Appendices

Appendix 1 2009–10 VCE Study Review Panels and Teams

VCE Accounting Study Writing Team
Greg Gould  Methodist Ladies’ College
Neville Box  St Joseph’s College, Melbourne
Sasha Mildenhall  Taylors Lakes Secondary College

VCE Design and Technology Review Panel
Karen Anderson  Hume Central Secondary College
Mark Grech  Wangaratta High School – Edwards Street Campus
Elizabeth Keep  Toorak College
Aldo Marotta  University High School
Peter Murphy  Simonds Catholic College
Jacinta O’Leary  Distance Education Centre
Robin Panousieris  Assumption College
Susan Plumb  Yarra Valley Grammar School
Trudi Smith  Carey Baptist College
Mark Watson  Design Providence
Mike Brown  La Trobe University

VCE English Language Review Panel
Debbie De Laps  Victorian Association for the Teaching of English
Selina Dennis  Strathmore Secondary College
Kathryn Hamilton  Bendigo Senior Secondary College
Dr Kristina Love  Melbourne University
Peter Pidduck  Caulfield Grammar School
Timothy Rayner  Scotch College
Rebecca Swain  Carey Baptist Grammar School
Dr Louisa Willoughby  Monash University
Kirsten Fox  MacRobertson Girls’ High School
Josephine Smith  Victorian Association for the Teaching of English

VCE Industry and Enterprise Review Panel
Michael Carolan  Deliver Educational Consulting
Allister Rouse  Waverley Christian College
Simon Hewitson  The Peninsula School
David Mallia  Aquinas College
Norman Owens  Australian Business Week
Gary Thorn  Bendigo Senior Secondary College
Alison Mitchinson Cassar  Sunshine College

VCE International Studies Review Panel
Dr Scott Burchill  Deakin University
Olivera Nikolovska  Williamstown High School
Damian Puglisi  RMIT TAFE
Anna-Louise Simpson  Haileybury College
Elias Spanos  Melbourne Girls Grammar
Gregory Sturges  Bendigo Senior Secondary College
Daniel Flitton  The Age newspaper
Stuart Harridge  Mazenod College
VCE Media Study Writing Team
Brett Lamb East Doncaster Secondary College
Melinda Roberts Xavier College
Jo Flack Swinburne Senior Secondary School

VCE National Politics Review Panel
Colin Axup Melbourne High School
Kimberley Crowley Brunswick Secondary College
Paul Gilby Northcote High School
Loretta Glass Social Education Victoria
Geoff Glue Xavier College
Nicola Sabbadini St Michael's Grammar School
Dr Andrew Scott RMIT University
Bernadette Turner Catholic College Wodonga
Dr Rod Wise Bialik College

VCE Outdoor and Environmental Studies Review Panel
Marcia Galimi The Knox School
Dr Terry Gunn Newcomb Secondary College
Philip Hughes Wonthaggi Secondary College (McBride Campus)
Jennifer Jones Bendigo Senior Secondary College
Andrew Mannion Whitefriars College
Danielle Mates Frankston High School (7–10 campus)
Jim Mead Department of Primary Industry
Kathleen Pleasants La Trobe University
Dr Marylou Preston Monash University
John Quay University of Melbourne

VCE Sociology Review Panel
Professor Judith Bessant RMIT University
Jessica Chamoff Haileybury College
Margaret Conway Box Hill TAFE Institute
Pheona Donohoe Swinburne Senior Secondary College
Fiona Gontier Haileybury College
Diane Mansour Social Education Victoria
Dr Robert Phillpot Hallam Senior Secondary College
Analia Solis RMIT University
Sarah Spiteri Catholic College Wodonga
Professor Michael Guilding Swinburne University

VCE Visual Communication and Design Study Writing Team
Jessica Flamank Mentone Girls' Secondary College
Trisha Portbury Kew Secondary College
Andrew Nicholls University High School
Appendix 2 Statutory reporting requirements

Consultancies and major contracts
During the reporting period no consultancies in excess of $100,000 were awarded and no contracts with a value of $10 million or above were awarded. The VCAA engaged no consultancies at a cost of less than $100,000 each during 2009–10. The Victorian Industry Participation Policy Act 2003 requires public bodies and departments to report on the implementation of the Victorian Industry Participation Policy (VIPP). The VIPP is applied to all tenders over $3 million in metropolitan Melbourne and $1 million in regional Victoria. During 2009–10, the VCAA engaged one supplier with a total value of approximately $7.95 million in metropolitan Melbourne.

