRATEGIES	OUTCOMES/ACHIEVEMENTS
Physical access	To provide physical access to our museums, taking into account the conservation requirements	Museums and units to report where relevant on progress toward improved provision of physical access as per the annual action plans	<p>Elizabeth Bay House Closed captions were reviewed and improved on the introductory video to facilitate accessibility for hearing or language-impaired visitors.</p> <p>Government House Disabled access to the public toilets was improved by the introduction of approach ramps, the installation of handrails and the widening of thresholds.</p> <p>Meroogal An area at the back of the house was asphalted to make access easier for people with disabilities.</p> <p>Susannah Place Museum A computer database was installed which allows greater access to the museum and its collections for people with a disability. Visitors can explore rooms, listen to oral histories and see objects via this interactive program.</p> <p>Vaucluse House An information sign incorporating the international disability symbol was erected at the Olola Avenue entrance gate to guide visitors with disabilities.</p>
Promoting positive community attitudes	To promote positive community attitudes through an active program of inclusive activities, events and education programs	To conduct, continue and consolidate inclusive projects by the museums/units as per the annual action plans	<p>Elizabeth Farm <i>Sunrise Sensory Tour</i>, an 'access-friendly' tour (Braille guide, audio aid and tactile map available on request) of the property's garden held in January was sold out. This tour is promoted to various organisations involved with people with disabilities.</p> <p>An article on the sensory tour appeared in the Accessible Arts' journal <i>ACE</i> and resulted in several inquiries and visits to the property.</p> <p>Government House A concert to celebrate the International Day for People with Disabilities (IDPWD) was held on the parade ground in November. The event was also used by the Premier to launch the IDPWD 'Accessing the Arts' program, a week-long festival aimed at encouraging people with disabilities to participate in the arts. The concert featured musicians from Sirocco and Junction House Band with performances by Accessible Theatre Ensemble. This event was a collaboration between the HHT, Accessible Arts and the Department of Disability, Ageing & Home Care.</p> <p>Justice & Police Museum Clients of the Ted Noffs Foundation for disadvantaged youth, and pupils from Exodus House, a special school for students with substance abuse problems, visited the <i>Drugs: a social history</i> exhibition.</p> <p>Rouse Hill estate A partnership was formed with Casuarina School in Riverstone, a special school for students with behavioural difficulties that supports their integration into mainstream schooling. Several education programs to suit these students' particular needs have been designed.</p> <p>Special Education groups attended the education program <i>Make Art with an Artist</i>.</p>
		To consult with the disability community	<p>Vaucluse House TAFE representatives involved in 'Youth at Risk' programs met with HHT staff to set up a pilot project for a small group to learn bush regeneration and basic gardening skills.</p> <p>The <i>Christmas Capers</i> concert held in December incorporated items by children with intellectual disabilities from the Eastern Respite agency.</p>

PRIORITY AREA FOR ACTION	GOALS/TARGETS	REPORTING YEAR STRATEGIES	OUTCOMES/ACHIEVEMENTS
			<p>Education Unit With the HHT's Access Officer we developed a sensory education program for blind and partially sighted students from the Seven Hills School. A series of workshops based on the theme of Australian flora were held at Government House and at the school. Art making activities resulted in sculptures featured during <i>Art of Flowers</i> at Government House in September.</p> <p>A program of outreach visits from Elizabeth Farm was developed with Westmead Children's Hospital. The first visit was run for infants/primary students, and the second was for secondary students, with a total of 22 students attending.</p> <p>Vaucluse House The Eastern Respite agency has been actively involved in a property-initiated review of facilities and procedures for visitors with intellectual disabilities.</p> <p>Woollahra Municipal Council's Aged and Disability Services Manager visited the property to gain an understanding of the site, its programs and its clientele.</p>
Staff training	To provide staff training on disability access issues	To offer opportunities for staff training providing information about legislative responsibilities, people with disabilities and services that are available within the HHT and community	<p>We held a 'Train the Trainer' session in August for those staff responsible for inductions, to enable them to conduct their own disability access training during the inductions of new staff. Issues covered include:</p> <ul style="list-style-type: none"> • identifying different disabilities • access issues for people with disabilities • appropriate and inclusive language and attitudes • principles of good customer service • profile of this audience group • interpreting our properties to people with different disabilities using our in-house publication <i>Open House: Welcoming People with Disabilities</i>.
Information about services	To improve communication and information about programs and services	Include information in print materials, website, and provide alternative methods for people to contact the HHT	<p>Our general promotional brochure and website provide access information for all our museums, using universal symbols and text to denote wheelchair accessibility, car parking, access restrictions and the availability of alternative format guides and other resources. We update access information on our website as necessary.</p> <p>We include the following text on the introductory page of each quarterly Events Calendar: <i>The Historic Houses Trust welcomes all visitors to its properties and programs. Access information regarding properties and events listed in this calendar can be found on our website or by telephoning individual properties or the box office.</i></p> <p>A teletypewriter telephone (TTY) is located at Susannah Place Museum and the telephone number 02 9241 5866 appears on all our promotional and advertising material.</p> <p>International Conservation Services was contracted to assist the Library & Research Collection to develop Stage One of the online catalogue for the library and collection at The Mint. This will help provide access opportunities for people with disabilities to 'inspect' the collection by way of a virtual tour.</p>
Employment in the public sector	To adhere to the principles of equity and access in recruitment	To encourage staff to participate fully and accommodate needs for adjustment where reasonable	<p>We employ 13 members of staff with a disability (7% EFT) of whom two require some form of adjustment to the workplace.</p> <p>We recruited no staff members with a disability in the reporting year, and none left.</p> <p>Our consultative committee, SAMPAC, has 10% representation from staff with disabilities.</p> <p>All our recruitment information is available electronically and we include the TTY number on all employment advertisements.</p>
Complaints	To ensure that effective procedures are in place that consider the needs of people with a disability	To handle any complaints about disability access effectively	We received no formal complaints with disability implications this year.

