

# 2000 Annual Report 1999



# Acknowledgments

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# Contents

Our Vision	2
Our Key Result Areas	2
Our Values	2
Port Phillip at a Glance	3
Chief Executive Officer's Report	4
Mayor's Message	5
Councillors	6
Council/Committee Structure	8
Administrative Structure	9
Council Activities	10
Performance Statement	16
Council Approval of the Performance Statement	20
Auditor-General's Report on Performance Statement	21
Equal Employment Opportunity Program Information	22
Jobs Profile Information	23
Year 2000 Compliance	24
Local Laws	24
Public Documents	25
Organisations of which the City of Port Phillip was a Member	26
List of Donations and Grants	29
Financial Statements	32
Notes to the Accounts	36
Certification of the Financial Statements	54
Auditor General's Report	55
Contacting Council	56

## Our Key Result Areas

### KRA 1: Building Stronger Communities

**Goal:**

All individuals living within the City of Port Phillip will participate in and experience connectedness with the community.

### KRA 2: Improving our Built Environment

**Goal:**

We will preserve and enhance our built environment through excellent planning, design and maintenance.

### KRA 3: Building a Sustainable Environment

**Goal:**

A community who understands the impact of its behaviour on the natural environment and its biodiversity, and actively participates in achieving environmental outcomes for Port Phillip.

### KRA 4: Enhancing our Neighbourhoods and Places

**Goal:**

We will have a mind set that considers the place and the community living there when delivering a service or implementing a project - providing a better service or outcome, one that is attuned to the needs of the community.

### KRA 5: Improving our Service and Capabilities

**Goal:**

We will listen and respond to the needs of the community, and strive to reduce the gap between community expectations and our performance.

### KRA 6: Ensuring a Sustainable Organisation

**Goal:**

The City of Port Phillip will be a leader in local government in the provision of cost competitive services through partnerships with the community and contractors, and innovative management of corporate resources.

## Our Vision

An outstanding environment in which to live, work, play and prosper.

## Our Values

Trust, honesty and open communication

Leadership and direction, ownership and passion for what we do

Service (internal and external)

Informed decision making

Learning, innovation and creativity

Achievement, measurement and results

Diversity, respect for people and rewarding



## Port Phillip at a Glance

Area: 20.62km<sup>2</sup>

1996 population: 73,092

The City of Port Phillip is located on the northern shore of Port Phillip Bay, to the south of the Melbourne central business district. The City is one of the oldest areas of European settlement in Melbourne and contains buildings dating from the middle of last century onwards. The City has experienced a significant amount of residential development in the 1990s, particularly in areas close to the foreshore.

From Port Melbourne to Elwood, the City of Port Phillip has approximately ten kilometres of beaches for swimming, sailing, sailboarding and beach activities. Port Phillip also has parks and gardens spread right across the City, including Gasworks Park and St Vincents Gardens in South Melbourne, St Kilda Botanical Gardens and Catani Gardens in St Kilda, Alma Park in East St Kilda, and Edwards Park in Port Melbourne.

The City has a number of diverse retail, entertainment and leisure precincts. These include Bay Street in Port Melbourne, Clarendon Street in South Melbourne, Fitzroy and Acland Streets in St Kilda, and Carlisle Street in Balaclava. The City also contains a number of significant employment areas including the St Kilda Road office district, and industrial, warehousing and manufacturing districts in South Melbourne and Port Melbourne.

The City is well served by public transport with a substantial tram network, the St Kilda and Port Melbourne light rail lines and two stations on the Sandringham rail line.

A comparison of Port Phillip to Melbourne in 1996 shows an age profile with a higher proportion of people in the young and middle age adult age groups and a significantly lower proportion of children than the Melbourne average.

The 'growth' age groups in the area, particularly in the last five years, are primarily the second and third homebuyer markets, moving to Port Phillip for 'lifestyle' reasons.

Port Phillip has historically been home to significant numbers of post war migrants from southern and eastern Europe. While many of these migrants are still resident in the area, the proportion of non-Australian born and non-English speaking residents is declining.

Between 1981 and 1996, Port Phillip experienced a substantial increase in socio-economic status, based on income indicators. The education level of Port Phillip's population, based on qualifications, has also increased in recent years.

In 1996, Port Phillip had a similar rate of employment as Melbourne, although with proportionally less full time employment. The unemployment rate in Port Phillip rose between 1981 and 1996, although not as substantially as the Melbourne average.

Port Phillip has a unique housing stock in the Melbourne context. While separate houses dominate Melbourne's housing stock, over half the dwellings in Port Phillip are flats or apartments. Port Phillip's unique housing stock is also accompanied by a unique pattern of tenure. Renters dominate Port Phillip, with over half the households renting, while around one in four is the average for Melbourne. Proportionally there are substantially fewer family households and correspondingly more lone person households than Melbourne overall. Port Phillip also has a lower level of car ownership than Melbourne does overall.

*Source: City of Port Phillip Community Profile, which is based on the Australian Bureau of Statistics Census of Population and Housing.*

## Chief Executive Officer's Report



The 1999/2000 financial year has been one of interest and change for the organisation, as the first full year serving the new Council. Council confirmed its vision and directions based on the Community Plan, and established 6 key result areas of: Building Stronger Communities, Improving our Built Environment, Building a Sustainable Environment, Enhancing our Neighbourhoods and Places, Improving Services and Capabilities, and Ensuring a Sustainable Organisation.

During the year, the requirement for Council to subject 50% of its services to competitive tendering was removed and replaced by the current State Government's 'best value' policies. We have already established a service review program across the organisation and will be well on the way to demonstrating that we are complying with the Best Value Principles by this time next year.

The organisation has continued to improve services in line with community requirements. The results of our own independent research show that of seventeen services surveyed, four showed consistent performance and eleven demonstrated a significant improvement in performance, including street and beach cleaning, and management of parks and gardens.

We have consolidated and strengthened human services with the establishment of the Social Development Department, which connects like services for frail and older people, people with disabilities, families, young people and children in the City of Port Phillip. The new structure allows for the integration of policy and planning issues, increases our capacity to manage resources and enables more effective service delivery to the community.

Another significant area of achievement has been in planning and planning enforcement. Over the year we have had some major planning enforcement successes, including the closure of illegal backpacker hostels and the imposition of significant fines for illegal or dangerous building works. The City of Port Phillip also scooped the Royal Australian

Planning Institute awards, demonstrating outstanding leadership and path-breaking work in urban planning and design.

Behind the scenes, the organisation has embarked on the most ambitious indigenous recruitment program ever undertaken by a municipal Council in Victoria, aiming to recruit 18 indigenous trainees over 3 years.

We have also established a joint venture in street cleaning services with the City of Stonnington and the resulting enterprise, Streetsahead, was subsequently awarded the City of Port Phillip contract for street and beach cleaning. Other significant contracts were awarded in the 1999/2000 financial year, including three parks contracts, which were awarded to external contractors Excell and Citywide.

The organisation's financial health continues to improve. We have a balanced budget and have maintained financial reserves without additional borrowings. At the same time, the organisation maintained services at current levels, increased capital works by a net of \$1.8 million and implementing a number of new initiatives.

The coming years will see us build on and consolidate this position of strength, continuing to operate in a responsible and sustainable way, taking our basic responsibilities seriously and always striving to do better. I am confident that with the leadership of our outstanding Councillors and the staff, who constantly work well beyond what could be reasonably expected of them, will continue to meet the needs of the City of Port Phillip's ever articulate community.

A handwritten signature in black ink, appearing to read 'Anne Dunn'. The signature is fluid and cursive, with a large loop at the end.

**Anne Dunn**  
Chief Executive Officer

## Mayor's Message



Summing up a year in a page seems to be one of the harder mayoral duties. The pace of life and work in Port Phillip continued to be fast over the last 12 months and the five Councillors newly elected in March 1999 have survived two budget and corporate planning processes.

From a practical perspective, we maintained a focus on improving basic services such as enforcement, cleaning and parks and gardens. No one – most of all the observant and pernicky Councillors – will ever think these services are perfect, but they have shown steady improvement and solid financial performance, and have been given more resources in the 2000/01 budget.

Council has also increased capital works funding in two consecutive budgets. We have (we think) done the responsible thing by pushing money to footpaths and drains, whilst scaling back to realistic levels our boundless ambitions to renovate and paint town halls, sports pavillions, child care centres and all manner of assets.

Some other big things from last year included:

- the resolution of many planning battles, including height on the foreshore, though challenges still remain;
- the increase of parking and transport as strategic challenges, replacing land use planning as the issue preoccupying our strategic planners;
- the growing importance placed upon environmental issues, both practically and in policy;
- social challenges, especially the issue of illicit drugs, and a local commitment to fill our youth policy vacuum in the coming year;
- the defeat of the Kennett State Government which has been generally positive for the City, especially in planning policy; and
- the new State Government's abolition of Compulsory Competitive Tendering and Council's development of a Service Review Program.

Port Phillip has been recognised as a local government leader both formally, through lots of lovely trophies and awards, and otherwise through the media and local government circles. In large part this is due to the efforts of our staff, however allow me to claim some small credit for the Council itself. As the former Mayor Dick Gross used to say, these reports are for boasting.

A large part of our strength as Councillors is our diversity and our unity. We have a great spread of ages and experience, we work very hard, we respect and listen to each other, we don't fight in public and we try to reach decisions that take account of everyone's views. This has allowed us to avoid the 'clown hall' tag that has befallen other Victorian local governments.

I want to deliver a heartfelt thanks to the energetic, committed staff (ably led by CEO Anne Dunn) for the work they perform for our community. I also acknowledge the former Mayor, Cr. Dick Gross, for his leadership from March 1998 to March 2000, and for his generosity in helping me find my feet.

The past year has been good. This Council will maintain its passion for our bit of the world and will keep working for the community. We try to be a 'Local Government', not just a 'Council' providing basic services. We will consult and listen, and we'll always try and do too much for you, which is what our community demands and deserves.

**Councillor Julian Hill  
Mayor**



## Councillors



### DAVID BRAND - ST KILDA WARD

Contact number: 0413 334 520

Date of election: 20/3/99 Date of retirement: 16/3/02

#### Qualifications and experience:

Cr. Brand is an architect who works from his home on the St Kilda Esplanade, where he has lived since 1983. He has also taught architectural history at Melbourne University and design at RMIT. Cr. Brand originally trained and worked as a historian, taking up architecture in the mid 1980s. He worked over many years as a consultant on heritage, urban conservation and planning issues affecting St Kilda and the City of Port Phillip. He also served as a community representative on several Council planning advisory committees. In 1998 and 1999 he played a leading role in the Esplanade Alliance campaigns that overturned a proposed thirty-eight storey development on the Esplanade Hotel site and negotiated major design revisions in the troubled redevelopment of the St Kilda Sea Baths. On Council he now serves on numerous committees dealing with a wide range of planning-related issues, and represents Council on the City of Port Phillip Cultural Programs Board, and the Metropolitan Transport Forum.



### DICK GROSS - BLESSINGTON WARD

Contact number: 0411 446 167

Date of election: 20/3/99 Date of retirement: 16/3/02

#### Qualifications and experience:

Cr. Gross was the Mayor of the City in 1998/1999 and 1999/2000. Cr. Gross trained as a lawyer and has a background in consumer and corporate law. He was co-founder and the first coordinator of the Consumer Credit Legal Service and has served on a number of government law reform committees dealing with consumer and debt recovery issues. Cr. Gross is also a broadcaster and author, including stints on SBS, the Nine Network, 3LO and 3AK, as well as writing for The Age and the Australian Jewish News. He now conducts his own business in financial investment.



### JULIAN HILL - SANDRIDGE WARD

Contact number: 0419 886 541

Date of election: 20/3/99 Date of retirement: 16/3/02

#### Qualifications and experience:

Cr. Hill was elected Mayor on 31 March 2000. At 26, he is the youngest Mayor in the history of Port Phillip. Cr. Hill has lived in Port Phillip for six years and Port Melbourne for three years. He co-parents his four-year-old daughter, Elanor, with her mother from whom he is separated but on good terms. Cr. Hill has just finished Science and Law degrees at Monash University. He has been active in education campaigns and other student political activities and has held a number of positions with the ALP, including State Conference delegate from Melbourne Ports and President of the Elwood Branch. From 1995 to 1999 he worked for Federal MP Alan Griffin as an electoral officer and later as an adviser. Cr. Hill has been endorsed by the ALP and is a member of the Community Alliance of Port Phillip. As Mayor, Cr. Hill aims to give voice to the history, aspirations and needs of the whole city as well as his neighbourhood.





### **CAROLYN HUTCHENS - ALBERT PARK WARD**

Contact number: 0413 334 522

Date of election: 20/3/99 Date of retirement: 16/3/02

Qualifications and experience:

Cr. Hutchens has lived in the Albert Park Ward for twenty six years. For the past eleven years, she has worked part time as a maternal and child health nurse. She has also worked as a nurse teacher in Papua New Guinea in the mid 1960s, as a research assistant in London at the Royal College of Surgeons and as a district nurse on her return to Melbourne. Cr. Hutchens has served as president of the South Melbourne Child Care Cooperative, the Middle Park Primary School Parents' Association and the Inner Bayside Counselling Service. She was a foundation member of Save Albert Park and its president for two years. She has also served on the South Melbourne YMCA Management Committee and was involved with the South Port Hospice program as a volunteer home visiting nurse.



### **LIZ JOHNSTONE - ORMOND WARD**

Contact number: 0412 135 350

Date of election: 20/3/99 Date of retirement: 16/3/02

Qualifications and experience:

Cr. Johnstone has a background in accounting and small business. She has lived in her ward for the past twelve years, having previously lived in St Kilda, South Melbourne and Port Melbourne. Cr. Johnstone has a long involvement in local issues. She has been treasurer for local Out of School Hours Care Programs and childcare centres, and a founding member of the Elwood Canal Taskforce, Save Elwood Streets and the Elwood Community Bank. Cr. Johnstone is the last remaining Councillor from pre-amalgamation days, having served on the former St Kilda Council from 1992 to 1994. She is currently on the Boards of the Municipal Association of Victoria and Melbourne Fringe, is the current President of the Association of Bayside Municipalities and is active in the Australian Local Government Women's Association.



### **JOHN LEWISOHN - EMERALD HILL WARD**

Contact number: 0417 364 656

Date of election: 20/3/99 Date of retirement: 16/3/02

Qualifications and experience:

Cr. Lewisohn is a lawyer with the formal qualifications of B.A., LL.B (Hons). LL.M, M.Tax, A.IAMA. He works as a barrister and is also an accredited mediator and a graded mediator. He has been a part time lecturer on the law of companies. Cr. Lewisohn's work centres on commercial law issues and includes planning, property, tenancy, construction and consumer protection matters, both for individuals and corporate entities. Cr. Lewisohn's involvement in local community affairs has included working on a voluntary basis on issues concerning traffic, parking and planning, as well as helping safeguard local residential interests. He also led the legal fight that prevented the high-rise development of historic Lanark Terrace. Cr. Lewisohn is also a member of several recreational organisations within the City.



### **DARREN RAY - ALMA WARD**

Contact number: 0413 334 523

Date of election: 20/3/99 Date of retirement: 16/3/02

Qualifications and experience:

As well as a two day a week administration job, Cr. Ray currently works full-time as the Alma Ward Councillor. He has been the Coordinator of a youth refuge and family reconciliation program and Executive Officer of the ALSO Foundation, a large community development and fundraising organisation. Since 1999, Cr. Ray has chaired Council's Community and Services Development Committee, responsible for nearly all Council-provided services as well as the financial viability of Council. He also chairs Council's Multicultural Advisory Committee and Older Persons Reference Group. Cr. Ray is a board member of the St Kilda Housing Association. Cr. Ray brings over twelve years of experience in community concerns to Council. He has been involved in many community groups with a homelessness focus and is currently the Chair of the National Youth Coalition for Housing and a Board Member of the Australian Federation of Homelessness Organisations. Cr. Ray lists communication, direct service delivery and responding to resident concerns as his favourite parts of the job.

## Council/Committee Structure

Council decisions are made through a series of Council and Committee meetings. The 1999/2000 Council and Committee structure is explained below. Full details of Council's meeting procedures are outlined in Port Phillip City Council Local Law No. 6.

### Statutory Planning Committee

Chair (July 1999 - June 2000): Cr. Hill

This committee has been established under Section 86 of the Local Government Act 1989. This means that Council can delegate certain powers to the committee and decisions made under that delegation are effectively decisions of the Council. Council's regular meeting cycle includes one Statutory Planning Committee meeting per month.

The purpose of Statutory Planning Committee meetings is:

- to address urban planning issues, including planning applications and planning scheme amendments; and
- to ensure planning applications are processed within statutory time limits and under appropriate delegations within Council policies.

### Neighbourhood and Environment Committee

Chair (August 1999 - March 2000): Cr. Johnstone

Chair (April 2000 - June 2000): Cr. Johnstone / Cr. Brand

This committee does not have delegated powers, but can make recommendations which are then referred to the Council meeting for ratification. Council's regular meeting cycle includes one Neighbourhood and Environment Committee meeting per month.

The purpose of Neighbourhood and Environment Committee meetings is:

- to consider strategies, policies and projects relating to the following Key Result Areas: Enhancing our Neighbourhoods and Places, Improving our Built Environment, and Building a Sustainable Environment; and
- to monitor all aspects of Victorian Civil and Administrative Tribunal decisions (quarterly).

### Community and Services Development Committee

Chair (August 1999 - June 2000): Cr. Ray

This committee does not have delegated powers, but can make recommendations that are then referred to the Council meeting for ratification. Council's regular meeting cycle includes one Community and Services Development Committee meeting per month.

The purpose of Community and Services Development Committee meetings is:

- to consider strategies, policies and projects related to the following Key Result Areas: Building Stronger Communities, Improving our Services and Capabilities, and Ensuring a Sustainable Organisation.

### Council in Committee

Chair (July 1999 - March 2000): Cr. Gross

Chair (April 2000 - June 2000): Cr. Hill

This committee is used for urgent items. Council in Committee meetings are held as required.