Competitive neutrality
In a report to DEECD on the National Competition policy, the VCAA was identified as not subject to the Competition Code. The report found that the VCAA had little, if any, potential to be involved in anti-competitive practices. Although the VCAA's activities are mainly regulatory in nature, the VCAA is empowered to charge fees for the services it provides under section 2.5.5 of the Education and Training Reform Act 2006.

Building Act 1993
The building occupied by the VCAA at 41 St Andrews Place is a government-owned building. A formal occupancy arrangement with DEECD is current. The VCAA is committed to providing a safe and secure building for staff and visitors and full compliance with the provisions of the Building Act 1993. Most of the VCAA's assessment-related units are based at a site in Coburg. The VCAA also has the occupancy of a single warehouse facility to cater for the organisation's storage needs.

Public accountability and compliance
Under the accrual output-based appropriation, budgeting, performance monitoring and reporting model introduced by the Government in the 1998–99 budget, accountability for departments and government agencies commenced with the publication of budget portfolio financial statements in the annual Budget Paper No. 3 and ended with the publication of actual results in respective annual reports. The VCAA, in conjunction with DEECD, reported its performance against outputs on a quarterly basis and its financial aggregates on a monthly basis to the Department of Treasury and Finance.

Industrial disputes and time lost due to injury

Industrial disputes
There were no staff hours lost as a result of industrial disputes during the financial year.

Industrial accidents
There were no new claims submitted during the reporting period but 342 hours were lost due to a previous claim.

Risk attestation compliance statement
We, Adam Shoemaker and John Firth, certify that the VCAA has risk management processes in place consistent with the Australian/New Zealand Risk Management Standard and an internal control system is in place that enables the executive to understand, manage and satisfactorily control risk exposures. The VCAA Audit Committee verifies this assurance and that the risk profiles of the VCAA has been critically reviewed within the last 12 months. The VCAA Audit Committee verifies the information contained within the risk attestation plan and recommends to the Chair, Adam Shoemaker, and Chief Executive Officer, John Firth, that they sign the risk management attestation for 2009–10.

Professor Adam Shoemaker  John Firth
Appendix 3 Workforce data

Full-time equivalent of staff in the VCAA on pay by sex and classification, year ending June 2010

<table>
<thead>
<tr>
<th>Classification</th>
<th>2009–10</th>
<th></th>
<th>2008–09</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Males</td>
<td>Females</td>
<td>Total</td>
<td>Males</td>
</tr>
<tr>
<td>EO2</td>
<td>3.0</td>
<td>1.0</td>
<td>4.0</td>
<td>2.0</td>
</tr>
<tr>
<td>EO3</td>
<td>1.0</td>
<td>–</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Senior Technical Specialist</td>
<td>1.0</td>
<td>–</td>
<td>1.0</td>
<td>–</td>
</tr>
<tr>
<td>VPSG6</td>
<td>17.0</td>
<td>12.4</td>
<td>29.4</td>
<td>16.0</td>
</tr>
<tr>
<td>VPSG5</td>
<td>18.9</td>
<td>44.9</td>
<td>63.8</td>
<td>21.3</td>
</tr>
<tr>
<td>VPSG4</td>
<td>14.0</td>
<td>15.8</td>
<td>29.8</td>
<td>14.0</td>
</tr>
<tr>
<td>VPSG3</td>
<td>13.8</td>
<td>27.7</td>
<td>41.5</td>
<td>18.8</td>
</tr>
<tr>
<td>VPSG2</td>
<td>10.4</td>
<td>15.0</td>
<td>25.4</td>
<td>7.8</td>
</tr>
<tr>
<td>Total</td>
<td>79.1</td>
<td>116.8</td>
<td>195.9</td>
<td>80.9</td>
</tr>
</tbody>
</table>

VCAA staff are included in DEECD workforce data.