ENERGY MANAGEMENT PLAN

We continued to implement energy management practices to achieve the Government's objective of reducing energy costs by 15% by 2001 and by 25% by 2005 compared with the base year of 1995. Despite the dramatic growth of the HHT with the addition of large-scale properties such as the Museum of Sydney (May 1995), Government House (April 1996), Rouse Hill estate (May 1999) and The Mint (December 1999), our energy costs have decreased from \$261,000 in 1995–1996 to \$219,000 this year, down \$22,000 on last year's bill.

Based on the above results, we expect to meet the Government's energy saving target.

ETHNIC AFFAIRS PRIORITY STATEMENT

We are committed to the principles of cultural diversity as outlined in section three of the Ethnic Affairs Commission Act 1979 and participated in the following activities to achieve the goals:

SOCIAL JUSTICE – KEY RESULT AREA ONE

We continued our English as a Second Language (ESL) education programs and tours this year, attracting 5,581 students.

We offer free printed language guides to visitors to eight of our 11 museums in:

- Chinese
- French
- German
- Italian
- Japanese
- Korean
- Spanish
- Arabic (at Museum of Sydney only)

There are no printed guides for Meroogal, Rose Seidler House and Rouse Hill estate, where access is via guided tour only.

FUTURE DIRECTIONS

Continue to provide this service.

COMMUNITY HARMONY – KEY RESULT AREA TWO

Elizabeth Farm

The *Festival of the Olive* attracted 4,465 visitors. This event once again benefited from strong local support from a range of community groups in the Parramatta area, especially the Lebanese community.

The curator provided information to the staff of Our Lady of Lebanon church for the development of a small historical brochure celebrating the 20th anniversary of the church's construction.

Government House

Two successful events were held as part of the Sydney Writer's Festival in May:

- Four German and four Australian poets read from their recently published anthology *Month to Month*. This was an extension of the Berlin Poetry Project, a collaboration between Australian and German poets.
- Dr Inga Clendinnen, whose book *Dancing with Strangers* was awarded the 2004 Premier's Prize for non-fiction, spoke about her research and accounts of early encounters between Indigenous Australians and European settlers.

The Governor, Her Excellency Professor Marie Bashir AC, donated a contemporary Chinese porcelain vase, presented to her by the new Australian Ambassador for the People's Republic of China, to the Government House collection.

In May the property was filmed extensively by New Tang TV Australia for a local Chinese community television station.

Hyde Park Barracks Museum

A function attended by the Consul-General for Ireland along with over 100 guests was held in August to commemorate the fourth anniversary of the installation of the *Australian Monument to the Great Irish Famine*.

Seventeen members of the Irish parliament, hosted by Tom Power of the Australian Monument to the Great Irish Famine Committee, toured the Barracks and laid a wreath on the monument.

A program of talks and tours was run on the lives and histories of individual Jewish convicts at the Barracks, featuring Dr Grace Karskens, Dr Robert Jordan and museum staff. The program sold out.

A citizenship ceremony, held in conjunction with the Department of Immigration, Multicultural and Indigenous Affairs, saw 25 participants accept Australian citizenship.

Museum of Sydney

A free open day, *Bamaradbanga* (to make open), attended by approximately 600 visitors, was held for National Aboriginal and Islander Day Observance Committee (NAIDOC) Week in July. Activities included:

- traditional and contemporary music
- dance performance
- a display of paintings and ceramics
- storytelling and children's activities
- tucker tastings
- a film program

Koori Radio broadcast from the site on the day. This was the third annual free open day for NAIDOC Week and it furthered the good relationship with Gadigal Information Services and the Aboriginal communities they represent.

Approximately 700 students attended the *Contact!* education program, developed with the Royal Botanic Gardens, over ten days in October and November. The program uses a range of sources to investigate the

colonisation of the Sydney area and the nature of contact between Indigenous peoples and the colonisers. An Aboriginal interpreter was employed for every delivery of the program.

One of the major outdoor events of the 2004 Sydney Festival, *Eora Crossing*, was held on the forecourt and neighbouring buildings in January. This event was conceived by the museum and the performance group Legs on the Wall, and presented by the HHT and Sydney Festival with additional funding from the Australia Council, the Myer Foundation, Sydney City Council and the Ministry for the Arts. An estimated audience of 18,000 witnessed this spectacular high-risk aerial performance. Two of the five scheduled performances were cancelled due to extreme weather but the event as a whole was an overwhelming success. Exploring Indigenous themes pertinent to the museum and site, this project continued to develop the Museum of Sydney's important role and relationship with Sydney's Indigenous community.

