



# NSW Ombudsman

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**Our reference:** C/2004/1245.

30 September 2004

Dr Raffaele Marcellino  
Principal  
The Australian Institute of Music  
1-51 Foveaux Street  
CENTRAL SYDNEY NSW 2010

Dear Dr Marcellino

Thank you for the documents that you provided to us on 24 September 2004 in response to the requirements in the Ombudsman's investigation report in relation to the Australian Institute of Music's (the institute) handling of the allegations of reportable conduct made against Dr Victor Makarov.

I noted the letters dated 7 July 2004 and 23 September 2004, that Dr Calvo sent to Dr Makarov informing him of the approval of leave with pay and then advising him of the institute's intention to continue this leave without pay from 5 November 2004 until the criminal charges are resolved by the court. I did not see any notes of conversations with a member of the institute's executive staff and Dr Makarov or his solicitor about this. I presume that there were conversations during the time that were not minuted. Therefore under section 18 (1) of the *Ombudsman Act 1974*, I require that you supply the Ombudsman with notes of the recollections of all conversations by any staff that had contact with Dr Makarov **by 4pm on Tuesday 12 October 2004**.

It is essential that all conversations, minutes of meetings and decisions made about this investigation are thoroughly recorded and kept in a single secured file. All executive staff should be made aware of the necessity to do this and you should ensure their compliance with this directive.

If you have any questions please contact **REDACTED**, Senior Investigation Officer, on telephone number **REDACTED**.

Yours sincerely

**REDACTED**

**Assistant Ombudsman (Children and Young People)**