Occupational health and safety

The VCAA’s occupational health and safety (OHS) objectives are:

• to prevent injury/illness from occurring in the workplace
• to maintain the good health and wellbeing of all staff
• to comply with all statutory requirements of Acts and Regulations, codes of practice and standards.

To fulfil these objectives the VCAA:

• is proactive in ensuring that the workplace is safe and without risk to health
• is continually monitoring the health and wellbeing of the employees and conducting quarterly risk assessments of the work environment
• is actively assisting OHS representatives to maintain their knowledge and keep abreast of any legislative changes to the *Occupational Health and Safety Act 2004*
• developed and applied OHS policies, procedures and practices in accordance with statutory requirements and accepted health and safety standards.

Major initiatives in 2009–10 included:

• reviewing and upgrading, where necessary, the OHS management system
• introducing a regular OHS section in the staff newsletter
• actively encouraging staff to report any and all OHS and first aid issues
• continuing to review and upgrade the first aid skills, including AED (Automatic External Defibrillator) training, of all first aid officers
• maintaining the knowledge level of all building wardens through practical drills and actively seeking additional wardens.

Performance targets

OHS performance met or exceeded its targets in 2009–10. During the reporting period, the VCAA received no standard claim and no Improvement or Prohibition Notices were issued to the VCAA.

The target for 2010–11 is to maintain this standard.
Workplace Consultative Committee

The Workplace Consultative Committee was established in 2004 as a forum to identify and resolve staff issues related to accommodation, OHS, professional development and training, planned changes to structures and programs, and human resource activities.

The Committee meets six times per year to develop and recommend policies and practices to promote a healthy and mutually supportive work culture and environment within the organisation, provide a consultation forum for staff and management, and act in an advisory capacity to executive management.

Merit training

Fifteen VCAA staff completed the accreditation training during the reporting period.

Ninety-seven current staff have trained in merit-based selection procedures.

A merit protection-accredited person is required to be included on all selection panels and in many other situations where personnel decisions are made.
Appendix 4 Freedom of information

Publication requirements
The information required to be published pursuant to section 7 of the Freedom of Information Act 1982 (FOI Act) follows, except for information required by that section published elsewhere in this report.

Queries about the availability of and charges for other material prepared under Part II of the FOI Act should be directed to the following address:

The FOI Officer
41 St Andrews Place
East Melbourne 3002
Telephone (03) 9651 4535
Email: foi.vcaa@edumail.vic.gov.au

Categories of documents
The following are the general categories of documents maintained by the VCAA:

- correspondence, administrative and policy documents
- paper records on registered files
- minutes, agendas and papers.

Paper records of agendas, agenda papers and confirmed minutes of meetings are maintained in registered files. An index of outcomes is also maintained.

Personnel documents
Paper records on remuneration and appointments to the VCAA are maintained in registered files.

Accounting records
Accounting records are maintained on a computerised accounting system. The records deal with general ledger entries, accounts payable, payroll and other accounting functions. Paper records are also kept as registered files.

Student records
Personal, enrolment and assessment information for VCE and VCAL students are maintained using the Victorian Assessment Software System, a web-based system that provides direct communication between the VCAA and VCE and VCAL provider schools.

Other categories of documents maintained internally include records associated with curriculum and examinations. Some records are protected from public release on the grounds of personal privacy, others by the restrictions placed on examination materials. Previous examination papers are published on the VCAA website.