Works by Indigenous artist Brenda Saunders were shown in the Visitors Centre.

The exhibition *Italiani di Sydney* reflected on the contribution to the cultural and social life of Sydney by the Italian community. It was developed in consultation with the Italian community and included bilingual texts in the display and printed guide. Events connected with the exhibition included LOTE (Languages other than English) and Food Technology tours, with approximately 1,185 students participating in education programs; a free open day *Made in Italy* focusing on Italian culture that attracted over 2,000 visitors in September; and several special walking tours of Sydney areas rich in Italian heritage. Some of the walks were staged in conjunction with CO.As.It. Italian Heritage.

The exhibition *Kiichiro Ishida and the Sydney Camera Circle 1920s–1940s* received positive critical response and was well patronised, particularly by Japanese locals and tourists. Complementary events included education programs for Photography and Visual Arts students; special photography tours for students; a photography competition for Year 9 to 12 photography students, with finalists' entries exhibited in the Visitors Centre; and a lecture on Sydney's Japanese community 1880–1941 by Dr Pam Oliver, attended by the Japanese Ambassador and members of the Japan Foundation, sponsors of the exhibition.

The museum's *Changing Sydney* tour program, developed to experience important cultural, spiritual and commercial sites of Sydney's diverse communities, continued with tours to Italian, Greek, Indian and Jewish communities around Sydney.

A writers' workshop and arts symposium focusing on the issues faced by Indigenous

Pacific artists living and working in Sydney was held in conjunction with the Pacific Wave Association.

Eight images from the *Welcome to Sydney* series by photographer Anne Zahalka, which focuses on migrants to Sydney, acquired last year, were displayed for six months. Several photography workshops and a case study day with Anne Zahalka were held for secondary students.

Foreign film programs linked to the exhibitions *India, China, Australia: Trade and Society 1788–1840*, *Italiani di Sydney* and *Kiichiro Ishida and the Sydney Camera Circle 1920s–1940s* ran in the AGL Theatre.

The Consul General of India brought a delegation of visitors to the *India, China, Australia: Trade and Society 1788–1840* exhibition.

Vaucluse House

The Curator/Manager was a special guest and speaker at Woollahra Municipal Council's Citizenship Ceremony for 40 new Australians in August.

The Australia-China Friendship Society helped us arrange a very well attended *Wisteria Day* in September, with attractions including brush painters and calligraphers, traditional Chinese music and a tai chi session. There was a focus on oriental plants introduced into Australia in the 19th century, and lists of Chinese specimens were handed out in tours of the Pleasure Garden.

Education Unit

The Education Unit submitted comments to the Board of Studies on the new Aboriginal Languages syllabus, and was represented at its launch in November.

FUTURE DIRECTIONS

To continue to program for culturally diverse audiences.

Staff at Elizabeth Farm are providing ongoing assistance and advice to the Rosella Festival Committee (associated with Harris Park Community Centre). The festival, to be held in August 2004, is an annual food, music, dancing and cultural event celebrating and promoting the cultural diversity of the area. Local organisations involved include Parramatta City Council, the International Conservatorium of Music, Our Lady of Lebanon School and several businesses and cultural groups in the Harris Park/Rosehill area.

Elizabeth Farm will continue to celebrate the *Festival of the Olive* in partnership with a number of western Sydney community groups, most especially the Lebanese community.

Several Museum of Sydney exhibitions and their associated public programs, currently in development, will incorporate elements

representing cultural diversity:

- An exhibition about the early 19th century English Cape Colony will build links with the local South African community.
- An exhibition planned on sites visited by Captain Cook will involve consultation with the Dharawal community, and possibly some Pacific Island communities, and it is intended to reflect Aboriginal perspectives on Cook through a series of strong contemporary artworks.

NAIDOC Week will continue to be celebrated at the Museum of Sydney, furthering our longstanding partnership with Indigenous community groups like Koori Radio and Gadigal Information Service.

Wisteria Day at Vaucluse House will continue the partnership with Chinese Australian community groups like the Australia-China Friendship Society.

ECONOMIC AND CULTURAL OPPORTUNITIES – KEY RESULT AREA THREE

A budget of \$11,073 was spent on advertising programs to various non-English speaking background (NESB) communities.

SBS Television continued its sponsorship support of our exhibition program, promoting:

- *Italiani di Sydney*
- *Kiichiro Ishida and The Sydney Camera Circle 1920s–1940s*

We have 34 members of staff from NESBs (19% EFT), 22 of whom spoke a language other than English as a child. Seven NESB staff were recruited this year, of whom three spoke a language other than English as a child. There were no resignations from this group.

Two of the four members of the Executive, 20% of staff members on SAMPAC, and 25% of staff members on the OH&S Committee are from NESBs.

FUTURE DIRECTIONS

Continue to advertise in the NESB print and electronic media.

To recruit more NESB staff and ensure they have equal opportunities and access to staff development and training.