The purpose of Council in Committee meetings is:

- to consider outstanding statutory planning items;
- to address important legal matters;
- to deliberate on the Budget;
- to review all aspects of delegations (impacts and effects);
- to address any major organisational issues; and
- any matters affecting the Council and for which some committee level deliberation is required.

### Council

Chair (July 1999 - March 2000): Cr. Gross

Chair (April 2000 - June 2000): Cr. Hill

Council's regular meeting cycle includes one full Council meeting per month.

The purpose of Council meetings is:

- to adopt, amend or reject the recommendations from committees and address urgent business, subject to the provisions of the Port Phillip City Council Local Law No. 6 which relates to Council meetings procedures; and
- to receive reports from Councillors as delegates on external bodies.

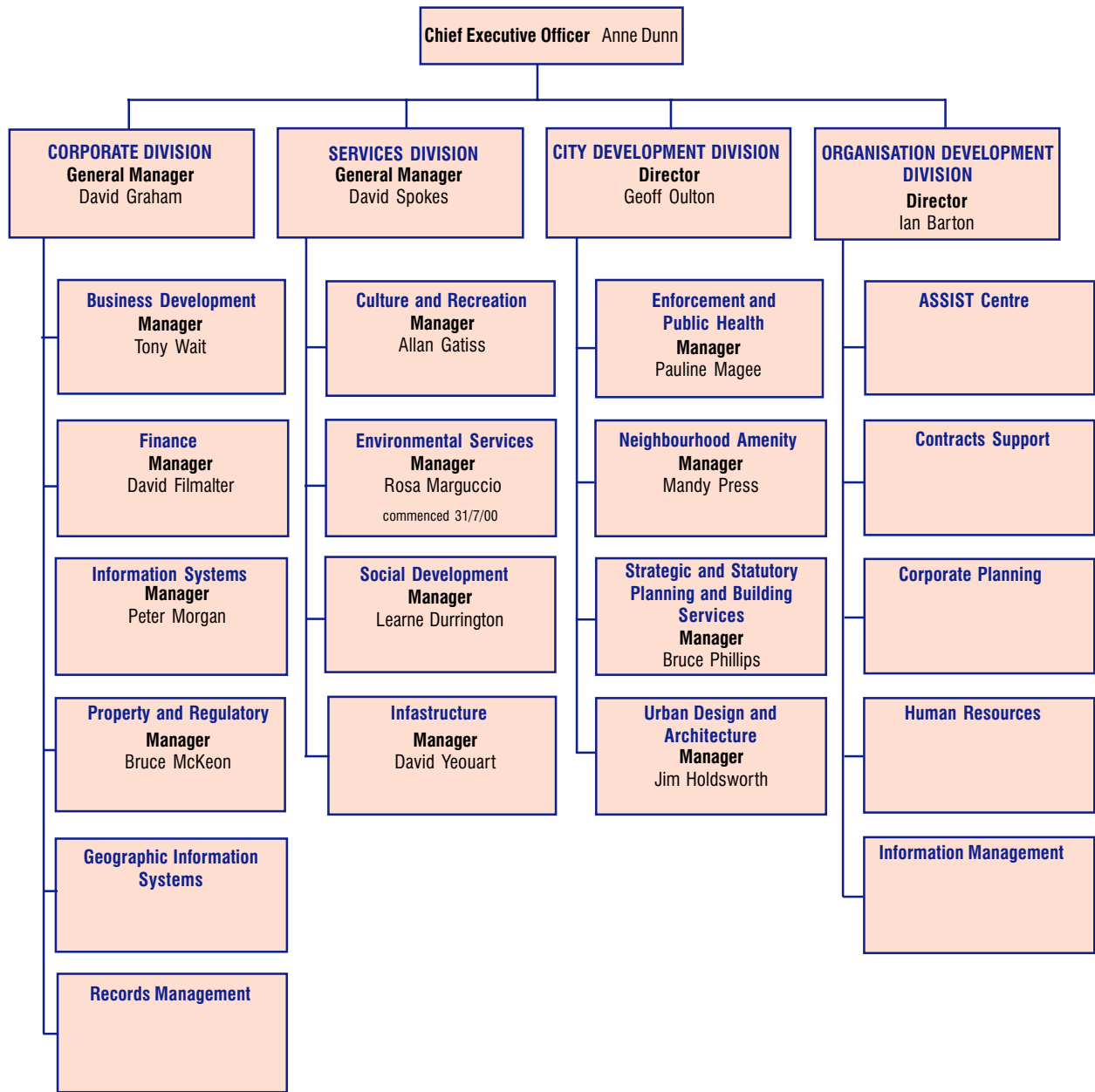
### Special Council

Chair (July 1999 - March 2000): Cr. Gross

Chair (April 2000 - June 2000): Cr. Hill

Special Council meetings are held as required to consider special matters.

# Administrative Structure





## Council Activities

### Services Division

The Services Division plans for and provides services that satisfy the community, and provides leadership in articulating community aspirations. It is responsible for delivering quality services to ratepayers, residents and businesses, ensuring value for money from the delivery of these services and management of Council's assets and infrastructure.

#### CULTURE AND RECREATION

Services provided:

- Library services
- Heritage services
- Neighbourhood and Community Centres and adventure playgrounds
- Recreational services, including school holiday programs and provision of sporting facilities
- Management of cultural activities and festivals
- Management of exhibition and work space for artists
- Function facilities and meeting room facilities
- Foreshore events management
- Corporate publicity

The Culture and Recreation unit ensures that the community is enriched by its experience of cultural and recreational programs. Its services are directed at residents and visitors, sporting and recreation clubs, artists and commercial operators utilising facilities within the City.

In the 1999/2000 financial year, outputs by Culture and Recreation included:

- 554,671 visitors to and 1,000,359 items borrowed from 5 library branches
- 5 major festivals
- \$127,000 in grants supporting cultural/artistic innovations distributed within the City of Port Phillip

#### Major Achievement

Transferred the staff and management of the Gasworks Park facility to a community-based management board supported by an ongoing grant from Council, and prepared the Marine Reserve Masterplan, incorporating skating facilities, with significant community input

#### ENVIRONMENTAL SERVICES

Services provided:

- Waste management, including collection of domestic refuse, recyclables, hard and green waste and public litter bin refuse
- Transfer station operation and waste disposal management
- Waste minimisation education
- Street, beach and drain cleaning
- Stormwater drainage maintenance
- Weed spraying programs
- Parks design and planning
- Street tree planting and pruning
- Maintenance of parks and gardens
- Irrigation installation and water management

The Environmental Services unit maintains a clean, safe and healthy environment for the City, its community and its visitors. Its service users include residents and businesses, shopping centre traders, visitors and tourists.

In the 1999/2000 financial year, outputs by Environmental Services included:

#### Waste Management

- 17,943 tonnes of domestic waste collected from residential premises
- 9,926 tonnes of recyclable materials collected
- 660 public litter bins emptied an average of 3 times per week
- Approximately 1,000 users of the transfer station for waste and recycling per month

#### Cleaning

- 1,500 kilometres of local street and arterial road channels swept per month
- 243 hectares of shopping centre footpaths swept per month
- 4.4 hectares of laneways swept and cleaned per month
- 80 hectares of beach sanded areas cleaned per month during the summer season
- 1,360 stormwater drainage pits cleaned per month

#### Parks and Open Space

- 24 significant gardens and landscapes maintained
- 90 parks and reserves maintained
- 400 advanced trees planted

#### Major Achievement

Conducted Clean and Green Campaign across the City and achieved significant milestones under the Cities for Climate Protection Program to reduce greenhouse gas emissions

## INFRASTRUCTURE

Services provided:

- Project and contract management
- Physical infrastructure planning, strategic asset management and risk evaluation
- Civil infrastructure design, construction and maintenance

The Infrastructure unit shapes civic places throughout the City of Port Phillip through the development and maintenance of roadways, drainage, furniture and signage in the City's landscapes, seascapes and streetscapes. Its service users include residents and businesses, shopping centre traders, visitors and tourists.

In the 1999/2000 financial year, outputs by Infrastructure included:

- 5 local roads reconstructed
- 43,000 square metres of pavement resurfaced
- 15,700 square metres of footpaths rehabilitated
- 1,020 metres of drains reconstructed
- 5 shopping centres underwent major upgrades

### *Major Achievement*

Developed an Urban Stormwater Management Plan to reduce local flooding and pollution of waterways and completed an inventory of future requirements for public toilet provision

## SOCIAL DEVELOPMENT

Services provided:

- Child care and education, including day care, occasional care, home-based care and kindergartens
- Child and family health services, including maternal and child health and pre-school dental services
- Delivered and centre-based meals for the aged and disabled
- Home support and home maintenance for the aged and disabled
- Respite care for the aged and disabled
- Advocacy for the aged and disabled
- Adult day care, social support and recreation
- Special needs recreation access services
- Family support services such as in-home support, duty service/emergency relief, foster care and youth services
- Social policy, planning and advice to Council and community agencies

The Social Development unit is an amalgam of the Aged and Disability Services and Family, Children and Youth Services units. It has the greatest number of staff and provides one of the broadest ranges of services within the organisation. Social Development addresses the life cycle needs of residents and connects like services for frail and older people, people with disabilities, families, young people and children in the City of Port Phillip. It consists of the following five sub-programs: Children Services, Community Care Services, Community Access Services, Family and Youth Support Services and Social Policy and Planning. The structure allows for the integration of policy and

planning issues in relation to human services delivery. There is a greater potential to work across the "chimney stacks" of the unit and with other Divisions, and an increased capacity for management of resources for more effective delivery of human services to the community.

In the 1999/2000 financial year, outputs by Social Development included:

- 66,000 hours of support to aged and disabled people
- 2,672 hours assessment and care management
- 11,446 hours adult day activities and social support
- 120,465 delivered meals
- 309 families used centre-based child care and 140 families used home-based child care services
- 172 families accessed the family support program
- 465 first time mothers provided with maternal and child health services
- 98 community groups provided with grants and assisted with service development

### *Major Achievement*

Implemented the Child Care Review, including enhanced training and support to parent managed and City of Port Phillip centres, and assisted parents with 'at risk' infants through a new program focussed on in-home parenting and support services

Initiated specific strategies for young people, including targeted arts and drama programs such as 'Our Place' at Gasworks Theatre

Established the Older Persons Reference Group and Supported Residential Service Recreation and Social Support Network, and launched the RAG Theatre Troupe education kit for schools and rehabilitation centres

## City Development Division

The City Development Division is responsible for maintaining and enhancing the look, feel and sustainability of the City and its communities through excellent standards of design, sound strategic planning and the delivery of high quality and value added services in development approvals, health, traffic and land use management and enforcement.

## ENFORCEMENT AND PUBLIC HEALTH

Services provided:

- Community amenity, including local laws
- Parking enforcement
- Public health and safety, food surveillance and infectious disease prevention

The Enforcement and Public Health unit enhances the community's health, safety and amenity by providing integrated services to residents, ratepayers and businesses, and visitors such as motorists, workers and tourists. It also provides services to government authorities and non-government and community organisations.

In the 1999/2000 financial year, outputs by Enforcement and Public Health included:

- 2,000 local laws complaints dealt with via ASSIST
- 147,000 parking tickets issued
- 950 registered food premises and 250 Health Act registered premises serviced
- 350 local employees attended food handling training
- syringe disposal units across the City increased from 26 to 100
- 25 school crossings supervised each day
- 2,311 pre-school children and 628 school age children immunised

#### *Major Achievement*

Finalised and implemented new Local Law replacing four former Local Laws and complying with National Competition Policy

### **NEIGHBOURHOOD AMENITY**

Services provided:

- Traffic management
- Pay parking and parking administration
- Animal management
- Multicultural and cross-cultural liaison
- Community housing
- Health promotion and community development
- Emergency management

The Neighbourhood Amenity unit has a prime role in driving Council initiatives to ensure that the City of Port Phillip is a safe and healthy environment. Specific service users include residents, visitors, commuters, businesses and workers, animal welfare organisations, local dog groups, pet owners, pedestrians and open space users. Services are also provided to social housing agencies and health, welfare, education, law enforcement, government and non government sector organisations, and emergency planning, response and recovery organisations.

In the 1999/2000 financial year, outputs by Neighbourhood Amenity included:

- 3,700 dogs and 4,500 cats registered
- \$3 million over 3 years obtained for the implementation of the Walksafe Pedestrian Safety Program
- 60,000 community bus patrons served and the service extended to the Alfred Hospital and South Melbourne
- 49 local residents provided with housing in the Regal Housing Project
- 4 community and 2 agency consultation and information sessions on injecting drug use issues

#### *Major Achievement*

Finalised the Five Year Health Promotion Plan and implemented several health promotion projects, including Breathe Easy Day, the Safe Routes to Shops Program, provision of funding for a community garden in Port Melbourne and measurement of social wellbeing indicators in Council's annual community satisfaction survey

### **STRATEGIC AND STATUTORY PLANNING AND BUILDING SERVICES**

Services provided:

- Strategic land use planning
- Planning scheme reform
- Statutory planning in relation to land use, development and subdivision proposals
- Planning enforcement
- Building governance, regulation and certification
- Advice and advocacy

The Strategic and Statutory Planning and Building Services unit works with Council and the community to plan for the future of the City, and aims to ensure that any changes to the built fabric are appropriate and building practices are safe. It provides advice and direct services to members of the development industry, residents and ratepayers, business operators and employees, visitors and tourists, commuters, and other authorities and government agencies. It also provides guidance to objectors.

In the 1999/2000 financial year, outputs by Strategic and Statutory Planning and Building Services included:

- 1,654 planning and 251 subdivision certification applications processed
- 400 planning non-compliances investigated
- 291 building permits issued
- 102 planning appeals contested
- 3,200 building inspections undertaken
- 59 building emergency/dangerous situations investigated
- 339 responses to illegal/legal works

#### *Major Achievement*

Re-aligned structure to better integrate statutory planning with strategic planning and planning enforcement to ensure more coordinated service delivery and improved alignment of decision making with Council policy

### **URBAN DESIGN AND ARCHITECTURE**

Services provided:

- Urban design, streetscape, architectural, landscape and environmental guidelines and advice
- Management of major projects and nominated capital works projects
- Urban Arts and Design and Development Awards programs

The Urban Design and Architecture unit enhances the physical environment of the City by providing services to community groups, residents and ratepayers, the business community, developers, workers and visitors, and the natural community of flora and fauna.

In the 1999/2000 financial year, outputs by Urban Design and Architecture included:

- Advice on over 150 applications

#### *Major Achievement*

Coordinated the upgrades of the Acland, Bay, Carlisle and Fitzroy Street shopping precincts

## Corporate Division

The Corporate Division safeguards the ongoing health, prosperity and relevance of the City of Port Phillip through direct service delivery to external clients and support of other service providers throughout the organisation. The Division also carries out the governance functions required of the City of Port Phillip.

### BUSINESS DEVELOPMENT

Services provided:

- New business development
- Provision of strategic business advice and support
- Bid preparation assistance for internal and external contracts
- Facilitation of joint ventures
- Competitor benchmarking and industry analysis
- Management of the South Melbourne Market

The Business Development unit pursues new business opportunities for Council and provides support to Council's internal business units.

In the 1999/2000 financial year, outputs by Business Development included:

- Oversaw the introduction of 2 new external contractors as City of Port Phillip service providers

#### *Major Achievement*

Made significant improvements to the operation of the South Melbourne Market, including appointment of an interim management committee, completion of a status report, facilitation of the first stall holders forum in four years, commencement of a comprehensive market research program, production of an operations manual and development of a charter and strategic business plan for the next five years

### FINANCE

Services provided:

- Consulting services across a range of specialist financial areas, including GST and other taxation, and investment activities
- Financial systems support and maintenance
- Accounts payable, accounts receivable and purchasing
- Budgeting and financial control
- Management and statutory reporting
- Rates management and revenue collection
- Coordination of internal and external audit activities

The Finance unit provides sound financial support for the organisation. Its service users are primarily other internal service units, although some services are provided directly to external parties.

In the 1999/2000 financial year, outputs by Finance included:

- 97% rate collection rate (\$41.1 million in rate income collected from 47,197 assessments) compared to a metropolitan average of approximately 94%
- 76% of creditor invoices paid within 30 days

#### *Major Achievement*

Implemented additional rate payment options that enable ratepayers to pay their rates over the phone using credit cards, at Australia Post and via the Internet

### INFORMATION SYSTEMS

Services provided:

- Information systems technical and software support
- supply and installation of computers and other information systems infrastructure
- information systems network maintenance
- data back up and recovery
- information systems disaster recovery planning
- information systems strategy and development

The Information Systems unit provides information systems support for the organisation. Its service users are primarily other internal service units.

In the 1999/2000 financial year, outputs by Information Systems included:

- 450 personal computers, 100 printers and 18 servers maintained
- 30 different locations provided with network access
- Over 1,000 helpdesk queries handled each month

#### *Major Achievement*

Upgraded network speed and reliability to in excess of industry standard

### PROPERTY AND REGULATORY

Services provided:

- Asset and property management
- Valuations
- Building maintenance
- Insurance
- Risk and insurance claims management
- Tender management
- Statutory functions

The Property and Regulatory unit preserves Council's assets and supports the statutory activities of Council. Its service users are primarily Councillors and other internal service units.

In the 1999/2000 financial year, outputs by Property and Regulatory included:

- 5,136 supplementary valuations
- 876 building maintenance cases closed
- 26 Freedom of Information requests processed
- 372 people naturalised at Citizenship ceremonies
- 171 insurance claims finalised

#### *Major Achievement*

Implemented several energy efficiency initiatives in Council buildings, including high efficiency lighting tubes and reflectors, power correction factor controls and high efficiency lighting powered by an interactive solar installation in the Council Chamber, which will result in running cost savings of approximately \$300,000 in the first year alone

## GEOGRAPHIC INFORMATION SYSTEMS

Services provided:

- Development of Council's Geographic Information System for computer-based mapping and information analysis
- Maintenance of digital data and software
- Training of staff in use of the Geographic Information System

The Geographic Information Systems unit fulfils the geographical information needs of the organisation. Its service users are primarily other internal service units although information and maps are also provided to external parties.