Information provided by the VCAA about its operations covers VCE and VCAL areas of study, school assessment, examinations, curriculum and standards for P–10, the VELS, NAPLAN, GAT and other more general information.
Freedom of Information arrangements

Access to records
Access to some records held by the VCAA, such as VCE students wishing to obtain replacement statements and/or certificates, can be organised via established routine procedures. The VCAA’s Information Services staff can provide initial information to people regarding such protocols. Applicants seeking access to documents that are not the subject of VCAA access procedures should address their request to the authorised officer.

Requesting access under the FOI Act
Applicants are required under the FOI Act to submit applications requesting access to documents in writing in a way that clearly describes the document(s) sought. The request should specify that the application is made under the FOI Act and should not form part of a letter on another subject. The applicant should provide the following information:
• name
• address
• telephone number (where applicant can be contacted during business hours)
• details of document(s) requested
• the form of access required, such as copies of documents, inspection of files or other.

Fees
An application fee is required unless evidence of hardship is provided. Applicants are advised that other charges may be made in accordance with the Freedom of Information (Access Charges) Regulations 2004. Details of the fee and access charges can be found at <www.foi.vic.gov.au>.

Appeals
Applicants may appeal against a decision made in response to requests for access to documents, for the amendments of records or against the cost levied for allowing access to documents. Information about the appropriate avenue of appeal will be conveyed to the applicant in the letter advising of the initial decision. Applicants are advised to consult Part VI of the FOI Act for further information about appeal rights.

Correction of personal information
A request for correction or amendment of personal information in a document held by the agency must be made in writing. It should specify particulars of how and why the person making the request believes the information to be incorrect, incomplete, misleading or out of date. It should also specify the amendments they wish to make.

Summary for year ended 30 June 2010
In 2009–10, six requests under the FOI Act were made.
Appendix 5 Additional information

Consistent with the requirements of the *Financial Management Act 1994*, the VCAA has prepared material on the following topics, details of which, if not published in the annual report, are available to the public on request.

Information retained by the VCAA includes details, where applicable, of:

- changes in prices, fees, charges, rates and levies
- major research and development activities
- major promotional, public relations and marketing activities
- shares held by senior officers as nominees or held beneficially in a statutory authority or subsidiary
- declaration of pecuniary interests
- OHS assessments and measures
- industrial relations issues
- major committees sponsored by the VCAA
- major external reviews carried out on the VCAA
- details of overseas visits undertaken, including a summary of the objectives and outcomes of each visit
- details of publications produced by the entity about the activities of the entity and where the publications can be obtained.

Enquiries regarding details of this information should be addressed to:

General Manager
Planning, Strategy and Corporate Support
VCAA 41 St Andrews Place
East Melbourne 3002
Telephone (03) 9651 4348
Email: vcaa@edumail.vic.gov.au
Appendix 6 Whistleblowers Protection Act 2001

The Whistleblowers Protection Act 2001 DEECD Guidelines have been adopted as the appropriate procedures for managing disclosures made under the Act concerning Board members and/or employees of the VCAA.

VCAA Guidelines
The VCAA does not tolerate improper conduct by its employees or officers nor the taking of reprisals against those who come forward to disclose such conduct under the Whistleblowers Protection Act 2001 (the Act).

The VCAA 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 a substantial risk to public health and safety or the environment. The alleged conduct must be serious enough to constitute, if proven, a criminal offence or reasonable grounds for dismissal to satisfy the Act.

Corrupt conduct
Corrupt conduct means:
• conduct that adversely affects the honest performance of functions
• the dishonest performance of functions or performance with inappropriate partiality
• conduct that amounts to a breach of public trust
• conduct that amounts to the misuse of information/material acquired in the course of one’s duties
• a conspiracy or attempt to engage in the above conduct.