FREEDOM OF INFORMATION

Section A:

Number of FOI requests received

	PERSONAL	OTHER	TOTAL
A1 New		4	4
A2 Brought forward			
A3 Total to be processed			
A4 Completed		4	4
A5 Transferred out			
A6 Withdrawn			
A7 Total processed			
A8 Unfinished (carried forward)			

Section B:

What happened to requests received

RESULT OF FOI REQUEST	PERSONAL	OTHER
B1 Granted in full		
B2 Granted in part		
B3 Refused		
B4 Deferred		
B5 Completed		4

Section H:

Costs and fees of requests processed during the period

Assessed costs FOI fees received	
H1 All completed requests	\$120

Section J:

Days to process – number of completed requests by calendar days (elapsed time) taken to process

ELAPSED TIME	PERSONAL	OTHER
J1 0–21 days		4
J2 22–35 days		
J3 Over 35 days		
J4 Totals		4

Section K:

Processing time – number of completed requests by hours taken to process

PROCESSED HOURS	PERSONAL	OTHER
K1 0–10 hours		4
K2 11–20		
K3 21–40 hours		
K4 Over 40 hours		
K5 Total		4

FOI Procedures

To access documents under the Freedom of Information Act 1989, please apply in writing to:

Nicholas Malaxos

Assistant Director, Management Services

Historic Houses Trust

The Mint, 10 Macquarie Street

Sydney NSW 2000

t. 02 8239 2288 f. 02 8239 2299

nickm@hht.net.au

A \$30 (GST included) fee will be charged for the service. Arrangements can be made to obtain copies or inspect documents by contacting the above officer.

GRANTS GIVEN

Nil.

GUARANTEE OF SERVICE

A copy of the guarantee of service is provided to all staff at induction. It is also available to the public. The pledge of service is:

The Historic Houses Trust of New South Wales serves the community by conserving and presenting its properties to the highest possible standard and by exploring, through many of its programs, the history of the people and places of New South Wales.

HUMAN RESOURCES

NUMBER OF EMPLOYEES

Refer to page 25

STAFF REPRESENTATION

SALARY LEVEL	WOMEN	NESB
< \$28,710	0.9	–
\$28,710 – \$37,708	39.1	9.1
\$37,709 – \$42,156	23.7	1.8
\$42,157 – \$53,345	25.5	6.4
\$53,346 – \$68,985	20.9	2.7
\$68,986 – \$86,231	4.6	2.7
> \$86,232 (non-SES)	1.8	1.8
> \$86,232 (SES)	–	–
TOTAL	116.5	24.5

STAFF NUMBERS

The calculation of staff numbers is based on hours worked each month by permanent, temporary and casual staff added together over the 12-month period and divided by 12. It also includes staff on extended periods of leave, such as maternity and extended leave. It does not reflect where salaries have been recouped; for example, for function work.

MONETARY AMOUNT OF RECREATION LEAVE AND LONG SERVICE ENTITLEMENTS

Recreation leave at 30 June 2004
\$800,755

Extended leave at 30 June 2004
\$1,288,482

EXCEPTIONAL MOVEMENTS IN EMPLOYEE WAGES, SALARY AND ALLOWANCES

A 5% salary increase was awarded effective 4 July 2003.

PERSONNEL POLICIES AND PRACTICES

- New employment provisions for temporary and casual employees were introduced this year. Information was disseminated to all staff affected by the change prior to its introduction. All procedures were updated accordingly and the policy on the employment of casual employees was published on the intranet and disseminated to all supervisors.
- 'Banked Days' were introduced as part of the flexible working hours agreement. This allows staff to bank up to five flexi-days per year through time accrued.
- Our new performance management system, Job Assessment And Review (JAAR), was implemented and all staff developed individual agreements with their supervisor.
- Negotiations with staff and the Public Service Association (PSA) were initiated this year to make changes to the museum guides award, and in particular to annualise penalty rates currently paid on a fortnightly basis. The majority of guides support this change.
- The overtime allowance agreement was reviewed and extended with the PSA.
- The policy on alcohol and drugs in the workplace was published on the intranet.

FUTURE DIRECTIONS

Revise all systems/procedures and access to resources and information as affected by the move to The Mint

- Investigate electronic distribution of our staff newsletter 'Hot Property'
- Investigate electronic distribution of payslips, timesheets and leave forms
- Revise our policies and procedures manual, taking into consideration the impact of our move to The Mint
- Update our HR manual

Revise policies and procedures in line with best practice examples

- Revise and/or investigate our HR manual and policies and procedures manual to ensure that they are best practice
- Publish a series of information kits on:
 - maternity leave
 - study leave
 - leave without pay

Review JAAR

- Evaluate the performance management system, JAAR
- Offer a series of supervisory/management skills development courses
- Investigate succession planning

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The HHT is defined as a small agency and is required to complete an annual self-assessment of progress made in the implementation of EEO priorities identified the previous year, and to identify further priorities for the coming year. The self-assessed outcomes for this year are:

- implemented a new performance management system, JAAR
- reviewed casual positions across the organisation which created several permanent part-time positions
- created and recruited several part-year employment positions