In the 1999/2000 financial year, outputs by Geographic Information Systems included:

- 50 map layers, connected to 4 corporate databases, maintained
- 150 staff members provided with access to the geographic information system at their own workstation
- 5 help cards to assist geographic information systems users produced

### *Major Achievement*

Became the first metropolitan Council to implement a simplified method of processing updates to property map data as supplied by the State government, enabling Council's base maps to be updated quickly and easily every fortnight

## RECORDS MANAGEMENT

Services provided:

- Record keeping and management
- Mail management

The Records Management unit satisfies the organisation's records management needs through the strategic development and evolution of its records management systems. Its service users are primarily other internal service units.

In the 1999/2000 financial year, outputs by Records Management included:

- 261,944 pieces of outgoing mail
- 20,365 mail items registered
- 2,195 file creations
- 45,989 file and document movements

### *Major Achievement*

Integrated Council's records management system (TRIM) with its geographic information system (GIS) and property information system (Pathway)

# Organisation Development Division

The Organisation Development Division meets the organisational development needs of business and service units. It aims to facilitate a strategic approach to organisational change and to contribute to the implementation of service

unit initiatives in a well-informed manner. Through the ASSIST Centre, the Organisation Development Division is also the public face of the organisation.

## ASSIST CENTRE

Services provided:

- Central communication point for Council
- Call Centre services, including provision of advice and information
- Provision of front desk reception services
- Service request and complaint resolution
- Provision of trends and information on daily issues to management and internal departments

The ASSIST Centre provides a central point for anyone wishing to communicate with Council either face-to-face or by phone, fax, email or letter.

In the 1999/2000 financial year, outputs by the ASSIST Centre included:

- 235,040 telephone enquiries handled
- 92,169 visitors to Town Hall ASSIST front desks served
- 25,948 requests and complaints satisfactorily resolved
- 80% first point resolution for people contacting Council face to face or by phone, fax, email or letter

### *Major Achievement*

The ASSIST Centre has made significant service improvements, including faster response times, and is taking approximately triple the amount of calls it was last year due to improved call management and staff rostering, a new phone system and the promotion of 9209 6777 as the best number to get through to Council

## CONTRACTS SUPPORT

Services provided:

- Contract administration training, support and advice
- Consultancy and support to Council's Contracts Committee
- Establishment and review of contract performance indicators
- Development of Council's Sustainable Value Program

The Contracts Support unit manages the organisational processes for tendering and contract administration. Its service users are primarily other internal service units.

In the 1999/2000 financial year, outputs by Contracts Support included:

- development and implementation of a structured reporting process for Council's 28 major service contracts

### *Major Achievement*

Commenced implementation of an innovative service review process to meet the requirements of Best Value legislation

## CORPORATE PLANNING

Services provided:

- Development and monitoring of Council's corporate plan
- Support of service and business planning across the organisation
- Market research



The Corporate Planning unit helps guide Council's directions and priorities through the corporate and business planning processes and monitors the organisation's progress against its set goals. It provides services to Councillors, senior management, staff and the Port Phillip community.

In the 1999/2000 financial year, outputs by Corporate Planning included:

- 6 cross functional corporate plan projects supported, further encouraging the concept of matrix management and developing leaders within the organisation
- 20 community surveys coordinated to measure satisfaction with services and test special issues

#### *Major Achievement*

Entrenched and operationalised Council's Key Result Areas (KRAs) into day to day Council activities

### **HUMAN RESOURCES**

Services provided:

- Industrial and employee relations
- Human resources policy development and dissemination
- Workforce planning
- Recruitment
- Staff performance management and review
- Employee assistance and outplacement support
- Equal employment opportunity program
- Occupational health and safety consulting
- WorkCover claims management
- Remuneration packaging, payroll and superannuation

The Human Resources unit provides employment support, advice and training to staff. It is also responsible for handling employee relations issues, recruitment, performance planning and review as well as developing Council's Enterprise Agreement.

In the 1999/2000 financial year, outputs by Human Resources included:

- 40 new full time workers recruited
- 6 indigenous trainees placed into permanent positions across Council
- 60 courses offered as part of a new organisational wide Training and Development Program

#### *Major Achievement*

Implemented the City of Port Phillip Enterprise Agreement 1999

### **INFORMATION MANAGEMENT**

Services provided:

- Provision of information regarding Council services, programs and facilities

The Information Services unit ensures that information about Council services is appropriately targeted and accessible to the community. It also has a role in improving internal communication within the organisation. The unit provides services to anyone wanting information about the City of Port Phillip and to other internal service units.

In the 1999/2000 financial year, outputs by Information Services included:

- 7 editions of 'Community Update' published
- 50 corporate newspaper columns written and published
- 1 Intranet for the Port Phillip organisation established

#### *Major Achievement*

Produced the City of Port Phillip Community Guide, a ready to hand resource listing services and amenities available in the City



## Performance Statement

We measure our Corporate Plan achievements through a set of Performance Indicators, selected to quantify the extent to which our organisation's planned outcomes are met. Targets for each Performance Indicator are established for three years and tracked on an annual basis. 1999/2000 was the first year of a three year Corporate Plan which reflected the aspirations of a new Council elected in March 1999. The Performance Statement below depicts how we went according to plan under each Key Result Area (KRA).

A mix of indicators is employed, with the majority representing the community's perceptions of outcomes. Telephone surveys amongst a random sample of the community are used to gauge these indicators. Other indicators relating to Council processes and outputs are used in cases where success in achieving a goal is more appropriately measured by how we do our work. Organisational targets are translated into motivational tools for staff through a filter-down process of annual service plans and then personal work plans. The result is a diverse yet cohesive organisation, united by shared goals and a culture committed to meeting the community's needs and expectations. Performance measures we are particularly proud of include:

### KRA 1: Building Stronger Communities

- \* 80% community agreement with not feeling isolated and receiving support when experiencing difficult life events
- \* 83% community satisfaction with safety and security
- \* 74% community satisfaction with sports and recreation

### KRA 2: Improving Our Built Environment

- \* 73% community satisfaction with parks and gardens
- \* 6 design and development awards given for design excellence

### KRA 3: Building a Sustainable Environment

- \* 51% community aware of Community Gardens

### KRA 4: Enhancing Our Neighbourhoods and Places

- \* 64% community agreement that a sense of community spirit exists in neighbourhood

### KRA 5: Improving Our Service and Capabilities

- \* 75% community agreement that Council communications and services are accessible for the community

### KRA 6: Ensuring a Sustainable Organisation

- \* 18 community alliances established for service delivery

# Performance Indicators for the year ended 30 June 2000

Key Performance Indicator	Note	1999/2000		
		Target	Actual	Variance
<b>KRA 1: Building Stronger Communities</b>				
<i>Objective 1: Reduce social isolation and ensure specific lifecycle needs are met</i>				
% community agreement with not feeling isolated and receiving support when experiencing difficult life events		80%	80%	0%
% community agreement that feel encouraged to participate in the decisions that affect individual and their community		60%	65%	5%
% of total population participating in community groups' projects/events that address reducing social isolation and specific life cycle needs		12%	12%	0%
<i>Objective 2: Promote diversity</i>				
% community agreement that Council's communication and services are accessible for people with specific multicultural needs		55%	56%	1%
% community agreement that have not observed inequalities based on either class, ethnicity, race, age, gender or sexual divisions	1.	70%	51%	-19%
Number of indigenous trainees employed		6	6	0
<i>Objective 3: Ensure a safe and healthy environment</i>				
% community satisfaction with safety and security (E&G)		80%	83%	3%
<i>Objective 4: Foster an environment where recreation, arts, culture and knowledge are valued</i>				
% community satisfaction with sports and recreation (E&G)		65%	74%	9%
% community satisfaction with arts and cultural events (E&G)	2.	55%	67%	12%
<b>KRA 2: Improving our Built Environment</b>				
<i>Objective 1: Develop urban character and preserve heritage</i>				
% community satisfaction with town planning policy and approvals (indexed mean)		60	58	-2
Number of design and development awards given for design excellence		6	6	0
<i>Objective 2: Improve access into and within the City</i>				
% community satisfaction with parking availability (E&G)		30%	26%	-4%
<i>Objective 3: Enhance the City's appearance</i>				
Annual average of street litter incidence rates (average)		85%	70%	-15%
% community satisfaction with parks and gardens (E&G)		65%	73%	8%
% community satisfaction with street and beach cleaning (E&G)		50% <sup>street</sup>	59%	9%
		55% <sup>beach</sup>	61%	6%
% community satisfaction with appearance of streetscapes (E&G)		60%	57%	-3%
% community satisfaction with appearance and cleanliness of the beaches and foreshores (E&G)		55%	55%	0%
<i>Objective 4: Improve the City's physical infrastructure</i>				
% community satisfaction with roads and footpaths (indexed mean)		58	62	4
<b>KRA 3: Building a Sustainable Environment</b>				
<i>Objective 1: Encourage environmentally focused behaviour</i>				
Council building energy use - GJ (gigajoules) and \$'s		27,636	26,588	-1,048
Street lighting energy use - GJ (gigajoules) and \$'s		21,292	20,920	-372
% of community aware of GAP (Global Action Plan), Ecocentre, Living Cities, Community Gardens				
- GAP (Global Action Plan)		20%	23%	3%
- Ecocentre		30%	28%	-2%
- Community Gardens		45%	51%	6%
Number of promotional material and media releases relating to environmental initiatives	3.	30	40	10
<i>Objective 2: Reduce effects of pollution</i>				
kg (kilograms) street litter picked up (tonnes per month)		125	103.4	-21.6
<i>Objective 3: Integrating sustainable objectives into urban planning</i>				
Number of planning permits which included environmental assessments	4.	30	14	-16
<b>KRA 4: Enhancing our Neighbourhoods and Places</b>				
<i>Objective 1: Promote a sense of place and community identity</i>				
% community agreement that a sense of community spirit exists in neighbourhood		70%	64%	-6%
% community participation in community and neighbourhood centre programs		33%	35%	2%

Key Performance Indicator	Note	1999/2000		
		Target	Actual	Variance
<b>Objective 2: Deliver coordinated services to identified geographical places</b>				
% community satisfaction with maintenance of local shopping centre (E&G)		55%	60%	5%
<b>Objective 3: Deliver coordinated services to identified neighbourhood community groups</b>				
Number of community groups/organisations develop alliances with for Neighbourhood Recreation		1	1	0
<b>Objective 4: Encourage appropriate commerce, industry and tourism</b>				
% community shopped at the South Melbourne Market		65%	71%	6%
% business satisfaction with Council		45%	53%	8%
% of Council's capital works budget spent on shopping centre improvements	5.	3%	8%	5%
<b>KRA 5: Improving our Service and Capabilities</b>				
<b>Objective 1: Align service delivery with consumer priorities</b>				
Community satisfaction with overall performance of Council (E&G)		50%	55%	5%
Community satisfaction with customer contact (indexed mean)		70	71	1
<b>Objective 2: Improve effectiveness of communication</b>				
% community agreement that Council communications and services are accessible for the community		70%	75%	5%
% of community who visited Port Phillip website		10%	14%	4%
% community readership of Community Update	6.	50%	65%	15%
Number of new residents packs distributed	7.	5,000	3,320	-1,680
<b>Objective 3: Improve organisational effectiveness</b>				
Number of services reviewed for effectiveness and Best Value		1	0	-1
<b>KRA 6: Ensuring a Sustainable Organisation</b>				
<b>Objective 1: Improve financial viability</b>				
Total \$ variance between mid-year's revised budget and the original budget		0	\$750,000	\$750,000
		favourable	favourable	
% ROS (Return On Sales) on the South Melbourne Market		30%	32.4%	2.4%
<b>Objective 2: Improve competitiveness of service delivery</b>				
Number of services reviewed for effectiveness and Best Value		1	0	-1
<b>Objective 3: Develop community alliances for service delivery</b>				
Number of community alliances established for service delivery		18	18	0
<b>Objective 4: Promote effective inter-governmental relationships</b>				
\$ capital grants received for projects (million)	8.	\$5.83	\$1.05	-\$4.78
\$ grants received related to maintenance and ongoing programs (million)		\$1.46	\$1.44	\$0

## Notes to and forming part of the Performance Statement for 1999/2000

Since 1997/1998, there has been a requirement for Councils to adopt an annual business plan as part of its corporate planning cycle and so include in its annual report a statement of performance against the targets set in the annual business plan.

Council has substantially revised its Performance Statement in 1999/2000 to incorporate performance targets and measures that are included in its business plan. In view of the substantial changes to the targets and measures reported on in the current performance statement, there are no comparative details showing the previous year's results.

### COMMON TERMS

The majority of the terms used in the performance statement are the same as those used in the financial statements. Short explanations of the terms used are listed below.

*Budget* – the originally published budget of the Council.

*Customer Satisfaction Ratings* – indexed mean of 350 respondents' answers in a survey, conducted by the independent strategic research consultants Newton Wayman Research asking them to rate Council's performance.

The indexed mean is a weighted score across five performance ratings being:

100 > for an excellent/outstanding performance

80 > a good/high standard

60 > adequate/acceptable

40 > needs some improvement

20 > needs a lot of improvement

*Population* – estimated total residential population of the municipality as at 30 June of the previous year, as published by the ABS in 'Regional Population Guide' catalogue no. 32180 or 'Population by Age and Sex' catalogue no. 3235.2.

### EXPLANATIONS OF SIGNIFICANT VARIATIONS

1. *% community agreement that have not observed inequalities based on either class, ethnicity, race, age, gender or sex divisions*

Initial target overestimated. This is a new indicator which represents community quality of life in general and does not link directly to Council performance, but a perception which we can attempt to influence in our service delivery.

2. *% community satisfaction with arts and cultural events*

This achievement over target is primarily attributed to very successful festivals conducted throughout the year such as the St.Kilda Festival, the new Port Phillip Community Festival and the St.Kilda Film Festival.

3. *Number of promotional material and media releases relating to environmental initiatives*

With this new key result area (and a new set of objectives) increased promotional activity has been conducted specific to the environment.

4. *Number of planning permits which included environmental assessments*

The achievement is below target due to environmental assessments commencing in January 2000, while the target was based on this work being done for a full year.

5. *% of Council's capital works budget spent on shopping centre improvements*

The development and implementation of Shopping Centre Masterplans to improve the quality of neighbourhood shopping centres has increased the capital works budget allocation to shopping centres relative to previous years.

6. *% community readership of Community Update*

The design of the publication was changed to make it more readable, also the frequency of distribution was reduced.

7. *Number of new residents packs distributed*

The number of new residents to the City in 1999/2000 were overestimated when setting targets.

8. *\$ capital grants received for projects*

The target was erroneously based on the total value of grants received for all projects (capital and recurrent).

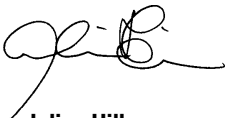
## Council Approval of the Performance Statement

In our opinion, the accompanying performance statement of the Port Phillip City Council in respect of the 1999/2000 financial year is presented fairly in accordance with the Local Government Act 1989.

The statement outlines the performance targets and measures which Council is required by statute to publish as part of the annual report.

Council's corporate plan set out these measures in relation to the achievement of the business plan for the 1999/2000 financial year. The corporate plan also included many performance indicators above and beyond those required by the Local Government Branch.

As at the time of signing, we are not aware of any circumstance which would render any particular in this statement to be misleading or inaccurate.



**Julian Hill**  
**Mayor and Councillor**  
Dated: 16/10/00



**Darren Ray**  
**Councillor**  
Dated: 16/10/00

# Auditor-General's Report on Performance Statement



AUDITOR GENERAL  
VICTORIA

## AUDITOR-GENERAL'S REPORT ON PERFORMANCE STATEMENT

To the responsible Ministers and the Councillors of Port Phillip City Council

### Matters relating to the electronic presentation of the Audited Performance Statement

This audit report relates to the performance statement of Port Phillip City Council in respect of the 1999/2000 financial year included on Port Phillip City Council's web site. The Councillors of Port Phillip City Council are responsible for the integrity of Port Phillip City Council's web site. We have not been engaged to report on the integrity of Port Phillip City Council's web site. The audit report refers only to the statement named below. It does not provide an opinion on any other information which may have been hyperlinked to/from the statement. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited performance statement to confirm the information included in the audited performance statement presented on this web site.

### Audit Scope

The accompanying performance statement of Port Phillip City Council in respect of the 1999/2000 financial year has been audited. The Councillors are responsible for the preparation and presentation of the statement and the information it contains. An independent audit of the statement has been carried out in order to express an opinion on the statement to the responsible Ministers and the Councillors as required by the *Local Government Act 1989*.

The *Local Government Act 1989* requires the performance statement to outline the performance targets and measures set out in relation to the achievement of the business plan as described in the council's corporate plan submitted to the responsible Minister and to describe the extent to which the business plan was met having regard to those targets and measures.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the performance statement is free of material misstatement. The audit procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the statement. These procedures, which did not extend to an assessment of the relevance or appropriateness of the performance measures contained within the statement, have been undertaken to form an opinion as to whether, in all material respects, the performance statement is presented fairly in accordance with the *Local Government Act 1989*.

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

### Audit Opinion

In my opinion, the performance statement of Port Phillip City Council in respect of the 1999/2000 financial year is presented fairly in accordance with the *Local Government Act 1989*.

MELBOURNE  
19 10 / 2000



J.W. CAMERON  
Auditor-General

Victorian Auditor-General's Office Level 34, 140 William Street, Melbourne Victoria 3000  
Telephone (03) 8601 7000 Facsimile (03) 8601 7010 Email [comments@audit.vic.gov.au](mailto:comments@audit.vic.gov.au) Website [www.audit.vic.gov.au](http://www.audit.vic.gov.au)

Auditing in the Public Interest

## Equal Employment Opportunity Program Information

An Equal Employment Opportunity Strategy has been developed to provide a general guide for the organisation. This ongoing program is supported by the Senior Management Team and has the main objective of promoting a work environment characterised by positive morale, a sense of justice and fair play and an absence of bias, harassment and intimidation, as well as the celebration of diversity and difference.