The reporting system
Contact persons within the VCAA
Disclosures of improper conduct or detrimental action by employees of the VCAA may be made directly to the following:

Protected Disclosure Coordinator
Dr John McSwiney
Manager Corporate Governance
Telephone: (03) 9651 4311

Protected Disclosure Officer
Mr Doug Hamilton
Senior Investigator Compliance FOI and Privacy Officer
Telephone: (03) 9651 4535

All correspondence, telephone 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 confidentiality, he or she can call the Protected Disclosure Coordinator and request a meeting in a discreet location away from the workplace.
Alternative contact persons

A disclosure about improper conduct or detrimental action by employees of the VCAA may also be made directly to the Ombudsman.

The Ombudsman Victoria

459 Collins Street
Melbourne Victoria 3000
(DX 210174)
Internet: www.ombudsman.vic.gov.au
Email: ombudvic@ombudsman.vic.gov.au
Telephone: (03) 9613 6222

Report on activity under the Whistleblowers Protection Act 2001

No disclosures were made during the reporting period.

| The number and types of disclosure made to the public body during the year | 0 |
| The number of disclosures referred during the year by the Ombudsman | 0 |
| The number and types of disclosed matters referred to the Public Body during the year by the Ombudsman | 0 |
| The number and types of disclosed matters referred during the year by the public body to the Ombudsman to investigate | 0 |
| The number and types of investigations of disclosed matters taken over by the Ombudsman from the public body during the year | 0 |
| The number of requests made under section 74 during the year to the Ombudsman to investigate disclosed matters | 0 |
| The number and types of disclosed matters that were substantiated on investigation and the action taken on completion of the investigation | 0 |
| The number of types of disclosed matters that were substantiated on investigation and the action taken on completion of the investigation | 0 |
| Any recommendations of the Ombudsman under this Act that relate to the public body | 0 |
Appendix 7 Privacy policy

The VCAA is committed to the privacy principles in all its data-gathering procedures.

Complaints-handling procedures

Contacting the VCAA

The VCAA makes every attempt to settle queries or complaints about privacy through direct communication with the party involved.

First contact is made through the Privacy Officer or via email: <privacy.vcaa@edumail.vic.gov.au>.

If, through informal discussion, a complaint is not resolved to the satisfaction of the complainant, then a written complaint is lodged with the VCAA.

Lodging a complaint in writing

Written complaints are lodged with:

The Privacy Officer
VCAA
41 St Andrews Place
East Melbourne 3002

Details provided in the complaint must include:
- name and address of person lodging the complaint
- privacy concern(s)
- if applicable, how concern(s) could be remedied.

Confirmation from the VCAA

Within 14 days of receipt of a complaint, the Privacy Officer:
- confirms receipt of the complaint in writing and informs the complainant that an investigation will be conducted and a response provided as soon as practicable, but in no more than 45 days from the day the complaint is received at the VCAA
- commences an investigation into the complaint.

Summary for the year

For the year ending 30 June 2010, there was one written complaint lodged during the reporting period.

For further information regarding privacy legislation, refer to the Victorian Privacy Commissioner’s website at <www.privacy.vic.gov.au>.
### Appendix 8 Disclosure index