TRENDS IN REPRESENTATION OF EEO GROUPS

AS AT 30 JUNE 2004

EEO GROUPS	% OF TOTAL STAFF ¹	
	BENCHMARK OR TARGET	2004
Women	50%	66%
Aboriginal and Torres Strait Islanders	2%	0%
People whose first language was not English	20%	9%
People with a disability	12%	5%
People with a disability requiring work related adjustment	7%	1%

TRENDS IN THE DISTRIBUTION OF EEO GROUPS

AS AT 30 JUNE 2004

EEO GROUPS	DISTRIBUTION INDEX ²	
	BENCHMARK OR TARGET	2004
Women	100	87%
Aboriginal and Torres Strait Islanders	100	na ³
People whose first language was not English	100	na
People with a disability	100	na
People with a disability requiring work related adjustment	100	na

¹ Excludes casual staff

² A distribution index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels. The Distribution index is automatically calculated by the software provided by the Office of the Director of Equal Opportunity in Public Employment (ODEOPE)

³ The Distribution Index is not calculated where EEO group or non-EEO group numbers are less than 20

Occupation Health & Safety (OH&S)	2004	2003	2002
Number of work related injuries	29	30	19
Number of work related injuries per employee	0.16	0.18	0.11
Number of work related illnesses	nil	nil	nil
Number of workers compensation claims	12	10	9
Number of workers compensation claims per employee	0.07	0.06	0.05
Average cost per workers compensation claim	\$1,599.42	\$853.80	\$476.22
Average workers compensation claim per employee	\$108.37	\$50.14	\$23.68
Prosecution under the OH&S Act	nil	nil	nil

The following EEO priorities have been identified for 2004–2005:

- Revise EEO data collection form and re-issue to all staff
- Identify an appropriate Aboriginal employment strategy and consider as part of joint initiatives across the Ministry for the Arts portfolio
- Revise recruitment procedures

OCCUPATIONAL HEALTH & SAFETY (OH&S)

Major achievements

- A consultation statement and policy were developed that requires members of the OH&S Committee to consult with their staff or, if they are an OH&S representative, with their classification group.
- As a result of changes to the consultation process outlined above, work commenced on amending the OH&S constitution to allow for representation of each classification group on the committee.
- An OH&S action plan and management plan were drafted and approved by the Executive.
- The OH&S procedures manual was reviewed and updated.
- Work commenced on developing risk assessments for all properties. This year the focus was on Vaucluse House and Government House. However, risk assessments were also developed for:
 - Elizabeth Farm Tearooms
 - Rouse Hill estate – particularly for fences, animals, extreme weather, pests, lead paint and arsenic
 - Susannah Place Museum – particularly for the size and height of the spaces
 - Justice & Police Museum – particularly for parking, loading, traffic management and display cases
- As a result of an incident that threatened staff at Elizabeth Farm, personal alarm monitors were purchased for the property. The OH&S Committee recommended that an HHT-wide policy be adopted for security of premises and people. A security committee was established and started work on a draft policy.
- The OH&S Committee recommended that an HHT-wide policy be adopted for first

aid, requiring that St John's Ambulance be in attendance at public events where more than 250 people are expected. This has been implemented.

- The OH&S Committee noted that under the Pesticides Amendment (User Training) Regulation 2003 the Trust is required to develop a plan of management for mandatory notification when using pesticides on HHT managed sites. A policy has been drafted.
- The OH&S Committee reviewed OH&S training for volunteers, resulting in volunteer guides being trained in OH&S issues and disaster plans for their property as part of their induction. OH&S is also an agenda item at volunteer meetings.
- An OH&S subcommittee developed policies on lead paint and drugs and alcohol.
- A position description for OH&S Committee members was prepared.
- Training courses were held on risk assessment for managers, manual handling, and responsible service of alcohol.
- A buddy system was introduced for property inspections.
- An OH&S library of information was established on the intranet.

INFORMATION TECHNOLOGY

Last year we set up an Information Technology (IT) Steering Committee to deal with long-term IT issues and to identify functional requirements for the next three to five years. Work has commenced with a scoping exercise. The final plan will not be complete until later in 2004.

The HHT has the following services available electronically via the internet:

- our website
- Annual Reports for 2000–2001, 2001–2002 and 2002–2003
- all appropriate government publications (for reference only and not for sale over the internet)

LAND DISPOSAL

Nil.

MAJOR WORKS IN PROGRESS

The Mint head office project

In 2000–2001 Treasury allocated \$14.73m over three years for the conservation and redevelopment of The Mint site as a new head office for the HHT.

A total of \$8.64m has been spent this year. The works in this period comprise construction above the ground, superstructure, services, finishes and site works. Completion is expected in September 2004.

Head office telephone system

In 2003–2004 Treasury allocated \$135,000 for a telephone system for the new head office. This was procured by tender in May 2004, for installation and commissioning when the building is secure in early September 2004.

OVERSEAS TRAVEL

Peter Watts, Director

South Africa: 28 August to 8 September 2003
To develop and research an exhibition on the colonial relationships between Cape Town and Sydney, to be held at the Museum of Sydney in 2005.

PRINTING COSTS OF ANNUAL REPORT

Five hundred copies of this report were printed at total cost of \$22,548, ie \$45 per unit. This included printing costs of \$19,151, photography costs of \$1,280, editorial costs of \$1,897 and indexing costs of \$220. The report was written and designed by staff. It is available on our website at www.hht.net.au. To locate a PDF copy follow the prompts under 'About Us'.