In supporting this objective, the City of Port Phillip has undertaken various activities as outlined below:

- The Memorandum of Understanding with the indigenous community which includes an Indigenous Recruitment Strategy, demonstrates the City's commitment to sustainable employment and career opportunities for indigenous people by employing eighteen indigenous people into permanent positions over a three year period. Six Indigenous trainees have already commenced with the City of Port Phillip.
- The City of Port Phillip continues to recognise the challenges that face individuals as they balance their work and family responsibilities. To this end, the City of Port Phillip has committed to and implemented a more innovative and flexible approach to the way employees can manage their work and family responsibilities through the City of Port Phillip Enterprise Bargaining Agreement 1999.
- The organisation is proactively providing equal employment opportunity training specifically related to the differing needs of various service units and the needs continuously evolving within the community. Training on disability awareness, gay and lesbian awareness, indigenous issues, cross cultural awareness and topics specifically relating to sexual harassment and expected behaviour within the workplace are a part of the organisational training calendar.
- The City of Port Phillip recruitment and selection procedures are clearly documented and a comprehensive Recruitment and Selection Kit is available for all employees involved in recruiting a new employee. General equal employment opportunity principles are clearly reflected in the Recruitment and Selection Kit. Selection is based on merit, and Human Resources specialists are involved to ensure the processes are adhered to.
- All policies, position descriptions, advertisements and formal documents are reviewed to ensure that appropriate language is used.
- The City of Port Phillip is committed to providing relevant and inclusive services for all of the City's diverse citizens, visitors and staff. The City has undertaken to promote opportunities for community and cultural development as well as to develop services that are responsive to the needs of our culturally and linguistically diverse community. As a result, all service planning and development is based on understanding the needs of the multicultural community.
- The City of Port Phillip also has a stated commitment to the promotion of a fair, just, tolerant and inclusive community. The Statement of Commitment supports and recognises the contribution of the lesbian and gay community. It upholds the right of all individuals to full access to all the services the City has to offer.

As stated on the bottom of all of our recruitment advertisements:

*'The City of Port Phillip is proud of its diversity. We will actively encourage and develop it, both in the community and in our organisation.'*



## Jobs Profile Information

The following table outlines the number, classification and types of jobs within the City of Port Phillip organisation, including the numbers of staff of both sex, and members of Council staff in designated groups.

CLASSIFICATION	FEMALE FULL TIME	FEMALE PART TIME	FEMALE CASUAL	FEMALE TOTAL	MALE FULL TIME	MALE PART TIME	MALE CASUAL	MALE TOTAL	TOTAL FOR CLASS
BAND 1	1	17	6	24	1	23	5	29	53
BAND 2	0	9	20	29	7	1	27	35	64
BAND 3	6	22	34	62	11	17	13	41	103
BAND 4	23	16	11	50	18	0	3	21	71
BAND 5	49	11	15	75	17	4	8	29	104
BAND 6	17	6	1	24	14	0	0	14	38
BAND 7	1	1	2	4	4	0	0	4	8
BAND 8	0	0	0	0	0	0	0	0	0
SEO	36	1	0	37	35	0	0	35	72
CONTRACT	4	0	0	4	11	0	0	11	15
CEO	1	0	0	1	0	0	0	0	1
CHILD CARE WORKERS	58	16	41	115	1	0	0	1	116
MATERNAL NURSES	4	8	19	31	0	0	0	0	31
APPRENTICES/ TRAINEES	0	0	0	0	0	0	0	0	0
TEMPORARIES	11	10	0	21	5	0	0	5	26
MISCELLANEOUS	0	45	0	45	1	14	0	15	60
<b>TOTAL</b>	<b>211</b>	<b>162</b>	<b>149</b>	<b>522</b>	<b>125</b>	<b>59</b>	<b>56</b>	<b>240</b>	<b>762</b>

*Figures correct as at 30 June 2000*

Non English speaking background	Not available
Aborigines/Torres Strait Islanders	8
Disabled	Not available
Women	522
TOTAL FOR ALL STAFF	762

## Year 2000 Compliance

The City of Port Phillip took the Year 2000 (Y2K) or 'Millennium Bug' issue seriously, considering that Council would have difficulty performing core business and supporting activities if its computer systems and infrastructure were unable to deal with dates beyond 31 December 1999.

Council took a proactive stance, adopting a Y2K Compliance Plan and making a number of significant computer system enhancements to reduce the risk exposure of Council's critical business systems.

In several instances, non-compliant systems and equipment were discovered by Council's Y2K test laboratory and test methodology, including equipment tested *after* the supplier had upgraded it to Y2K compliance.

In the lead up to the critical period of New Year's Eve, staff took the precaution of backing up and closing down all server-based applications and not restarting them until the following day.

As a result, the City did not suffer any deleterious effects from the threat of Y2K issues and by mid afternoon on 1 January 2000, Council's systems were operational and ready for business.

## Local Laws

The following list details local laws current at the end of the 1999/2000 financial year.

**LOCAL LAW NUMBER:** 1

**SUBJECT:** Community Amenity

**DATE OF ADOPTION/LAST AMENDMENT:** 31 Jan 2000

**LOCAL LAW NUMBER:** 6

**SUBJECT:** Council Meetings Procedures

**DATE OF ADOPTION/LAST AMENDMENT:** 27 Nov 1996

**LOCAL LAW NUMBER:** 7

**SUBJECT:** Footpath Activities

**DATE OF ADOPTION/LAST AMENDMENT:** 31 May 1999

The following list details documents which are available for public inspection and the places where such information can be inspected or copies obtained.

## Public Documents

### DOCUMENT

#### ACCOUNTS

Operating statement.

Statement of financial position.

Notes to the financial statement.

#### OTHER DOCUMENTS

Details of current allowances fixed for the Mayor and Councillors.

Details of senior officers' total salary packages for the current financial year and the two previous financial years.

Details of overseas or interstate travel, with the exception of interstate travel to a neighbouring municipality, undertaken in an official capacity by Councillors or any member of Council staff in the previous 12 months.

Names of Council officers who were required to submit a return of interest during the financial year and the dates the returns were submitted.

Names of Councillors who submitted returns of interest during the financial year and the dates the returns were submitted.

Agendas for and minutes of ordinary and special meetings held in the previous 12 months kept under Section 93 of the Act except where such minutes relate to parts of meetings which have been closed to members of the public under Section 89 of the Act.

A list of all major committees established by the Council and the purpose for which each committee was established.

A list of all major committees established by the Council which were abolished or ceased to function during the financial year.

Minutes of meetings of special committees established under Section 86 of the Act and held in the previous 12 months except where such minutes relate to parts of meetings which have been closed to members of the public under Section 89 of the Act.

Applications for enrolment on the voters' roll under Section 12 and 13 of the Act for the immediate past roll and the next roll being prepared.

Register of delegations kept under Section 87 of the Act.

Register of delegations kept under Section 88 of the Act.

Submissions received under Section 223 of the Act during the previous 12 months.

Agreements to establish regional libraries under Section 196 of the Act.

A register of all property, finance and operating leases involving land, buildings, plant, computer equipment and vehicles entered into by the Council as lessor or lessee.

Register of authorised officers appointed under Section 224 of the Act.

### PLACE WHERE INFORMATION CAN BE INSPECTED OR COPIES OBTAINED

St Kilda Town Hall. Contact the Finance unit.

St Kilda Town Hall. Contact the Finance unit.

St Kilda Town Hall. Contact the Finance unit.

St Kilda Town Hall. Contact the Statutory Functions unit.

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St Kilda Town Hall. Contact the Statutory Functions unit.

St Kilda Town Hall. Contact the Statutory Functions unit.

St Kilda Town Hall. Contact the Rates unit.

St Kilda Town Hall. Contact the Statutory Functions unit.

St Kilda Town Hall. Contact the Statutory Functions unit.

St Kilda Town Hall. Contact the Statutory Functions unit.

*Not applicable.*

St Kilda Town Hall. Contact the Statutory Functions unit.

St Kilda Town Hall. Contact the Statutory Functions unit.

## Organisations of which the City of Port Phillip was a Member

The following list details the names of the organisations of which the City of Port Phillip was a member during the 1999/2000 financial year. It includes details of all membership fees and other amounts and services provided during that year to each such organisation by the Council.

ORGANISATION MEMBERSHIP FEES	SERVICE PROVIDED BY THE ORGANISATION TO COUNCIL	SERVICE PROVIDED BY COUNCIL TO THE ORGANISATION	
Aged Care Victoria .....	Advice on policy, future directions etc. in relation to aged care .....	NIL .....	N/A
Aged Service Network .....	Monthly meetings to discuss aged care issues .....	NIL .....	N/A
Art in Inner Melbourne .....	Inner city public contemporary art organisation .....	NIL .....	N/A
Arts Law .....	Arts information, publications, lectures and forums, legal support .....	NIL .....	\$125
Arts Management Australia Group .....	Arts development and seminars .....	NIL .....	N/A
Association of Bayside Municipalities .....	Represents bayside Councils on issues associated with the bay, technical support and advice on foreshore issues .....	Councillor representation .....	\$1,960
Association of Risk and Insurance Manager of Australasia .....	Professional body dealing with issue relating to risk management .....	NIL .....	\$150
Association of Waste and Recycling Educators Victoria .....	Peer support and professional development, regional, State and national networking, promotes methods of waste and litter education .....	NIL .....	\$35
Australasian Urban and Regional Information Systems Association .....	Disseminates and shares knowledge about spatial information systems .....	NIL .....	\$110
Australian Coalition Victoria .....	Promotes and coordinates the International Year of the Older Person in Victoria .....	NIL .....	N/A
Australian Early Childhood Association .....	Information about early childhood .....	NIL .....	\$90
Australian Garden History Society .....	Journal, conferences and other functions .....	NIL .....	\$72.60
Australian Human Resources Institute .....	Newsletters and magazines, seminars .....	NIL .....	\$242
Australian Institute of Company Directors .....	Access to training, workshops and information .....	NIL .....	\$250
Australian Institute of Families .....	Publication – "Family Matters" .....	NIL .....	\$36
Australian Institute of Urban Studies Victorian Division .....	Educational and up-to-date information .....	A grant of \$1,000 was given .....	\$1,000
Australian Leisure Management .....	Monthly magazine, information, conferences, training programs for the industry nationally and internationally .....	NIL .....	\$120
Australian Library and Information Association .....	Journal, subsidised training, conferences, library industry professional assistance .....	NIL .....	\$884.27
Australian Local Government Women's Association .....	Network opportunity for women in local government .....	Councillor representation .....	N/A
Australian Performing Rights Association .....	Licence to play live or recorded music in public .....	NIL .....	Depends on number of festivals held
Australian Quality Council .....	Peak industry body for quality management in Australia .....	NIL .....	\$4,500
Australian Sister Cities Association .....	Newsletter, conferences and sister cities advice .....	NIL .....	\$420
Australian Society of Archivists .....	Records management services .....	NIL .....	\$247
Bay Street Committee of Management .....	Manages the proceeds of the special rate .....	Councillor representation .....	N/A
Bayside Linkages Reference Group .....	Monitors service delivery, service agreements, policy .....	NIL .....	N/A
Bicycle Victoria .....	Newsletters and magazines .....	NIL .....	\$40
Book Plus User Association .....	Subsidised conferences .....	NIL .....	\$660
Children's Book Council .....	Subsidised materials, conferences, training .....	NIL .....	\$55
Children's Welfare Association of Victoria .....	Policy advise, advocacy to State and Federal government, information, networking, media services .....	NIL .....	\$600
Cities for Climate Protection Australia .....	Support for participation in the Cities for Climate Protection campaign including materials, training workshops and software .....	NIL .....	One off payment of \$5,000
City of Port Phillip Indigenous Advisory Group .....	Policy advice on Koorie community issues and opportunities, guides projects and initiatives, identifies needs and coordinates service system .....	NIL .....	N/A
City of Port Phillip Older Persons Reference Group .....	Discusses ways of increasing the participation of older persons in local government planning and service delivery .....	Councillor representation .....	N/A
Claremont Aged Hostel South Melbourne .....	Management of the hostel .....	Officer representation .....	N/A
Community Child Care Victoria .....	Assistance to outside school hours child care services .....	NIL .....	\$75
Community Housing Association of Victoria .....	Peak body, research, information exchange, sector development .....	NIL .....	\$520
Council on the Ageing (Victoria) .....	Advisory and information service, newsletter and forums .....	NIL .....	\$100
Cultural Programs Board .....	Policy advice/overview and management of the Council's cultural policy funding and annual festival .....	Councillor representation .....	N/A
Dept of Human Services Southern Region Youth Advisory Committee .....	Advice on needs/issues for young people and input to policy development .....	NIL .....	N/A

ORGANISATION	SERVICE PROVIDED BY THE ORGANISATION TO COUNCIL	SERVICE PROVIDED BY COUNCIL TO THE ORGANISATION	MEMBERSHIP FEES
Eastern Bayside Traffic Monitoring Committee	Monitors the impact of traffic along the bayside corridor and recommends measures to ameliorate the impacts of traffic	Councillor representation	N/A
EcoCentre Committee of Management	Manages the EcoCentre and reports to Council on relevant issues	Councillor representation	N/A
Environs Australia	National local government environment network, shares ideas and experiences with various initiatives, newsletter/journal	NIL	\$150
Fitzroy Street Traders Group	Attendance at meeting to discuss issues relevant to Fitzroy Street	NIL	N/A
Free Kindergarten Association Victoria	Advice, newsletters, information	NIL	\$120
Friends of Suai Community Reference Group	Raises awareness in the community and organises fundraising projects for Suai	Councillor representation	N/A
Greening Australia (Victoria)	Newsletter and other written material, subsidised training courses	NIL	\$110
Inner South and Coastal Community Transport	Transport information and referral service to frail, aged and younger people with disabilities and their carers	NIL	N/A
Inner South East Managed Care Alliance/ Inner South East Post Acute Care	Network for agencies providing managed care for aged people and those with disabilities	NIL	N/A
Committee of Management Inner South East Partnership in Community and Health (PHACS Demonstration Project)	Development of a PHACS Demonstration Project	Lead agency executive member	N/A
Inner South East Planning Group	Monthly meetings to plan and advocate services for people in the HACC client group	NIL	N/A
International Council for Local Environmental Initiatives	Environmental best practice information from around the world in the form of newsletters and case studies	NIL	\$1,935
International Foster Care Organisation	Information regarding fostering around the world and current issues	NIL	Free for the first year
Jewish Historical Society	Journal	NIL	\$50
Keep Australia Beautiful Victoria	Entry to the City Pride Awards, information and strategies regarding environmental/litter programs and projects, access to Keep Australia Beautiful Project Officers	Participation in Keep Australia Beautiful projects	\$1,000
Lady Gowrie Resource Centre	Information sharing	NIL	\$200
Learn for Yourself	Community-based adult learning/recreation organisation focusing on older and less mobile residents	NIL	N/A
LGPRO Family and Children's Services Special Interest Group	Information exchange, policy and strategy development, professional development opportunities	NIL	N/A
Local Govt Research Network	Information about research methods that are useful for local government	NIL	N/A
Local Government Social Support Workers Network	Support workers network	NIL	N/A
Market Research Society	Newsletter, directory, networking abilities	NIL	\$231
Melbourne Local Government Geographic Information Systems User Group	Discusses geographic information systems issues and works with Land Victoria to provide local government feedback	NIL	N/A
Melbourne Sports and Aquatic Centre Advisory Committee	Council and community representation on advisory committee	Councillor representation	N/A
Metropolitan Transport Forum	Discusses relevant transport issues	Councillor representation	\$500
Multicultural Resource Centre	Library and support for staff and families	NIL	N/A
Municipal Association of Victoria	Local government lobby group	Councillor representation	\$36,100
Municipal Association of Victoria -Human Services Portfolio Committee	Information exchange, policy advice, development and coordination of strategies to address issues on a statewide and local basis	NIL	N/A
Municipal Association of Victoria -Local Government Indigenous Network	Information exchange, input to policy issues and initiatives, model best practice	NIL	N/A
Museums Australia	Arts information, publications, lectures, forums, support	NIL	\$85
Napier Street Hostel Committee of Management	Management of Napier Street facility	Staff time	N/A
National Childcare Accreditation Council	Up-to-date information and phone support	NIL	\$125
National Academy of Music Liaison Group	Liaison between Council and the Academy in relation to the tenancy agreement for the South Melbourne Town Hall	Councillor representation	N/A
National Family Day Care Council of Australia	Peak body for family day care	NIL	\$45
NAVA	Arts information, publications, lectures and forums, support	NIL	\$80
Parks and Leisure Australia	Monthly magazine, information, conferences, training programs for the industry in the State	Nil	\$95
Playgrouping Australia	Newsletters, quarterly magazine	NIL	N/A
Port Melbourne Historical and Preservation Society	Group meetings to discuss heritage and preservation issues in the Port Melbourne area	Councillor representation	N/A
Port Melbourne Neighbourhood Centre	Management Committee for the community centre, drop-in and programmed activities	Staff time	N/A
Port Phillip Emergency Relief Network	Service provider forum for information exchange, needs identification, coordination of service system and advocacy	NIL	N/A