#### Ministerial Directions

#### Report of operations

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Requirement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Charter and purpose</strong></td>
<td></td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Objectives, functions, powers and duties</td>
<td>16</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Nature and range of services provided</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td><strong>Management and structure</strong></td>
<td></td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Organisation structure</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td><strong>Financial and other information</strong></td>
<td></td>
</tr>
<tr>
<td>FRD 8B</td>
<td>Budget portfolio outcomes</td>
<td>n/a</td>
</tr>
<tr>
<td>FRD 10</td>
<td>Disclosure index</td>
<td>83</td>
</tr>
<tr>
<td>FRD 12A</td>
<td>Disclosure of major contracts</td>
<td>74</td>
</tr>
<tr>
<td>FRD 15B</td>
<td>Executive officer disclosures</td>
<td>66</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Application and operation of the <em>Freedom of Information Act 1982</em></td>
<td>77</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Application and operation of the <em>Whistleblowers Protection Act 2001</em></td>
<td>80</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Compliance with building and maintenance provisions of the <em>Building Act 1993</em></td>
<td>74</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Details of consultancies over $100,000</td>
<td>74</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Details of consultancies under $500,000</td>
<td>74</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Major changes or factors affecting performance</td>
<td>14</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Occupational health and safety</td>
<td>75</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Operational and budgetary objectives and performance against objectives</td>
<td>15</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Significant changes in financial position during the year</td>
<td>14</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Statement of availability of other information</td>
<td>79</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Statement of workforce data and merit and equity</td>
<td>75</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Statement on National Competition policy</td>
<td>74</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Subsequent events</td>
<td>68</td>
</tr>
<tr>
<td>FRD 22B</td>
<td>Summary of the financial results for the year</td>
<td>14</td>
</tr>
<tr>
<td>FRD 24C</td>
<td>Reporting of office-based environmental impacts</td>
<td>n/a</td>
</tr>
<tr>
<td>FRD 25</td>
<td>Victorian Industry Participation policy disclosures</td>
<td>74</td>
</tr>
</tbody>
</table>
### Appendix 8 Disclosure index (continued)

#### Financial statements

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Requirement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial statements required under Part 7 of the <em>Financial Management Act 1994</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SD 4.2(c)</td>
<td>Compliance with Australian accounting standards and other authoritative pronouncements</td>
<td>40</td>
</tr>
<tr>
<td>SD 4.2(c)</td>
<td>Compliance with Ministerial Directions</td>
<td>n/a</td>
</tr>
<tr>
<td>SD 4.2(d)</td>
<td>Rounding of amounts</td>
<td>47</td>
</tr>
<tr>
<td>SD 4.2(c)</td>
<td>Accountable Officer’s declaration</td>
<td>69</td>
</tr>
<tr>
<td>SD 4.2(f)</td>
<td>Compliance with model financial report</td>
<td>n/a</td>
</tr>
<tr>
<td>SD 4.2(b)</td>
<td>Operating statement</td>
<td>36</td>
</tr>
<tr>
<td>SD 4.2(b)</td>
<td>Balance sheet</td>
<td>37</td>
</tr>
<tr>
<td>SD 4.2(b)</td>
<td>Statement of cash flows during the year</td>
<td>39</td>
</tr>
<tr>
<td>SD 4.2(a)</td>
<td>Statement of change in equity</td>
<td>38</td>
</tr>
</tbody>
</table>

#### Other disclosures in notes to the financial statements

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Requirement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRD 9A</td>
<td>Departmental disclosure of administered assets and liabilities</td>
<td>n/a</td>
</tr>
<tr>
<td>FRD 11</td>
<td>Disclosure of ex-gratia payments</td>
<td>n/a</td>
</tr>
<tr>
<td>FRD 13</td>
<td>Disclosure of parliamentary appropriations</td>
<td>n/a</td>
</tr>
<tr>
<td>FRD 21A</td>
<td>Responsible person and executive officer disclosures</td>
<td>64</td>
</tr>
</tbody>
</table>

#### Legislation

- *Building Act 1993*                                                                 | 74   |
- *Freedom of Information Act 1982*                                                   | 77   |
- *Occupational Health and Safety Act 2004*                                             | 75   |
- *Whistleblowers Protection Act 2001*                                                  | 80   |
### Appendix 9 Board meeting attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esmerelda Bamblett</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Tony Coppola</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Professor Peter Dawkins(^1)</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Polly Flanagan</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Tony Larkin</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>John Maddock(^2)</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Professor Peter McPhee</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Vicki Miles</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Glen Pearsall</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Debra Punton</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Professor Adam Shoemaker</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Helen Staindl</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>Professor Collette Tayler</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>Professor Sue Willis</td>
<td>5</td>
<td>7</td>
</tr>
</tbody>
</table>

A: Number of meetings attended  
B: Number of meetings scheduled while in office  
\(^1\) Represented by Chris Wardlaw on 16 September 2009 and 9 December 2009  
\(^2\) Granted leave of absence by Chair