PRIVACY MANAGEMENT PLAN

We have developed a Privacy Management Plan modelled on other New South Wales museum versions. Our Records Manager has been appointed as the Privacy Officer. The Internal Audit Bureau will carry out a compliance audit in 2004–2005.

SPONSORSHIP & FUNDRAISING

SPONSORS

AGL: naming rights sponsor of the AGL Theatre at the Museum of Sydney

Corriere della Sera: in-kind sponsor of *Italiani di Sydney* at the Museum of Sydney

DeLonghi: in-kind sponsor of *Italiani di Sydney* at the Museum of Sydney

European Catering: catering sponsor for the opening of the exhibition *Drugs: a social history* at the Justice & Police Museum

Parramatta City Council: sponsor of *Festival of the Olive* at Elizabeth Farm

Pearsons School of Floristry: in-kind sponsor of *Art of Flowers* at Government House

Rosemount Estate: wine sponsor for the exhibition openings of *Drugs: a social history* at the Justice & Police Museum, and *Kiichiro Ishida & the Sydney Camera Circle 1920s–1940s* and *Red Cedar in Australia* at the Museum of Sydney

Shapiro Auctioneers: in-kind sponsor of *Italiani di Sydney* and *Kiichiro Ishida & the Sydney Camera Circle 1920s–1940s* at the Museum of Sydney

Vittoria: principal sponsor of *Italiani di Sydney* at the Museum of Sydney

Wedgwood: sponsor of the *Kitchen Garden Festival* at Vaucluse House

MEDIA SPONSORS

Avant Card Postcards: in-kind sponsor of *Art of Flowers* at Government House and the Australia Day campaign

SBS: media sponsor of the exhibitions *Convicts: Life at the Barracks* at the Hyde Park Barracks Museum and *Kiichiro Ishida & the Sydney Camera Circle 1920s–1940s* at the Museum of Sydney

The Sydney Morning Herald Good Food

Month: in-kind sponsor of *Art of Flowers* at Government House

FUNDRAISING

The Foundation for the Historic Houses Trust of New South Wales Governors

Macquarie (\$100,000)
Anonymous

King (\$50,000)
Jane McAloon

Hunter (\$25,000)
Anonymous
Robert Albert AO
Julian Beaumont
Zeny Edwards
John Fairfax AM
Robert Maple-Brown

Phillip (\$10,000)
David Adams
Neville Allen
Nanette Ainsworth
Kate Armati
Edwina Baillieu

Peter Burrows AO
Tim Casey
Michael Crouch AO
Ashley Dawson-Damer
Robert Domabyl
William Ferris AO
Michael Joel AM
Clive Lucas OBE
John Matheson
Leonie McKillop
Geoff & Rachel O'Connor
Michael Perry
Jack Ritch
Margaret Rose
John Schaeffer AO
Penelope Seidler
Joe Skrzynski AM
Kerry Stokes AO
Colin Sullivan
Howard Tanner
Nola Tegel
Peter Tyree
John & Kay Valder
Stephen Wall
Lesley Wild
Patrick Wilde
Jill Wran