ORGANISATION	SERVICE PROVIDED BY THE ORGANISATION TO COUNCIL	SERVICE PROVIDED BY COUNCIL TO THE	MEMBERSHIP FEES
Port Phillip Business Association	Discussion group to promote business in the municipality	Councillor representation	N/A
Port Phillip Family and Children's Services Network	Service provider forum for information exchange, needs identification, coordination and advocacy	NIL	N/A
Port Phillip Regional Catchment and Land Protection Board	Protects the interest of the City of Port Phillip in relation to land and flooding issues in Yarra/Dandenong catchments	NIL	\$3,000
Port Phillip Youth Services Network	Service provider forum for information exchange, needs identification coordination of service system and advocacy	NIL	N/A
Property Council of Victoria	Peak professional body dealing with issues relating to property management	NIL	N/A
Psychiatric Disability Services of Victoria (VICSERV)	Peak body	NIL	\$80
Records Management Association of Australia	Records management services	NIL	\$395
Recreation Opportunities for Port Phillip Older Residents Taskforce (RAPPORT)	Network for recreation workers working with Port Phillip older residents	NIL	N/A
Royal Australian Planning Institute	Newsletters, up-to-date information	NIL	\$300
Royal Historical Society	Information exchange, newsletters	NIL	\$66
Safer Cities Program	Oversees a community safety plan	Councillor representation	N/A
South Port Community Housing Group	Rooming house and youth housing service for people on low incomes	NIL	N/A
St Kilda Beach Pavilion Committee of Management	Oversees the lease of the Beach Pavilion in Jacka Boulevard	NIL	N/A
St Kilda Citizens Advice Bureau	Information service for general community	NIL	N/A
St Kilda Community Group	Information, support and referral community centre for low income residents	NIL	N/A
St Kilda Housing Association Committee of Management	Manages Council's community housing under the City of Port Phillip Housing Program	Councillor representation	N/A
St Kilda Indigenous Nursery Co-operative	Co-operative that exclusively grows local plants	NIL	N/A
St Kilda Parish Mission Drop-in Centre	Day activity centre for people with psychiatric disabilities	NIL	N/A
St Kilda Road Campaign	Discusses issues relating to improving St Kilda Road	NIL	N/A
St Vincent's Gardens Advisory Committee	Advisory committee to Council on issues associated with St Vincent's Gardens, South Melbourne	Councillor representation	N/A
Sustainable Environment Advisory Committee	Advice on the implementation of the Sustainable Environment Strategy, ensures effective community input into Council's policy formulation process, improves communication on environmental results achieved by Council	Councillor representation	N/A
Victorian Drug Reform Foundation	Newsletters	Provision of political support	\$100
Victorian Employers' Chamber of Commerce Industry	Advice on industrial staff issues, forums and training	NIL	\$8,330
Victorian Family Day Care Association	Represents all family day care coordinators and units in Victoria	NIL	N/A
Victorian Local Governance Association	Local government lobby group	Elected representative	\$10,000
Victorian Sport and Recreation Association of Persons with an Intellectual Disability	Peak body, promotes sport and recreational participation for people with intellectual disabilities	NIL	\$50
Victorian Local Government Multicultural Issues Network	Professional interest group, information sharing, advice and contacts for ethnic services, access and equity projects, lobbying and advocacy, forums	Representation at monthly meetings	N/A
Victorian Safe Communities Network	Newsletters, networking opportunities	NIL	\$100
Western Regional Waste Management Group	Direction and representation on waste management issues	Councillor representative	\$11,802
Young Australia Best Books Association	Exchange of information, newsletters	NIL	\$21.50
Youth Affairs Council of Victoria	Information on youth affairs in the State and nationally	NIL	\$90
Youth Research Centre Faculty of Education University of Melbourne	Information and data on youth practice and program initiatives	NIL	\$50

## List of Donations and Grants

The following list details donations and grants made by the City of Port Phillip during the 1999/2000 financial year. It includes the names of the persons or bodies which have received a donation or grant and the amount of each donation or grant.

NAME	DESCRIPTION	AMOUNT
<b>COMMUNITY GRANTS SCHEME</b>		
<b>SPORT AND RECREATION</b>		
Fisherman's Bend Gymnastic Club .....	Equipment for boys and girls gymnastic club .....	\$1,400
Southport Basketball Club .....	Expanding the club .....	\$1,000
Port Colts Football Club .....	Australian Rules Junior Football .....	\$2,200
Raglan Ingles Community Flat .....	Recreational opportunities at Raglan Ingles .....	\$2,000
Inner South Community Health Service .....	Activities program for African women and children .....	\$1,260
Inner South Community Health Service .....	Exercise program for African community .....	\$2,000
Inner South Community Health Service .....	Group holiday for people who have psychiatric disability .....	\$1,000
Inner South Community Health Service .....	The Got to Get Away Adventure .....	\$1,850
The St Kilda Police and Citizens Youth Club .....	Community Drop-In Centre and recreational facilities .....	\$2,000
St Kilda City Sports Club .....	Junior football development .....	\$1,750
The Windana Society .....	Windana community swimming and recreational program .....	\$2,500
South Melbourne Senior Citizens Club .....	Bus trips and weekly dances, Christmas lunch etc .....	\$800
Share and Care Association .....	Dance classes .....	\$500
St Luke's Anglican Church, South Melbourne .....	Community camp, playgroup and community workshop .....	\$500
St Luke's Anglican Church, South Melbourne .....	Woodwork program .....	\$500
Claremont Home .....	Activities program .....	\$1,000
Third St Kilda Scout Group .....	Training for leaders and restoration of War Memorial .....	\$800
Hobsons Bay District Guides .....	Guide activities .....	\$1,500
Inner South Foster Care Support Group .....	Camp for carers and foster children .....	\$2,500
Sacred Heart Mission .....	Recreation program .....	\$3,000
South Melbourne Life Saving Club Inc. ....	Acquisition of educational material .....	\$1,000
Association of Jews from CIS - Shalom .....	Community health and sports day .....	\$1,400
Association of Jews from CIS - Shalom .....	Excursion for newly arrived migrants .....	\$1,400
South Port Anglican Uniting Ministries .....	Recreation program and drop-in 'Kombiz' .....	\$5,000
Middle Park Bowling Club .....	Transport assistant for competition travel assistance .....	\$1,000
South Melbourne Men's Trugo Club .....	Transport assistant for competition travel assistance .....	\$200
YWCA Rowing Club .....	Go Row - rowing for mature age adults .....	\$1,000
Elwood Angling Club .....	Upgrade activities for community groups .....	\$1,500
John's Gym .....	Ongoing activities .....	\$650
Port Phillip Line Dancing Association Inc. ....	Provide CDs and hall hire .....	\$2,000
City of Port Phillip .....	Support for community concerts .....	\$1,500
Jewish Community Services .....	Russian speaking club excursion .....	\$4,000
Cora Graves Senior Citizens Centre .....	Functions and outings .....	\$800
Inner South Community Health Service .....	Recreation and social group for people with mental illness .....	\$1,500
<b>SOCIAL SUPPORT</b>		
St Luke's South Melbourne .....	Playgroup .....	\$700
South Port Community Legal Service .....	Aged person and the law .....	\$4,250
Do Care .....	Volunteer Targeting Project .....	\$400
Vintage Men .....	Reach out to older gay men .....	\$800
Russian Women's Group of South Melbourne .....	Support activities .....	\$500
South Port Day Links .....	Integrated community transport project .....	\$7,000
Nursing Mother's Association, South Melbourne Group .....	Purchase of breast pump .....	\$300
Raglan Ingles Community Flat .....	Social network at Raglan Ingles .....	\$1,572
Inner South Foster Care Support Group .....	National Foster Care Conference 2000 .....	\$900
South Port Community Housing .....	Social support program .....	\$1,500
Earthcare St Kilda .....	Administrative costs .....	\$1,500
Southern Region Cross Cultural Network .....	Balaclava English as a second language classes .....	\$500
Polish Senior Citizens Club ASTRY in St Kilda .....	Caring for Polish residents .....	\$700
Elwood Toy Library .....	General support .....	\$750
St Kilda Greek Senior Citizens Group .....	Social support .....	\$500
Greek Elderly Association of South Melbourne and Albert Park .....	Social support .....	\$700
St Kilda Community Group .....	Tucker club .....	\$2,660
Association of Jews from CIS - Shalom .....	Film nights .....	\$1,600
Victorian Relief Committee .....	Emergency material relief needs .....	\$500
Better Hearing Australia (Victorian Branch) .....	Testing and information on hearing loss .....	\$600
Garden City Neighbourhood House .....	Services .....	\$800
Civic Kindergarten PSAMPI .....	Teaching numeracy to pre-schoolers .....	\$192
Figtree Inn .....	Christmas Day lunch .....	\$1,500
Port Melbourne Italian Club .....	Social support .....	\$350
Machaseh House .....	Administrative support .....	\$5,000

NAME	DESCRIPTION	AMOUNT
St Kilda Parish Mission	Women's outreach and activity program	\$2,500
Emerald Hill Toy Library	Purchase new toys, replace and report existing toys	\$750
South Melbourne Anglican Uniting Ministries	Youth support, casework and 'This is Our Place' project	\$2,500
Merry Leisure Time Russian Speaking Women's Club	Social support	\$350
AIDS Care Association	Training and development of current and new members	\$700
South Port Day Links	Port Phillip Community Ball	\$2,000
Learn for Yourself Inc.	Discussion group development with volunteer training	\$2,740
Erechia Greek Elderly Association	Social support	\$500
South Melbourne Greek Elderly Women's Club, Olympia	Social support	\$400
Gallini Greek Elderly Association of Port Melbourne	Social support	\$500
Russian Senior Citizens Club	Club - Nadezhda	\$900
Hungarian Senior Citizens	Social support	\$400
Russian Seniors/Pinaroo Village	Social support	\$200
St Kilda Welfare Organisation	Material aid	\$2,000
St Kilda Citizens Advice Bureau	Operating costs and software	\$3,000
Port Phillip Chinese Women's Association	Social support	\$500
St Kilda Mauritian Social Club	Social support	\$200
Victorian Association of World War Two Veterans from the Ex Soviet Union	Activities and running of the club	\$1,000
Association of former Inmates of Nazi Concentration Camps and Ghettos from former USSR	Activities and running of the club	\$500
Port Melbourne Toy Library	Purchase of toys	\$500
Sacred Heart Mission	Breakfast club	\$1,000
Port Phillip Citizens for Reconciliation	Support for ongoing activities	\$3,000
St Kilda Parish Mission Drop-In Centre	Activities program - life skills and socialisation	\$7,500
Volunteer Tutor Program	Port Phillip Project	\$2,000
Port Melbourne Senior Citizens Club	Catered dinner	\$200
The Jewish Cultural Centre and National Library 'Kadimah'	Support for Wednesday Club	\$800
ARDOCH Youth Foundation	ARDOCH Youth Action Group	\$2,000
St Kilda Community Group	Coordination of International Women's Day 2000 activities	\$2,000
Inner South Community Health Service	Good tucker for toddlers	\$1,000
Inner South Community Health Service	Winter breakfast program	\$2,000
Port Melbourne Neighbourhood House	Men's activity club	\$2,020
Port Melbourne Neighbourhood House	South Port Community Research and Outreach Project	\$10,000
Elwood/St Kilda Neighbourhood Learning Centre	Women Gathering '99	\$2,000
African Communities Elderly Association - Victoria	African older persons information/recreation	\$300
Garden City Neighbourhood House	Craft group	\$300
Inner South Community Health Service	The day trippers program	\$1,500
Inner South Community Health Service	Family outing and activities for homeless families in St Kilda private hotels	\$3,000
St Kilda Community Gardens Club	Grass cutting/bordering	\$500
Betar Melbourne	Weekly sessions, summer camp	\$500
<b>COUNCIL FUNDED SERVICE AGREEMENTS WITH HUMAN SERVICE PROVIDERS</b>		
Copelen Child and Family Services	Ten hours per week counselling service for South and Port Melbourne communities	\$11,525
South Port Legal Service	Coordination and administration services to operate the community legal service	\$21,570
Migrant Resource Centre	Multi-lingual Learning Group classes provided in Port Phillip	\$17,913
Migrant Resource Centre	Transport costs to assist Port Phillip residents to access services and Windsor offices and rent in kind for use of South Melbourne Council offices for one day per week to provide social work services to Russian speaking clients	\$5,000
St Kilda Theos Youth Outreach	Outreach services primarily to young women	\$25,059
St Kilda Theos Youth Outreach	Youth Peer Support Project	\$25,080
Inner South Community Health Service	Additional financial counselling and a tax return preparation service to South Port communities	\$18,414
Inner South Community Health Service	Additional podiatry service	\$19,612
Inner South Community Health Service - Prahran	Contribution for the provision of the pre-school dental service on behalf of the Council	\$28,782.50
St Kilda Community Group	Information, support and referral services	\$64,495
St Kilda Community Group	Housing related crisis fund	\$12,000
St Kilda Community Group	Neighbourhoods Project (Private Hotels/Rooming Houses)	\$40,646
South Port Daylinks	Transport service for frail elderly and disabled residents	\$11,286
Sacred Heart Mission	Volunteer recruitment, training and coordination services	\$14,709
St Kilda Community Group	Information and support service to South and Port Melbourne	\$172,000
<b>PORT PHILLIP CULTURAL DEVELOPMENT FUND</b>		
Sacred Heart Mission	Arts for All Abilities	\$2,950
Association of Jews from CIS - Shalom	Community Radio Program	\$1,850
Lilian Cannam Kindergarten	Koori Education Module	\$1,910
St Kilda Park Primary Before and After School	Circus, Be Active and Build a St Kilda Gorilla projects	\$2,790
St Kilda Community Group	International Women's Day 2000	\$2,200



NAME	DESCRIPTION	AMOUNT
Gill Upton	The George Hotel St Kilda: A Narrative History	\$3,000
Darren Steffen and Hope Csutoros	Magic Bike	\$3,000
Freda Erlich	Tasting Port Phillip	\$6,300
The Middle Park Court Players	Two theatrical productions	\$3,343
St George's East St Kilda Uniting Church	Jacka VC	\$8,000
Port Melbourne Neighbourhood House	Sculpture in Residence - Backyard Project	\$4,400
Russian Cultural and TV Association	TV Program Channel 31 'Sputnik'	\$6,800
Full-on Theatre	The Animals of Catani Gardens	\$5,000
Graham Street Primary School After School Care	In School Mosaic Project	\$8,244
Jewish Museum of Australia	The Jews of St Kilda and Caulfield	\$10,000
St Columba's Primary School	Memory Wall	\$5,038
Elwood/St Kilda Neighbourhood Learning Centre	Roomers Magazine	\$9,640
The Melbourne Early Music Festival	Handel for Festive Occasions	\$8,500
Port Melbourne Historical and Preservation Society	Liardet Festival	\$6,570
Theatreworks	Something on Sundays	\$9,000
The City of Voices	Arabian Adventure	\$7,000
Port Melbourne Neighbourhood House	Artists in the House	\$8,185
The Centre for Creative Ministries	The Yellow House: The Act Naturally Theatre Company	\$8,200
Born in a Taxi	The Big Order	\$12,700
<b>PORT PHILLIP COMMUNITY CELEBRATIONS FUND</b>		
Melbourne Masqueraders	Millennium Parade	\$5,000
OZ Opera	Celebration Day of seventeen years 'International Women Writers and Artists'	\$5,000
International Women's Writers	Celebration Day and Readings of International Women's Writers	\$500
Step Families Association	Step Out	\$1,000
Middle Park Traders Association	Middle Park Festival	\$1,500
Gasworks Arts	Festival of Difference	\$5,000
<b>PORT PHILLIP FESTIVAL FUNDING AGREEMENTS</b>		
Gasworks Arts	Wicked Festival - Port Phillip Children's Festival	\$56,000
Port Melbourne Community Centre	Port Melbourne Community Festival	\$25,000
<b>PORT PHILLIP CORPORATE SPONSORSHIPS</b>		
Gay Pride March	Pride March	\$10,000
Melbourne Fringe Festival	O'Donnell Gardens Family Event	\$12,500
Midsumma Festival	New Q Exhibition	\$3,000
<b>OTHER GRANTS</b>		
The Avenue	Child Care Centre	\$20,000
Clarendon Children's Centre	Child Care Centre	\$20,000
Eildon Road Children's Centre	Child Care Centre	\$20,000
Elwood Children's Centre	Child Care Centre	\$20,000
Scott Street Children's Centre	Child Care Centre	\$20,000
Ada Mary A'Beckett	Child Care Centre	\$20,000
Hobsons Bay Secondary College	Child Care Centre	\$7,500
Albert Park	Pre-school	\$6,375
Civic	Pre-school	\$6,650
Port Melbourne Uniting	Pre-school	\$12,065
Lady Forster	Pre-school	\$11,500
Lilian Cannam	Pre-school	\$7,625
South Melbourne Mission	Pre-school	\$8,750
Middle Park	Pre-school	\$7,650
St Bede's	Pre-school	\$11,665
St Kilda and Balaclava	Pre-school	\$11,300
Emerald Hill	Toy Library	\$2,791
Elwood	Toy Library	\$3,774
Port Melbourne	Toy Library	\$2,060
State Emergency Service	Donation	\$300
Animal Welfare Bureau	This donation is a statutory requirement - a per capita grant based on the registration records	\$8,057
West St Kilda Residents Association	Grant towards the construction of a fountain/sculpture at Loch/Mary Streets, West St Kilda	\$8,800
<b>TOTAL</b>		<b>\$1,146,618</b>

## Financial Statements for the year ended 30 June 2000

### OPERATING STATEMENT FOR THE YEAR ENDED 30 JUNE 2000

	Note	2000 \$'000	1999 \$'000
<b>REVENUE</b>			
Rates		<b>40,362</b>	37,293
Grants	4	<b>7,180</b>	6,502
Interest		<b>1,351</b>	1,140
Grants commission	4	<b>1,446</b>	1,384
Charges, fees, fines		<b>22,551</b>	20,525
Gain/(Loss) on disposal of non current assets	5	<b>3,259</b>	(3,663)
Contributions		<b>2,416</b>	1,551
Other revenue		<b>5,054</b>	4,528
<b>Total Revenue</b>		<b>83,619</b>	69,260
<b>EXPENSES</b>			
Employee costs		<b>25,915</b>	28,257
Materials and contracts		<b>21,501</b>	18,086
Utility payments		<b>1,902</b>	2,195
Depreciation	6	<b>10,528</b>	7,532
Consultants		<b>2,659</b>	2,438
Debt servicing cost		<b>811</b>	855
Other expenses	7	<b>11,933</b>	10,831
<b>Total Expenses</b>		<b>75,249</b>	70,194
<b>Net increase/(decrease) in net assets arising from operations before abnormal items</b>		<b>8,370</b>	(934)
Abnormal Items	8	<b>53,590</b>	87,404
<b>Net increase/(decrease) in net assets arising from operations</b>		<b>61,960</b>	86,470