Endangered Houses Fund

Gold (\$200,000)
Gary Rothwell

Silver (\$100,000)
Frank Lowy AC
Lang Walker
Harry Triguboff AO

Bronze (\$50,000)
Robert Whyte
Brendan Crotty
Tim Ambler
David Baffsky AO

STAFF LIST*

DIRECTORATE

Peter Watts, Director

Jo Anne Pomfrett, Project Officer

Dianne Russell-Smith, Personal Assistant

MANAGEMENT SERVICES DIVISION

Nicholas Malaxos, Assistant Director

ADMINISTRATION

Michael McGrath, Administration Manager

Merrin Marks, Assets & Procurement Officer

Michael Larkin, Stores Manager

Tabitha Charles, Clerical Officer

Brian Sear, Clerical Officer

Elizabeth Suggit, Clerical Officer

Jonathan Brown, Driver/General Assistant

John Morgan, Solicitor

Colleen Kremer, Records Manager

FINANCE & SYSTEMS UNIT

Andrew Chalmers
Finance & Systems Manager

Alan Sanderson, Senior Finance Officer

Rita Foley, Accounts Supervisor

Vimala Jayadevan, Accounts Clerk

Kenneth Webb, Accounts Clerk

Christopher Rea, Systems Manager

Anthony Boros, IT Support Officer

Julie Kwok, IT Support Officer

HUMAN RESOURCES UNIT

Tony Katsigiannis, Acting Human Resources Manager

Ashley Jacob, Personnel/Payroll Supervisor

Denis Loos, Personnel/Payroll Officer

Elizabeth Wickham, HR Support Officer

MARKETING & BUSINESS DEVELOPMENT DIVISION

Charmaine Moldrich, Assistant Director

Clare Strong, Project Officer

Lisa Montgomery, Web Editor

Caroline Mackie, Receptionist

Sunil Badami, Receptionist

DESIGN UNIT

Misa Vojtech, Senior Display Planner

Anne-Louise Falson, Designer

Tessa Scott, Desktop Publisher

Dova Sin, Intern

MARKETING UNIT

Christine Callen, Marketing Manager

Charlotte Grant, Marketing Coordinator

Melanie Flanigan, Tourism Coordinator

Susanne Briggs, Publicist

Peta Collins, Publicity & Marketing Assistant

Pascale Hastings, Box Office Administrator

RETAIL UNIT

Peter Barnes, Retail Manager

Debbie Tanna, Acting Merchandise Supervisor

Sandra Christie, MOS Shop Manager

Charlotte Greene, Casual MOS Shop Stock & Sales Assistant

Laina Hall, Casual MOS Shop Stock & Sales Assistant

Irene Karageorgiou, Casual MOS Shop Stock & Sales Assistant

Marlo Slavin, Casual MOS Shop Stock & Sales Assistant

SPONSORSHIP UNIT

Natasha Dochniak, Sponsorship Manager

Matthew Jones, Administrative Assistant

* Staff of the HHT as of 30 June 2004

VENUES UNIT

Damian Poole, Venues Manager

Kylie Pollard, Venues Coordinator

PROPERTIES DIVISION

Helen Temple, Deputy Director

Caroline Mackaness, Acting Manager,
Properties Operations

David Wilson, Building Trades &
Maintenance Manager

Virginia Eales, Administrative Assistant

COLLECTIONS MANAGEMENT UNIT

Tamara Lavrencic, Collections Manager

Caroline Lorentz, Loans Manager

Jennifer Oلمان, Database Manager

Bronwyn Curry, Loans Officer

Jennifer Exton, Systems Officer

Katherine Harris, Acquisitions Officer

Fiona Hercus, Clerical Officer

EDUCATION UNIT

Ross Heathcote, Acting Senior
Education Officer

Stacey Allen, Education Officer

Rebecca Guerrero, Education Officer

Ingrid Hedgcock, Education Officer

Penny O'Hara, Education Officer

Diana Garder, Volunteer Coordinator

EXHIBITIONS & PUBLICATIONS UNIT

Richard Taylor, Acting Exhibitions
Coordinator

Tim Girling-Butcher, Exhibitions Officer

Beth Hise, Exhibitions Officer

Joanna Gilmour, Assistant Exhibitions
Officer

Karen Young, Exhibitions Assistant

Margaret McAllister, Publications Officer

Vani Sripathy, Publications Officer

Kieran Larkin, Coordinator Exhibition
& Documentation

Louise Cornwall, Senior Display Planner

Trudi Fletcher, Display Planner

Patrick Leong, Display Planner

Cathy Osborne, Display Planner

Bruce Smythe, Display Planner

Beau Vandenberg, Casual Display Planner

Michelle Andringa, Project Officer

Gillian O'Reilly, Office Manager

LIBRARY & RESEARCH COLLECTION

Megan Martin, Manager

Joanna Nicholas, Curator

Michael Lech, Assistant Curator

Ann Cleary, Senior Librarian

Penny Gill, Library Technician

Jane Kelso, Project Officer

PUBLIC PROGRAMS UNIT

Mark Viner, Public Programs Manager

Michael Daly, Cultural Programs Officer

Ann Frederick, Cultural Programs Officer

Mirah Lambert, Cultural Programs Officer

Mark Lillis, Cultural Programs Officer

Tania Quax, Sydney Open
Project Coordinator

Keren Ruki, Sydney Open
Volunteer Coordinator

Deborah Ward, Administrative Assistant

ELIZABETH BAY HOUSE

Suzanne Bravery, Curator/Manager

Vida Carden-Coyne, Office Manager

Jennifer Christie, Casual Guide

Stephen Gapps, Casual Guide

Melinda Kirwin, Casual Guide

Robin McHugh, Casual Guide

Gillian Redman-Lloyd, Casual Guide

Catherine Reynolds, Casual Guide

Marianne Rhydderch, Casual Guide

Mary Stewart, Casual Guide

ELIZABETH FARM

Gary Crockett, Curator/Manager

Cornelia Gartner, Assistant Manager

Hannah Gordon, Chief Guide

Carolyn Croker, Guide

Melanie Eagleston, Guide

Jade Oakley, Guide

Llynden Salt, Guide

Ann Steng, Gardener

Katie Di Mauro, Tearoom Manager

Heidi Zimmerman, Tearoom Assistant