The accompanying notes form part of these financial statements

# Financial Statements for the year ended 30 June 2000

## STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2000

	Note	2000 \$'000	1999 \$'000
<b>CURRENT ASSETS</b>			
Cash	9	2,067	1,771
Receivables	10	15,557	5,669
Investments	11	16,446	18,085
Other	12	1,336	917
<b>Total Current Assets</b>		<b>35,406</b>	26,442
<b>CURRENT LIABILITIES</b>			
Bank overdraft	13	-	949
Creditors	14	9,060	9,258
Provisions	15	3,031	2,693
Borrowings	16	598	563
<b>Total Current Liabilities</b>		<b>12,689</b>	13,463
<b>NET CURRENT ASSETS</b>		<b>22,717</b>	12,979
<b>NON CURRENT ASSETS</b>			
Investments	11	504	5
Property, plant and equipment	17	818,906	563,340
<b>Total Non Current Assets</b>		<b>819,410</b>	563,345
<b>NON CURRENT LIABILITIES</b>			
Provisions	15	1,609	1,882
Borrowings	16	12,239	12,837
<b>Total Non Current Liabilities</b>		<b>13,848</b>	14,719
<b>NET NON CURRENT ASSETS</b>		<b>805,562</b>	548,626
<b>NET ASSETS</b>		<b>828,279</b>	561,605
<b>EQUITY</b>			
Accumulated surplus		473,284	419,726
Reserves	23	354,995	141,879
<b>TOTAL EQUITY</b>		<b>828,279</b>	561,605

The accompanying notes form part of these financial statements

## Financial Statements for the year ended 30 June 2000

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2000

	Note	Accumulated Surplus Reserve \$'000	Asset Revaluation \$'000	General Reserves \$'000	Statutory Reserves \$'000	Total \$'000
Balance at beginning of period		419,726	131,796	6,982	3,101	561,605
Increase in net assets arising from Operations after abnormal items		61,960	-	-	-	61,960
Transfers to reserves	23	(10,798)	204,714	7,459	3,339	204,714
Transfers from reserves	23	2,396	-	(1,291)	(1,105)	-
<b>Balance at end of period 2000</b>		<b>473,284</b>	<b>336,510</b>	<b>13,150</b>	<b>5,335</b>	<b>828,279</b>
Comparatives 1999		419,726	131,796	6,982	3,101	561,605

The accompanying notes form part of these financial statements

# Financial Statements for the year ended 30 June 2000

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2000

	Note	2000 \$'000	1999 \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts:</b>			
Receipts from ratepayers		39,516	37,445
Grants commission		1,446	1,384
Vicroads grants		865	726
Other government grants		6,315	5,776
Interest received		1,351	1,140
User charges		13,509	22,877
Other receipts		7,470	1,552
<b>Payments:</b>			
Payments to suppliers		(16,070)	(15,435)
Payments to employees		(24,611)	(28,806)
Interest paid		(811)	(855)
Consultants		(2,616)	(2,489)
Utility costs		(2,089)	(2,134)
Staff redundancies		(1,111)	(497)
Other payments		(12,027)	(9,354)
<b>Net cash provided by operating activities</b>	18	<b>11,137</b>	11,330
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of investments		1,639	457
Payments for property, plant and equipment		(12,941)	(10,600)
Proceeds from sale of property, plant and equipment		1,973	1,087
<b>Net cash used in investing activities</b>		<b>(9,329)</b>	(9,056)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowing		-	13,310
Repayment of borrowings		(563)	-
Re-financing of superannuation liability		-	(13,400)
<b>Net cash used in financing activities</b>		<b>(563)</b>	(90)
<b>Net increase/(decrease) in cash held</b>		<b>1,245</b>	2,184
Cash at the beginning of period		822	(1,362)
<b>Cash at the end of the period</b>	18	<b>2,067</b>	822

The accompanying notes form part of these financial statements

# Notes to the Accounts

## SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### 1.1 THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Council controls resources to carry on its function have been included in the financial statements forming part of this financial report.

In the process of reporting on the municipality as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

### 1.2 BASIS OF ACCOUNTING

This general purpose financial report has been prepared to comply with Australian Accounting Standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the provisions of the Local Government Act 1989 and the Local Government Regulations 1990. The financial report has been prepared on the accrual basis of accounting.

Except for certain items of property, plant and equipment, which are valued at various valuations, the report has been prepared in accordance with the historical cost convention.

The accounting policies adopted are consistent with those of the previous year.

### 1.3 TRUST FUNDS

All trust funds and monies held on deposit are disclosed as liabilities in the Statement of Financial Position.

### 1.4 PROPERTY, PLANT AND EQUIPMENT

#### CAPITAL AND OPERATING

Material expenditure incurred on the purchase and development of assets is treated as capital expenditure. Expenditure necessarily incurred in either maintaining the operating capacity of the non current asset or ensuring that the original life estimate is achieved, is considered maintenance expenditure and is treated as an expense.

Items of property, plant and equipment with a value less than \$500 are treated as an expense. Capitalisation thresholds have not changed from the previous reporting period.

#### ACQUISITION

Assets acquired are initially recorded at cost. Cost is determined as the fair value of the assets given up and includes all costs incidental to the acquisition and incurred in getting the asset ready for use. Where assets are constructed by the Council, cost includes an appropriate share of variable and fixed overheads.

#### VALUATION

**Infrastructure assets** are valued at written down current replacement cost. Current replacement cost is defined as the cost required to obtain the full service potential or economic benefits embodied in the existing asset, using a technologically up to date reference asset.

**Land and buildings** are valued at full market value. Land is valued assuming the highest and best use permitted by the relevant land use planning provisions or existing public use, whichever is the greater. All freehold land reserved for public open space is valued at a discount to market value based on legal precedents. The discounts applied to market value are 30% for non-foreshore land and 50% for foreshore land.

In accordance with AAS 27 Paragraph 115, Land Under Roads has not been recognised in the accounts as this is not required until 30 June 2003.

**Plant and machinery and furniture and equipment** are valued at cost and/or current cost.

**Heritage and works of art** are valued at their fair market value.

### 1.5 DEPRECIATION OF NON CURRENT ASSETS

Non current assets having limited useful lives are systematically depreciated over their useful lives in a manner which reflects the consumption of the service potential to the Council embodied in those assets. Depreciation is recognised on the straight line basis based on costs or revalued amounts, using rates which are reviewed each year. Major depreciation periods are:

	2000	1999
	Yrs	Yrs
<b>INFRASTRUCTURE</b>		
Bridges	100	100
Drains	100	100
Improvements to parks and gardens	40	40
Kerb & channel	50	50
Road substructure (all road components 1998/99)	100	100
Road surface	6 - 12	100
Footpaths	40	40
Right of ways	100	100
<b>BUILDINGS</b>		
Buildings	100	100

## Notes to the Accounts

<b>1.5 DEPRECIATION OF NON CURRENT ASSETS cont'd</b>	<b>2000</b>	<b>1999</b>
<b>OTHER PLANT AND EQUIPMENT</b>	<b>Yrs</b>	<b>Yrs</b>
Communications equipment	<b>3 to 5.5</b>	3 to 5.5
Furniture	<b>3 to 5.5</b>	3 to 5.5
Heritage assets	<b>100</b>	100
Information technology	<b>3</b>	3
Library books	<b>5</b>	5
Motor vehicles	<b>5</b>	5
Office equipment	<b>3 to 5.5</b>	3 to 5.5
Pay parking equipment	<b>5</b>	5

From 1 July 1999 Council changed depreciation rates relating to road surface assets (seals) in order to comply with AAS4 'Depreciation' and UIG 30 'Depreciation of Long-Lived Physical Assets, including Infrastructure Assets: Condition-Based Depreciation and Other Related Methods'. This change in accounting policy resulted in additional depreciation being charged for the year of \$1,377,487. Previously depreciation on all road assets has been calculated on a 100 year life which fails to recognise the actual life of the road surface component of these assets determined to be between 6 and 12 years.

The annual depreciation charge for road surface assets calculated on a 6 - 12 year life was \$1,505,412 and calculated on a 100 year life it is \$187,925.

### 1.6 EMPLOYEE ENTITLEMENTS

#### Wages and salaries, annual leave and rostered days off

Liabilities for wages and salaries, annual leave and rostered days off are recognised, and are measured as the amount unpaid at the reporting date at current pay rates in respect of employees' service up to that date.

#### Retirement gratuity

Retirement gratuities were provided to certain employees who joined the Council prior to 30 June 1995. The provision is a portion of unused sick leave that the employee shall be entitled to on retirement and is based on current pay rates at the reporting date.

#### Long service leave

The provision for long service leave is determined in accordance with Australian Accounting Standard AAS 30 'Accounting for Employee Entitlements'. Long service leave entitlements have been measured at the present value of the estimated future cash flows to be made for these entitlements. The interest rates attaching as at the reporting date, to Commonwealth Government guaranteed securities are used to discount the estimated future cash outflows to their present value.

#### Superannuation

The superannuation expense for the reporting period is the amount of the statutory contribution the Council makes to the superannuation plan which provides benefits to its employees. Details of those arrangements are set out in Note 22.

### 1.7 GRANTS, DONATIONS AND OTHER CONTRIBUTIONS

Grants, donations and contributions other than reciprocal contributions received from owners are recognised as revenues when the municipality obtains control over the assets comprising the contributions. In the determination of control, consideration has been given to the provisions relating to control over grants and contributions as outlined in Australian Accounting Standard AAS 27, 'Financial Reporting by Local Governments.' Control over assets acquired from grants is normally obtained upon prior notification that a grant has been secured.

### 1.8 PUBLIC HOUSING AGREEMENTS

Three of Council's properties are subject to public housing agreements. Two of these properties are operational and are under the management of the St Kilda Housing Association. The third is expected to become operational in 2000/2001. Assets acquired are initially recorded at cost. Council incurs a share of expenses in accordance with the terms set out in the public housing agreements. The third project, 'The St Kilda Railway Station Housing Project' is a venture with the State Government to provide a mixture of accommodation from family residences to single and older persons' units.

### 1.9 RESTRICTED ASSETS

Included in Note 17, 'Property, plant and equipment' are housing assets which have restrictions placed upon them. These assets which total \$13.0 million (1999: \$9.8 million), are used as community housing and were purchased with assistance from State Government funding. This funding imposes restrictions preventing Council from using these assets for any other purpose. If the funding conditions in the respective funding agreements for each property are defaulted upon, the Council is liable to repay to the State Government an amount as determined in those agreements. Based upon the \$13.0 million gross value included in the accounts, the amount that would be required to be repaid to the State Government in a default situation would be \$5.6 million (1999: \$5.1 million). In addition, restrictions are imposed by Statutory Regulations in relation to current investment levels for the following reserves and assets.

	<u>\$'000</u>
Resort and Recreation Reserve	4,319
Car Parking Reserve	949
Sale of Laneways Reserve	67
Cash Assets to provide for long service leave	1,822

## Notes to the Accounts

### **1.10 GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. The net amount of GST recoverable from the ATO is included as a current asset in the balance sheet. Cash flows are included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from the ATO are classified as operating cash flows.

### **1.11 ALLOCATION BETWEEN CURRENT AND NON CURRENT**

In the determination of whether an asset or liability is current or non current, consideration is given to the time when each asset or liability is expected to be realised or paid. The asset or liability is classified as current if it is expected to be realised or paid within the next twelve months.

### **1.12 COMPARATIVE INFORMATION**

Where applicable, comparatives have been adjusted to place them on the same basis as current year figures.



## Notes to the Accounts

### 2.1 (a) COMPARISON OF BUDGET AND ACTUAL RESULTS FOR RATE DETERMINATION AND OPERATING STATEMENT

FOR THE YEAR ENDED 30TH JUNE 2000

	Rate Determination				Operating Statement			
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	2000 \$'000	2000 \$'000	1999 \$'000	1999 \$'000	2000 \$'000	2000 \$'000	1999 \$'000	1999 \$'000
<b>REVENUE</b>								
Rates	40,362	39,461	37,293	36,958	40,362	39,461	37,293	36,958
Grants	7,180	6,465	6,502	6,158	7,180	6,465	6,502	5,857
Interest	1,351	570	1,140	553	1,351	570	1,140	553
Grants commission	1,446	1,441	1,384	1,270	1,446	1,441	1,384	1,270
Charges, fees, fines	22,551	22,716	20,524	18,448	22,551	22,716	20,524	22,114
Gain/(loss) on disposal of non current assets	-	-	-	-	3,259	1	(3,663)	14
Contributions	2,416	1,520	1,552	800	2,416	1,520	1,552	-
Other	5,054	3,822	4,528	3,666	5,054	3,822	4,528	1,101
<b>Total Revenue</b>	<b>80,360</b>	<b>75,995</b>	<b>72,923</b>	<b>67,853</b>	<b>83,619</b>	<b>75,996</b>	<b>69,260</b>	<b>67,867</b>
<b>EXPENSES</b>								
Employee costs	25,915	26,097	28,257	28,010	25,915	26,097	28,257	28,010
Materials and contracts	21,501	17,025	18,086	16,154	21,501	17,025	18,086	16,154
Utility payments	1,902	2,152	2,195	2,029	1,902	2,152	2,195	2,029
Depreciation	-	-	-	-	10,528	8,945	7,532	7,779
Consultants	2,659	3,056	2,438	1,948	2,659	3,056	2,438	1,948
Debt servicing cost	811	811	855	847	811	811	855	847
Other expenses	11,933	14,208	10,831	11,190	11,933	14,208	10,831	11,190
<b>Total Expenses</b>	<b>64,721</b>	<b>63,349</b>	<b>62,662</b>	<b>60,178</b>	<b>75,249</b>	<b>72,294</b>	<b>70,194</b>	<b>67,957</b>
Abnormal income								
- Add back parking infringement debtors	-	-	748	-	-	-	748	-
Abnormal income								
- Add back prior years' depreciation write back	-	-	-	-	-	-	3,344	-
Abnormal Income								
- Add back recognition of controlled assets	-	-	-	-	75,007	-	83,312	-
Abnormal expenditure								
- Less staff redundancies	-	2,000	-	-	-	2,000	-	-
Abnormal expenditure								
- Less removal of horticulture and turf assets from land improvements	-	-	-	-	8,211	-	-	-
Abnormal expenditure								
- Less additional depreciation for prior years	-	-	-	-	13,206	-	-	-
<b>Surplus/(deficit) after abnormal &amp; extraordinary items</b>	<b>15,639</b>	<b>10,646</b>	<b>11,009</b>	<b>7,675</b>	<b>61,960</b>	<b>1,702</b>	<b>86,470</b>	<b>(90)</b>
Capital expenditure	(13,570)	(11,732)	(10,146)	(10,183)				
Proceeds from disposal of assets	2,262	230	1,087	1,712				
Proceeds from sale of property	6,815	-	-	-				
Cost of unfunded superannuation	-	-	(771)	-				
Loan Proceeds/(Repayments)	(563)	(563)	-	-				
Reserve transfers (net)	(8,402)	92	(1,542)	(541)				
Brought Forward Surplus 1998/99	1,319	1,327	1,682	1,337				
<b>Surplus/(deficit)</b>	<b>3,500</b>	<b>-</b>	<b>1,319</b>	<b>-</b>				

## Notes to the Accounts

### 2.1 (b) RECONCILIATION OF RATES DETERMINATION SURPLUS AND INCREASE/(DECREASE) IN NET ASSETS RESULTING FROM OPERATIONS

	Actual 2000 \$'000	Actual 1999 \$'000
<b>Rates Determination Surplus/(Deficit)</b>	<b>3,500</b>	1,319
<b>Items included in Rates Determination which are not included in the Operating Statement</b>		
Brought forward surplus	(1,319)	(1,682)
Capital expenditure	13,570	10,146
Proceeds from disposal of assets	(2,262)	(1,087)
Proceeds from sale of property	(6,815)	-
Cost of unfunded superannuation	-	771
Loan proceeds	563	-
Reserve transfers (net)	8,402	1,542
	<b>12,139</b>	11,372
<b>Items included in the Operating Statement which are not included in the Rates Determination</b>		
Gain (loss) on disposal of non current assets	3,259	(3,663)
Depreciation	(10,528)	(7,532)
Abnormal Income - Add: back recognition of controlled assets	75,007	83,312
Abnormal expenditure - Less: removal of horticulture and turf assets from land improvements	(8,211)	-
Abnormal expenditure - Less: additional depreciation for prior years	(13,206)	3,344
	<b>46,321</b>	75,461
<b>Operating Surplus/(Deficit) after abnormal items</b>	<b>61,960</b>	86,470

### 3 REVENUE, EXPENSES AND ASSETS BY FUNCTIONS/ACTIVITIES

	CEO		SERVICES		CITY DEVELOPMENT		ORGANISATION DEVELOPMENT		CORPORATE		OTHER* NOT ATTRIBUTED		TOTAL	
	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000
EXPENSES	738	529	32,644	42,888	12,525	5,853	2,630	2,398	26,712	18,526	-	-	75,249	70,194
REVENUES														
Grants	58	80	5,465	5,371	469	135	22	-	1,509	1,428	-	-	7,523	7,014
Proceeds from sales	-	-	-	-	-	-	-	-	9,077	1,087	-	-	-	-
Other	107	-	5,224	6,881	19,468	16,059	119	205	1,423	1,502	40,678	37,599	67,019	62,246
Total Revenue	165	80	10,689	12,252	19,937	16,194	141	205	12,009	2,930	40,678	37,599	83,619	69,260
ABNORMAL ITEMS														
- Losses/(Gains)	-	-	-	-	-	-	-	-	(53,590)	(87,404)	-	-	(53,590)	(87,404)
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	(573)	(449)	(21,955)	(30,636)	7,412	10,341	(2,489)	(2,193)	38,887	71,808	40,678	37,599	61,960	86,470

\*General rates and current assets have not been attributed to functions

TOTAL ASSETS BY DIVISION	-	1,392	3,840	450,472	7,397	13,914	36,108	8,545	772,065	89,017	35,406	26,447	854,816	589,787
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#### ACTIVITIES

CEO - The office of the Chief Executive Officer

SERVICES - Responsible for ensuring effective access and delivery of environmental, engineering and community services.

CITY DEVELOPMENT - Responsible for strategic planning and facilitation, building and planning, urban design and architecture as well as neighbourhood amenity services.