Bronwyn Alcorn, Casual Guide

Gillian Amos, Casual Guide

Sally Biskupic, Casual Guide

Gwendolyn Hillier, Casual Guide

Kirsty Russell, Casual Guide

GOVERNMENT HOUSE

Ann Toy, Supervising Curator

Scott Carlin, Curator

Steve Dawkins, Manager

Melissa Wilkinson, Assistant
Property Manager

Georgina Brackstone
Administrative Assistant

Peter Francis, Building Services Manager

Peter Campbell, Museum Assistant

Rick Santucci, Museum Assistant

Sharon Howe, Chief Guide

Linda Drew-Smith, Guide

Mark Hamilton, Guide

Paul Sabatier, Guide

Sally Scott, Guide

Mark Yabsley, Guide

Justine Montgomery, Casual Guide

Gail Philpott, Casual Guide

HYDE PARK BARRACKS MUSEUM

Kieran Hosty, Curator

Dayn Cooper, Manager

Bridget Berry, Assistant Curator

Leonie Smallwood, Chief Guide

Coralie Augustesen, Guide

Carole Best, Guide

Katherine Crawford, Guide

Aimee Falzon, Guide

Catherine Hall, Guide

Michael Lozinski, Guide

Anthony Wilkinson, Guide

Sacha Sata, Museum Assistant

Julius Medgyessy, General Assistant

Vannessa Barrett, Casual Guide

Kate Ermacora, Casual Guide

John Lamzies, Casual Guide

Tamara Wassner, Casual Guide

JUSTICE & POLICE MUSEUM

Caleb Williams, Curator/Manager

Dominique Angeloro, Assistant Curator

Nerida Campbell, Assistant Curator

Cassandra Morgan, Office Manager

David Openshaw, Chief Guide

Ross Angelatos, Guide

Maureen Clack, Guide

Katherine Spinks, Guide

Antonio Valdes, Building Services Manager

Kylie Gillespie, Casual Guide

Margaret Shain, Casual Guide

MEROOGAL

Barbara Konkolowicz, Curator

Sandra Lee, Manager

Alexandra Orr, Casual Guide

Jessica Bates, Casual Guide

Gwendolin Chappelow, Casual Guide

Patrick De Gabriele, Casual Guide

Gabe Hart, Casual Guide

Martin Parkinson, Casual Guide

Ruth Sykes, Casual Guide
Michael Webster, Casual Guide

MUSEUM OF SYDNEY

Susan Hunt, Head Curator
Inara Walden, Curator
Nigel Lincoln, Manager
Lucy Prior, Assistant Manager
Erin Kuch, Receptionist
Matthew Holle, Building Manager

Jan Conti, Venues Manager

Bronwyn Alcorn, Guide

Mark Sanfilippo, Guide

Toshie Swift, Guide

Elizabeth Tyson, Guide

Scott Cumming, Casual Guide

Julia Doyle, Casual Guide

Nicole Forsyth, Casual Guide

Russell Garbutt, Casual Guide

Angela Noel, Casual Guide

Mason Dean, AV Technician

Tewe Henare, Technical Coordinator

Richard Boxhall, Casual AV Technician

Lindsay Dugan, Casual AV Technician

Michael Hanlon, Casual AV Technician

Rob Joyner, Casual AV Technician

Ian Shadwell, Casual AV Technician

ROSE SEIDLER HOUSE

Caroline Butler-Bowden, Curator

Andrew Mitchell, Manager

ROUSE HILL ESTATE

Margot Bray, Curator

Monica Leach, Manager/Chief Guide

Maria Martin, Assistant Collections Manager

Matthew Scott, Housekeeper

Helena Tshien, Receptionist

Wendy Freidman, Guide

Rebecca Turnbull, Guide

Angela Donald, Casual Guide

David Joy, Casual Guide

Margaret Lewis, Casual Guide

Pam Keirs, Casual Guide

Jenny Macdougall, Casual Guide

Ngaire McCubben, Casual Guide

Una Micic, Casual Guide

Pamela Prior, Casual Guide

Fran Jackson, Farm Manager

Stephen Hanson, Gardener Labourer

Katherine Porter, Casual General Assistant

SUSANNAH PLACE MUSEUM

Anna Cossu, Curator/Manager

Sara Lennon, Guide

Geoff Marsh, Guide

Alda Scofield, Guide

Diane Bahmad, Casual Guide

Jessica Farrell, Casual Guide

Luisa Vasile, Casual Guide

THE MINT

Robert Griffin, Project Curator

Barry McGregor, Project Coordinator

VAUCLUSE HOUSE

Lynn Collins, Curator/Manager

Mandy O'Bryan, Office Manager

Angela Sanfilippo, Chief Guide

Steven Collyer, Guide

Gordon Fehross, Guide

Scott Hill, Guide

Taline Kalaidjian, Guide

Lynne Morgan, Guide

Diana Noyce, Guide

Philippa Reynolds, Guide

Dave Gray, Head Gardener

Graeme Lloyd, Gardener

Naomi Jeffs, Gardener

Christine Jeffries, Garden Labourer

Shayne Roberts, Garden Labourer

STAFF OF THE FOUNDATION FOR THE HISTORIC HOUSES TRUST

Bridget Armstrong, General Manager

STAFF OF THE MEMBERS OF THE HISTORIC HOUSES TRUST

Judy Pittaway, General Manager

Casilde Blancodini, Administration & Membership Manager

Eve Propper, Events Coordinator

STATUTORY AMENDMENTS

The Historic Houses Trust Act was amended by the Statute Law Miscellaneous Provisions Act 2003. The amendments provide that in calculating the maximum number of consecutive terms for which a trustee may hold office any period of appointment to fill a casual vacancy be disregarded. The amendments also repealed the provisions specifying that the appointment of a trustee takes effect on 1 January in the year following the year in which the appointment is made. The instrument of appointment may specify the date the appointment takes effect. Similar amendments were made to other

Acts within the arts portfolio so that the same provisions apply to other trustees and members of boards and councils concerned with the administration of the arts. The amendments took effect from 22 July 2003.