ORGANISATION DEVELOPMENT - Responsible for service support, contract management and human resources.

CORPORATE - Responsible for internal business support, financial management, property and regulatory services, records management and information systems

## Notes to the Accounts

### 4 SUMMARY OF GRANTS AND SUBSIDIES

	2000	1999
	\$'000	\$'000
Grants and Subsidies were received in respect of the following:		
<b>Community Services Grants and Subsidies</b>		
Home Help - Elderly	1,131	1,011
Addas	234	195
Specific Home Care	171	131
Home Maintenance Services	107	94
Senior Citizen Centres	47	43
Meals on Wheels	203	186
Pre School	41	66
Maternal & Child Health	164	379
Child Care Centre	832	928
Family Day Care	344	95
Adventure Playground & Leisure	471	533
Immunisation	15	19
Dental Program	14	-
Arts	156	152
Family Support	174	120
Community Buses	39	-
Indigenous	22	-
<b>Information Grants &amp; Subsidies</b>		
Library subsidy	358	362
<b>Environmental Grants &amp; Subsidies</b>		
Beach Clean	273	236
Infectious Waste	19	-
Trade Waste	4	-
<b>Transport Grants &amp; Subsidies</b>		
Vic Roads	865	980
Walksafe	195	-
<b>Capital Grants</b>		
	1,053	872
<b>Other</b>		
National Competition Policy	63	-
SES Subsidy	3	3
Urban Planning	118	96
Safer Cities	50	-
Best Practice	13	1
	<u>7,180</u>	<u>6,502</u>
<b>Unclassified Grant</b>		
Grants Commission	<u>1,446</u>	<u>1,384</u>
<b>Total Grants and Subsidies</b>	<u><b>8,626</b></u>	<u><b>7,886</b></u>

## Notes to the Accounts

	2000 \$'000	1999 \$'000
<b>5 GAIN/(LOSS) ON DISPOSAL OF NON CURRENT ASSETS</b>		
Proceeds from sales	9,077	1,087
Written down value of assets sold	(5,469)	(1,278)
Written down value of assets scrapped or whose control was returned to the State Government	(349)	(3,472)
	<b>3,259</b>	<b>(3,663)</b>
<b>6 DEPRECIATION</b>		
Depreciation for the period was charged in respect of:		
Infrastructure assets		
- roads, streets and bridges	3,985	2,258
- land improvements	1,259	86
- drainage works	573	397
Buildings	1,216	915
Other plant and equipment		
- plant and machinery	1,405	1,418
- furniture and equipment	2,048	2,423
- heritage and works of art	42	35
	<b>10,528</b>	<b>7,532</b>
<b>7 OTHER EXPENSES</b>		
Advertising	980	621
Internal auditors remuneration	60	14
External auditors remuneration	42	37
Contributions - other	1,659	905
Insurance	1,322	1,369
Metropolitan Fire Brigades levy	1,014	902
Printing and stationery	767	851
Telephone charges	903	828
Training	411	475
Other	2,785	3,246
Operating lease expenses	1,990	1,583
	<b>11,933</b>	<b>10,831</b>
<b>8 ABNORMAL ITEMS</b>		
<b>8.1 ABNORMAL INCOME ITEMS</b>		
Recognition of controlled assets for the first time*	74,622	83,312
Recognition of heritage assets for the first time*	385	-
Correction of depreciation error relating to land in prior years	-	3,344
Recognition of parking infringement debtors and the write back of the over-provision for doubtful debts relating to prior year parking infringement debtors	-	748
	<b>75,007</b>	<b>87,404</b>
<b>8.2 ABNORMAL EXPENDITURE ITEMS</b>		
Removal of horticultural and turf assets from land improvements assets**	8,211	-
Correction of depreciation error relating to infrastructure and land improvement assets***	13,206	-
	<b>21,417</b>	<b>-</b>
<b>TOTAL ABNORMAL ITEMS</b>	<b>53,590</b>	<b>87,404</b>

\* Local Government is required to record any asset over which it exercises control, where the value of the asset can be reliably measured and where the entity receives an economic benefit from the asset. Accordingly, Council has now recognised additional Crown land and buildings thereon, which have previously not been recorded in the accounts.

\*\* The value of Councils horticultural and turf assets were removed from the land improvement asset class due to concerns about the reliable measurement of their existence and value.

\*\*\* The recording of infrastructure and land improvement assets at WDV at the 1 July 1996 has resulted in under depreciation of these assets of \$5,646,856 for infrastructure and \$7,559,000 for land improvements since that time.

## Notes to the Accounts

	2000 \$'000	1999 \$'000
<b>9 CURRENT ASSETS - CASH</b>		
Cash at bank and on hand	2,067	1,771
<b>10 CURRENT ASSETS - RECEIVABLES</b>		
Rates debtors	2,088	1,242
Parking infringement debtors	1,633	2,316
Less : Provision for doubtful debts	(408)	(611)
	1,225	1,705
Parking infringement debtors at PERIN Court	12,669	10,800
Less : Provision for doubtful debts	(9,717)	(8,969)
	2,952	1,831
Other receivables	9,392	1,000
Less : Provision for doubtful debts	(100)	(109)
	9,292	891
	15,557	5,669

### 11 CURRENT ASSETS - INVESTMENTS

Bank bills and cash*	16,446	18,085
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\* Refer to Note 24 for further information.

### NON CURRENT ASSETS - INVESTMENTS

MAPS shares	5	5
Investment in joint venture*	499	-
	504	5

\* Refer to Note 28 for further information.

### 12 CURRENT ASSETS - OTHER

Prepayments	813	610
Accrued income	523	307
	1,336	917

### 13 CURRENT LIABILITIES - BANK OVERDRAFT

Bank overdraft	-	949
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The bank overdraft is secured over the general rates of the Council.

### 14 CURRENT LIABILITIES - CREDITORS AND ACCRUALS

Trade creditors	4,111	2,773
Trust funds	322	346
Accruals*	4,242	5,869
Prepaid income	112	114
Employee gain sharing accruals	273	156
	9,060	9,258

\* Included in the 1999 comparative figure for Accruals is a provision for estimated redundancy payments amounting to \$1.62 million which was subject to audit qualification during 1998/99. During the current year Council has incurred redundancy payments.

### 15 PROVISIONS

<b>CURRENT</b>		
Annual leave	1,672	1,833
Rostered days off	56	58
Retirement gratuity	379	553
Long service leave	179	209
Unfunded superannuation liability	45	40
	3,031	2,693
<b>NON CURRENT</b>		
Long service leave	1,609	1,882
	1,609	1,882

### 16 BORROWINGS

<b>CURRENT</b>		
Loans - secured - unfunded superannuation liability	598	563
<b>NON CURRENT</b>		
Loans - secured - unfunded superannuation liability	12,239	12,837

## Notes to the Accounts

<b>17 PROPERTY, PLANT AND EQUIPMENT</b>	<b>2000</b>	<b>1999</b>
INFRASTRUCTURE ASSETS	<b>\$'000</b>	<b>\$'000</b>
<b>Roads, streets and bridges</b>		
Roads, streets and bridges at cost	2,151	4,694
Roads, streets and bridges at current cost as at 1 July 1996	-	156,761
Roads, streets and bridges at current cost as at 1 July 1998	-	570
Roads, streets and bridges at current cost as at 1 January 2000*	254,752	-
Less: Accumulated depreciation	(85,968)	(6,721)
	<b>170,935</b>	<b>155,304</b>
<b>Land improvements</b>		
Land improvement at cost	1,092	4,840
Land improvement at current cost as at 1 July 1996	-	24,720
Land improvement at current cost as at 1 July 1998	-	1,811
Land improvement at current cost as at 1 January 2000*	28,945	-
Less: Accumulated depreciation	(14,922)	(250)
	<b>15,115</b>	<b>31,121</b>
<b>Drainage works</b>		
Drainage works at cost	887	1,018
Drainage works at current cost as at 1 July 1996	-	39,088
Drainage works at current cost as at 1 January 2000*	74,523	-
Less: Accumulated depreciation	(35,110)	(1,179)
	<b>40,300</b>	<b>38,927</b>
<b>LAND AND BUILDINGS</b>		
<b>Land</b>		
Land at cost	36	520
Land at Council's valuation as at 30 June 1996	-	195,249
Land at Council's valuation as at 30 June 1999	-	37,740
Land at Council's valuation as at 1 January 2000*	149,714	-
Controlled Land at Council's valuation as at 1 January 2000*	369,970	-
	<b>519,720</b>	<b>233,509</b>
<b>Buildings</b>		
Buildings at cost	1,490	2,892
Buildings at Council's valuation as at 30 June 1996	-	63,464
Buildings at Council's valuation as at 30 June 1999	-	43,191
Buildings at Council's valuation as at 1 January 2000*	72,639	-
Controlled Buildings at Council's valuation as at 1 January 2000*	78,761	-
Less: Accumulated depreciation	(103,436)	(24,281)
	<b>49,454</b>	<b>85,266</b>
<b>OTHER PLANT AND EQUIPMENT</b>		
<b>Plant and machinery</b>		
Plant and machinery at cost	225	6,276
Plant and machinery at current cost as at 1 July 1996	-	1,809
Plant and machinery at current cost as at 1 January 2000*	7,123	-
Less: Accumulated depreciation	(3,540)	(2,839)
	<b>3,808</b>	<b>5,246</b>
<b>Furniture and equipment</b>		
Furniture and equipment at cost	683	6,716
Furniture and equipment at current cost as at 1 July 1996	-	2,031
Furniture and equipment at current cost as at 1 January 2000*	7,566	-
Less: Accumulated depreciation	(5,307)	(4,677)
	<b>2,942</b>	<b>4,070</b>
<b>Heritage and works of art</b>		
Heritage and works of art at cost	-	25
Heritage and works of art at current cost as at 1 July 1996	-	3,466
Heritage and works of art at current cost as at 1 January 2000*	5,225	-
Less: Accumulated depreciation	(25)	(104)
	<b>5,200</b>	<b>3,387</b>
<b>Capital works in progress at cost</b>	<b>11,432</b>	<b>6,510</b>
<b>Total property, plant and equipment</b>	<b>818,906</b>	<b>563,340</b>

\* Current cost valuations were undertaken in 1999/2000 based on 1 January 2000 valuations

The valuations were performed by the following:

- Infrastructure - Mr D Yeouart BE, MIE Aust., CP Eng.
- Land Improvements - Mr D Yeouart BE, MIE Aust., CP Eng.
- Land & buildings - Mr B McKeon, AAPI, CPV
- Plant and machinery & furniture and equipment - Mr B McKeon, AAPI, CPV and Mr P Morgan, B Ec.

## Notes to the Accounts

	2000	1999
	\$'000	\$'000
<b>18 RECONCILIATION OF CASH</b>		
RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO CHANGE IN NET ASSETS ARISING FROM OPERATIONS		
Increase/(decrease) in net assets from operations after abnormal items	61,960	86,470
Depreciation	10,528	7,532
Loss/(gain) on asset sales	(3,259)	3,663
Recognition of controlled assets	(75,007)	(83,312)
Other	5,938	76
Removal of horticultural and turf assets from land improvement assets	8,211	-
Write back of depreciation on land in prior years	-	(3,344)
Correction of depreciation error relating to infrastructure and land improvement assets	13,206	-
Changes in assets and liabilities:		
Decrease/(increase) in rate debtors	(846)	152
(Increase) in parking infringement debtors	(641)	(2,017)
(Increase) in other receivables	(8,401)	(158)
(Increase) in other current assets	(420)	(13)
(Decrease)/increase in creditors	(198)	2,651
(Decrease) in other employee provisions	(639)	(327)
Increase in unfunded superannuation liability	705	-
(Decrease) in other liabilities	-	(43)
<b>Net cash provided by operating activities</b>	<b>11,137</b>	<b>11,330</b>

### RECONCILIATION OF CASH

For the purposes of the statement of cash flows, cash includes cash on hand and at banks, net of outstanding bank overdrafts. Cash at the end of the year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

Cash	2,067	1,771
Bank overdraft offset facility	-	(949)
	<b>2,067</b>	<b>822</b>

### FINANCING FACILITIES

Net facilities available		
Overdraft balance	10,000	10,000
Credit card balance	20	20
	<b>10,020</b>	<b>10,020</b>

Facility used	-	-
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### 19 COMMITMENTS FOR CAPITAL AND OTHER EXPENDITURE

At the reporting date, the municipality had entered into contracts for the following capital and other expenditure:

Property, plant and equipment	2,047	1,750
Provision of Council services	33,741	11,773
	<b>35,788</b>	<b>13,523</b>

These expenditures are due for payment:

Not later than one year	12,052	5,153
Later than one year and not later than two years	9,207	3,168
Later than two years and not later than five years	14,529	5,202
	<b>35,788</b>	<b>13,523</b>

### 20 OPERATING LEASE COMMITMENTS

At the reporting date, the municipality had the following obligations under non-cancellable operating leases (these obligations are not recognised as liabilities):

Not later than one year	730	570
Later than one year and not later than two years	239	297
Later than two years and not later than five years	134	138
	<b>1,103</b>	<b>1,005</b>

## Notes to the Accounts

### 21 CONTINGENT LIABILITIES

#### CONTINGENT LIABILITIES

Details and estimates of contingent liabilities for which no provision is included in the accounts, are as follows:

#### GUARANTEE

Council has executed a bank guarantee guaranteeing repayment of a loan facility granted to the Port Melbourne Yacht Club Inc. Council has agreed to execute this guarantee relying on its general powers and functions under the Act.

2000	1999
\$'000	\$'000

<b>100</b>	100
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#### OPEN SPACE CONTRIBUTIONS

A potential liability exists for return of open space developer contributions currently subject to review.

-	80
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### 22 SUPERANNUATION

#### EMPLOYER CONTRIBUTIONS

In accordance with statutory requirements, Council makes employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund ("the Fund"). During 1999/2000 Council's superannuation contributions relating to that year's accumulation benefit members service was \$1,475,868 (\$871,412 in 1998/1999) and defined benefits member service was \$388,523 (\$812,698 in 1998/1999).

#### ACCUMULATION BENEFITS

The Fund's accumulation benefits category receives both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of employee earnings (7% in 1999/2000 and 7% in 1998/1999). No further liability accrues to Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the fund.

#### DEFINED BENEFITS

Council makes employer contributions to the defined benefits category of the Fund at rates determined by the Fund's Board. The rate is currently 9.25% (9.25% in 1998/1999) of eligible remuneration. In addition, Council reimburses the Fund for the difference between resignation and retrenchment benefits paid to Council's employees retrenched during the year. Employees also make member contributions to the Fund. As such, assets accumulate in the fund to meet member benefits, defined by legislation, as they accrue.

Council has an ongoing obligation to share in the future experience of the Fund. Favourable or unfavourable variations may arise should the experience of the Fund differ from the assumptions made by the Fund's actuary in estimating the Fund's accrued benefits liability.

The most recent full actuarial review of the Fund was undertaken by the Fund's actuary, Grant Harslett, FIA, FIAA, of Towers Perrin, as at 30 June 1998. The Fund's liability for accrued benefits was determined by reference to expected future salary levels and by application of a market-based risk-adjusted discount rate and relevant actuarial assumptions. It was determined that the net assets of the Fund, which includes amounts owed by Council to the Fund, were more than sufficient to meet the accrued benefits of the Fund's defined benefit category members. A further full actuarial review as at 30 June 2000 is currently being undertaken by the actuary. As at the date of signing of the Financial Statements the results of the review were not available.

Council's past service liability to the Fund as at 30 June 2000 including principal, retrenchment increments, accrued interest and tax is \$744,828 (\$795,141 at 30 June 1999).

During 1999/2000 Council paid \$573,891 including \$2,552 tax, to the fund, over and above its annual employee contributions to fund ongoing service and to reduce its superannuation liability for past service and retrenchment increments.



## Notes to the Accounts

<b>23 RESERVES</b>	<b>2000</b>	1999
ASSET REVALUATION RESERVE	<b>\$'000</b>	\$'000
Balance at the start	<b>131,796</b>	131,796
Revaluation of property, plant and equipment	<b>204,714</b>	-
Balance at end of year	<b>336,510</b>	131,796
GENERAL RESERVE		
Balance at the start	<b>6,982</b>	5,303
Transferred from accumulated surplus re committed contributions	<b>7,459</b>	3,551
Transferred to accumulated surplus	<b>(1,291)</b>	(1,872)
Balance at end of year	<b>13,150</b>	6,982
STATUTORY RESERVES		
RESORT AND RECREATION RESERVE		
Balance at the start	<b>2,015</b>	1,974
Transferred from accumulated surplus re developer contributions	<b>2,304</b>	1,504
Transferred to accumulated surplus re recreation projects		(1,463)
Balance at end of year	<b>4,319</b>	2,015
CONTRIBUTIONS FOR CAR PARKING RESERVE		
Balance at the start	<b>1,019</b>	1,196
Transferred from accumulated surplus re developer contributions	<b>1,035</b>	24
Transferred to accumulated surplus re recreation projects	<b>(1,105)</b>	(201)
Balance at end of year	<b>949</b>	1,019
SALE OF LANEWAYS RESERVE		
Balance at the start	<b>67</b>	67
Transferred to accumulated surplus re construction works	-	-
Balance at end of year	<b>67</b>	67
STATUTORY RESERVE TOTAL	<b>5,335</b>	3,101
<b>TOTAL RESERVES</b>	<b>354,995</b>	141,879

# Notes to the Accounts

## 24 FINANCIAL INSTRUMENTS

### a) Definitions

Recognised Financial Instruments	Note	Accounting Policy	Terms and Conditions
<b>FINANCIAL ASSETS</b>			
Bank Deposits on Call	8	Valued at face value. Interest recognised as it accrues.	On call deposits returned floating interest rate returns between 4.65% and 5.95%. The rate at balance date was 5.95%.
Rate Debtors	9	Rates are carried at nominal amounts due plus interest. Rate debts are a charge attached to the rateable land and therefore no provision for doubtful debts is made. Interest rates are reviewed annually.	Rates are payable by four instalments during the year or by lump sum in February. Arrears, including Deferred Rates, attract interest. The interest rate was 12.3% at balance date for general rates. Interest rates charged for Special Rate and Private Street Schemes was 12.3%.
Parking Infringement Debtors	9	PINS/PERIN are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debt is recognised when collection in full is no longer probable. Collectability of overdue accounts is assessed on an ongoing basis.	Parking infringement debtors are unsecured. The provision for parking infringement doubtful debts is calculated as a percentage of total parking infringement revenue and has been evaluated and recognised based upon previous payment and collection history.
Other Receivables	9	Receivables are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debt is recognised when collection in full is no longer probable. Collectability of overdue accounts is assessed on an ongoing basis.	General debtors are unsecured and interest free. Credit terms are usually up to 30 days. The provision for other receivables is calculated as a percentage of debts exceeding 90 days overdue.
Investments	10	Investments are valued at cost. Investments are held to maximise interest returns of surplus cash. Interest revenues are recognised as they accrue	Funds achieved floating and fixed interest rate returns of between 4.82% and 6.30%.
<b>FINANCIAL LIABILITIES</b>			
Creditors and Accruals	13	Liabilities are recognised for amounts to be paid in the future for goods and services provided to Council as at balance date whether or not invoices have been received.	General Creditors are unsecured, not subject to interest charges and are normally settled within 30 days of invoice receipt.
Borrowings	16	Loans are carried at their principal amounts. Interest due on the loan is accrued for each period and is reported as part of other creditors.	Two loans were provided to Council in April 1999 for the sum of \$7.0 million and \$6.4 million. Both loans have terms of 15 years with repayments to be made quarterly. Interest attached to the loans is fixed at 6.15%.
Bank Overdraft	10	Overdrafts are recorded at the principal amount. Interest is charged as an expense as it accrues.	The overdraft is subject to annual review. It is secured by a mortgage over Council's general rates and is repayable on demand. The interest rate during 1999/00 on utilised overdraft was 9.20%. The final rate as at balance date was 9.20%. There are no fees incurred for line and unused limit.

## Notes to the Accounts

### 24 FINANCIAL INSTRUMENTS (cont'd)

#### (b) Interest Rate Risk

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

Financial Instruments	Floating interest rate	1999/2000			Non-interest bearing	Total carrying amount as per balance sheet	Weighted average effective interest rate
		Fixed interest rate 1 year or less	Over 1 to 5 years	More than 5 years			
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%
<i>(i) Financial assets</i>							
Cash	-	-	-	-	2,067	2,067	5.95%
Receivables	-	-	-	-	15,557	15,557	N/A
Commercial bills and promissory notes	16,446	-	-	-	-	16,446	5.95%
<b>Total financial assets</b>	<b>16,446</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,624</b>	<b>34,070</b>	<b>-</b>
<i>(ii) Financial liabilities</i>							
Trade creditors and accruals	-	-	-	-	9,060	9,060	N/A
Bank overdraft	-	-	-	-	-	-	9.20%
Borrowings	-	-	-	12,837	-	12,837	6.15%
<b>Total financial liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,837</b>	<b>9,060</b>	<b>21,897</b>	<b>-</b>
Financial Instruments	Floating interest rate	1998/1999			Non-interest bearing	Total carrying amount as per balance sheet	Weighted average effective interest rate
		Fixed interest rate 1 year or less	Over 1 to 5 years	More than 5 years			
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%
<i>(i) Financial assets</i>							
Cash	-	-	-	-	1,771	1,771	4.65%
Receivables	-	-	-	-	5,669	5,669	N/A
Commercial bills and promissory notes	18,085	-	-	-	-	18,085	4.96%
<b>Total financial assets</b>	<b>18,085</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,440</b>	<b>25,525</b>	<b>-</b>
<i>(ii) Financial liabilities</i>							
Trade creditors and accruals	-	-	-	-	9,258	9,258	N/A
Bank overdraft	949	-	-	-	-	949	7.45%
Borrowings	-	-	-	13,400	-	13,400	6.15%
<b>Total financial liabilities</b>	<b>949</b>	<b>-</b>	<b>-</b>	<b>13,400</b>	<b>9,258</b>	<b>23,607</b>	<b>-</b>

N/A - not applicable for non-interest bearing financial instruments.

## Notes to the Accounts

### 24 FINANCIAL INSTRUMENTS (cont'd)

#### (c) Net Fair Values

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

1999/2000 Financial Instruments	Total carrying amount as per the balance sheet	Aggregate net fair value
	2000 \$'000	2000 \$'000
<i>(i) Financial assets</i>		
Cash	2,067	2,067
Receivables	15,557	15,557
Commercial bills and promissory notes	16,446	16,446
<b>Total financial assets</b>	<b>34,070</b>	<b>34,070</b>
<i>(ii) Financial liabilities</i>		
Trade Creditors and accruals	9,060	9,060
Bank Overdraft	-	-
Borrowings	12,837	12,837
<b>Total financial liabilities</b>	<b>21,897</b>	<b>21,897</b>

1998/1999 Financial Instruments	Total carrying amount as per the balance sheet	Aggregate net fair value
	1999 \$'000	1999 \$'000
<i>(i) Financial assets</i>		
Cash	1,771	1,771
Receivables	5,669	5,669
Commercial bills and promissory notes	18,085	18,085
<b>Total financial assets</b>	<b>25,525</b>	<b>25,525</b>
<i>(ii) Financial liabilities</i>		
Trade Creditors and accruals	9,258	9,258
Bank Overdraft	949	949
Borrowings	13,400	9,022
<b>Total financial liabilities</b>	<b>23,607</b>	<b>19,229</b>

#### (d) Credit Risk

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

	2000	1999	1998
<b>25 FINANCIAL RATIOS</b>			
<b>DEBT SERVICING RATIO</b>			
Purpose - Identifies the capacity to service outstanding debt.			
Debt servicing costs			
Total revenue	0.97%	1.23%	0.01%
Outstanding debt as at 30 June 2000 amounts to \$12.9million			
<b>DEBT COMMITMENT RATIO</b>			
Purpose - Identifies debt redemption strategy.			
Total debt commitment			
(Debt services and debt redemption)			
Rate revenue	3.40%	2.53%	0.02%
Outstanding debt as at 30 June 2000 amounts to \$12.9million			

## Notes to the Accounts

### 25 FINANCIAL RATIOS cont'd

	2000	1999	1998
RATE REVENUE TO TOTAL REVENUE			
Purpose - Identifies dependence upon rates.			
<u>Rate revenue</u>			
Total revenue	48.27%	53.84%	49.66%

(This means that 48.27% of total revenue is earned from rates.)

### TOTAL INDEBTEDNESS TO REALISABLE ASSETS

Purpose - Identifies exposure to debt.

<u>Realisable assets</u>			
Total indebtedness	1 : 8.09	1 : 12.77	1 : 9.60

(This means that for every dollar of total liabilities, the Council controls \$8.09 of realisable assets.)

### WORKING CAPITAL RATIO

Purpose - Identifies ability to meet current commitments.

<u>Current assets</u>			
Current liabilities	2.79 : 1	1.96 : 1	1.97 : 1

(This means that for every dollar of current liabilities, Council has \$2.79 of current assets.)

#### Current assets:

Total current assets as shown in the Statement of Financial Position.

#### Current liabilities:

Total current liabilities as shown in the Statement of Financial Position.

#### Debt redemption:

Includes the principal component of loan repayments and financial leases and capital items purchased on vendor terms.

#### Debt services:

Includes interest and charges on loans, overdrafts, financial leases and interest on payments for capital items purchased on vendor terms, and contributions to sinking funds.

#### Rate revenue:

Includes revenue from general rates, municipal charges, special rates, special charges, service rates and service charges.

#### Total revenue:

Total revenue as shown in the Operating Statement.

#### Total indebtedness:

Total liabilities, both current and non-current, as shown in the Statement of Financial Position.

#### Realisable assets:

Includes total current assets and total non current assets, excluding those assets which cannot be sold and those assets subject to restrictions. The following assets have been removed from total assets when calculating realisable assets: restricted assets and infrastructure assets.

## Notes to the Accounts

### 26 RELATED PARTIES

#### RELATED PARTIES DISCLOSURES FOR RESPONSIBLE PERSONS

Persons who held office as a councillor of the City of Port Phillip at any time during the year ended 30 June 2000 are as follows: D Brand, D Gross, J Hill, C Hutchens, L Johnstone, J Lewisohn and D Ray.

The person who held office as the Chief Executive Officer of the City of Port Phillip during the year was A Dunn.

	<b>2000</b>	1999
RESPONSIBLE PERSONS' REMUNERATION	<b>\$'000</b>	\$'000
Income received or due and receivable by responsible persons.	<b>302</b>	291

The number of responsible persons of the Council as at 30 June 2000 included in these figures are shown below in their relevant income bands:

Remuneration between	<b>Number</b>	Number
\$10,000 - \$19,999	<b>5</b>	6
\$30,000 - \$39,999	<b>2</b>	1
\$180,000 - \$189,999	<b>1</b>	1

#### LOANS TO RESPONSIBLE PERSONS

There were no loans to responsible persons at 30 June 2000.

#### RETIREMENT BENEFITS

There were no retirement benefits paid by Council during the reporting period.

#### OTHER TRANSACTIONS OF RESPONSIBLE PERSONS AND THEIR RELATED PARTIES

There were no other transactions between responsible persons and their related parties and the City of Port Phillip during the 1999-2000 financial year.

	<b>2000</b>	1999
SENIOR OFFICERS' REMUNERATION	<b>\$'000</b>	\$'000
Income received or due and receivable by senior officers whose income is more than \$70,000.	<b>3,264</b>	2,370

The number of senior officers whose income is more than \$70,000 are shown below in their relevant income bands:

Remuneration between	<b>Number</b>	Number
\$70,000 - \$79,999	<b>11</b>	7
\$80,000 - \$89,999	<b>6</b>	1
\$90,000 - \$99,999	<b>3</b>	5
\$100,000 - \$109,999	<b>2</b>	2
\$110,000 - \$119,999	<b>1</b>	2
\$120,000 - \$129,999	<b>1</b>	3
\$130,000 - \$139,999	<b>-</b>	-
\$140,000 - \$149,999	<b>2</b>	1
\$150,000 - \$159,999	<b>1</b>	1

#### OTHER RELATED PARTY TRANSACTIONS

##### ST KILDA HOUSING ASSOCIATION

Council has three representatives on the St Kilda Housing Association Committee of Management. There are 6 other community based members and 1 tenant member. The Council sets the management terms and conditions of the association and has in place management agreements for all Council owned properties. Council makes no payment to the Committee and receives no payment back from the Association. Council is responsible for the capital works program of housing assets and when complete passes on the management of those properties to the association.

No housing assets were passed onto the association during 99/00 the Regal Hotel Housing Project and St.Kilda Railway Housing Project will be moving across to their management in the 00/01 financial year.

During the financial year Council incurred expenditure of \$3,255,602 on the refurbishment of these two premises prior to handover of the management to the association.

##### STREETS AHEAD JOINT VENTURE

See Note 28 Joint Ventures

### 27 GENERAL REVALUATION

The date of the last revaluation of rateable land within the municipal district was 30 June 2000, and the revaluation first applied to the period commencing 1 January 2000. Net Annual Value of all rateable land in the municipal district as at 30 June 2000 was \$877,997,802 (1999: \$702,146,642).

## Notes to the Accounts

### 28 JOINT VENTURE - STREETS AHEAD CLEANING SERVICE

During the year Port Phillip City Council and Stonnington City Council formed agreement to participate as Joint Venturers in a business venture for the purpose of providing cleansing services primarily to Victorian Local Government clients. The Joint Venture commenced operating on 1 February 2000 and work includes street sweeping, footpath sweeping, lane sweeping, weed control, beach and foreshore cleaning, litter bin clearing and pit cleaning. The Council has a 50% interest in the assets, liabilities and operating result of this Joint Venture. During the financial year, the Council purchased cleaning services from the Joint Venture on normal commercial terms and conditions. The aggregate amount receivable from the Joint Venture is \$31,607 at the end of the financial year.

	2000	1999
	\$'000	\$'000
<b>REVENUE</b>	<b>1,061</b>	-
<b>EXPENSES</b>	<b>1,033</b>	-
	<b>28</b>	-

The Council's aggregate share of the assets and liabilities committed to the Joint Venture are included in the statement of financial position under the classification of non-current asset - investment. This investment is represented by the following assets and liabilities:

	2000	1999
	\$'000	\$'000
<b>CURRENT ASSETS</b>		
Cash	44	-
Receivables	418	-
Prepayments	23	-
<b>Total Current Assets</b>	<b>485</b>	-
<b>CURRENT LIABILITIES</b>		
Creditors	143	-
Provisions	263	-
<b>Total Liabilities</b>	<b>406</b>	-
<b>Net Current Assets employed in Joint Ventures</b>	<b>79</b>	-
<b>NON CURRENT ASSETS</b>		
Plant and machinery	442	-
Garage equipment	6	-
<b>Total Non Current Assets</b>	<b>448</b>	-
<b>NON CURRENT LIABILITIES</b>		
Provisions	28	-
<b>Net Non-Current Assets employed in Joint Venture</b>	<b>420</b>	-
<b>Net Assets employed in Joint Venture</b>	<b>499</b>	-
<b>EQUITY</b>		
Accumulated funds	499	-
<b>Equity employed in Joint Venture</b>	<b>499</b>	-

## Certification of the Financial Statements

In my opinion the accompanying financial statements have been prepared in accordance with the Local Government Act 1989, the Local Government Regulations 1990, Australian Accounting Standards and other mandatory professional reporting requirements.



**David Graham**  
**Principal Accounting Officer**  
Dated: 16/10/00

In our opinion the accompanying financial statements present fairly the financial transactions of the Port Phillip City Council for the year ended 30 June 1999 and the financial position of the Council as of that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.



**Julian Hill**  
**Mayor and Councillor**  
Dated: 16/10/00



**Darren Ray**  
**Councillor**  
Dated: 16/10/00



**David Graham**  
**Principal Accounting Officer**  
Dated: 16/10/00



# Auditor General's Report



AUDITOR GENERAL  
VICTORIA

## AUDITOR-GENERAL'S REPORT

To the responsible Ministers and the Councillors of Port Phillip City Council

### Matters relating to the electronic presentation of the Audited Financial Report

This audit report relates to the financial report of Port Phillip City Council for the financial year ended 30 June 2000 included on Port Phillip City Council's web site. The Councillors of Port Phillip City Council are responsible for the integrity of Port Phillip City Council's web site. We have not been engaged to report on the integrity of Port Phillip City Council's web site. The audit report refers only to the statements named below. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on this web site.

### Audit Scope

The accompanying financial report of Port Phillip City Council for the financial year ended 30 June 2000, comprising operating statement, statement of financial position, statement of changes in equity, statement of cash flows and notes to the financial statements, has been audited. The Councillors are responsible for the preparation and presentation of the financial report and the information it contains. An independent audit of the financial report has been carried out in order to express an opinion on it to the responsible Ministers and the Councillors as required by the *Audit Act 1994*.

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 an examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and complies with the requirements of the *Local Government Act 1989*, so as to present a view which is consistent with my understanding of the Council's financial position, the results of its operations and its cash flows.

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

### Audit Opinion

In my opinion, the financial report presents fairly the financial position of Port Phillip City Council as at 30 June 2000 and the results of its operations and its cash flows for the year ended on that date in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and complies with the requirements of the *Local Government Act 1989*.

MELBOURNE  
19 ~~11~~ 2000



J.W. CAMERON  
Auditor-General

*Victorian Auditor-General's Office Level 34, 140 William Street, Melbourne Victoria 3000*  
Telephone (03) 8601 7000 Facsimile (03) 8601 7010 Email [comments@audit.vic.gov.au](mailto:comments@audit.vic.gov.au) Website [www.audit.vic.gov.au](http://www.audit.vic.gov.au)

## Contacting Council

### Council Offices

The City of Port Phillip operates from three main locations:

- St Kilda Town Hall,  
corner of Carlisle Street and Brighton Road, St Kilda
- South Melbourne Town Hall,  
208 Bank Street, South Melbourne
- Port Melbourne Town Hall,  
333 Bay Street, Port Melbourne

An enquiry counter and cashier service for the payment of fees and rates is available at all Town Halls.

Services are also provided from numerous outposts throughout the City of Port Phillip, including libraries, community centres, maternal and child health centres, child care centres, kindergartens, playgrounds, and a depot and transfer station.

### Operating Hours

Council offices are open from 8.30 am to 5.00 pm Monday to Friday. In addition, the ASSIST Centre operates a phone service from 8.00 am to 6.00 pm and the front desk at St Kilda Town Hall is open until 6.00 pm on Monday evenings and at South Melbourne Town Hall until 6.00 pm on Tuesday evenings.

### Further Information

Further information about the City of Port Phillip is available on Council's website at [www.portphillip.vic.gov.au](http://www.portphillip.vic.gov.au).

### ASSIST Centre

The City of Port Phillip's ASSIST Centre offers a one-stop shop that can be contacted for general information and advice about Council, forthcoming events and services in the local area, or to register a request, complaint or compliment. It is the central communication point between Port Phillip Council and its constituents, be it face-to-face or by phone, fax, email or letter.

ASSIST is a progressive team of professional and resourceful ambassadors making a difference to and for the City of Port Phillip. The team members cover a wide range of ages, collectively speak seven different languages, and include one of the City of Port Phillip's indigenous trainees.

The ASSIST Centre ensures that issues needing specialist attention are recorded and actioned within an appropriate and realistic time frame and also provides management and internal departments with trends and important information on daily issues. This offers Council a positive and pro-active insight on how events and services can be continuously improved.

The ASSIST Centre encourages constituents to contact them to ensure that their requests, complaints and compliments are recorded and go to the right person within Council. The team's number one priority is to help YOU.

The ASSIST Centre can be visited in person during Council operating hours or it can be contacted by:

**Email:** [assist@portphillip.vic.gov.au](mailto:assist@portphillip.vic.gov.au)

**Telephone:** 03 9209 6777

**Facsimile:** 03 9536 2722

**Mail:** Private Bag No 3, PO St Kilda, Victoria, 3182

The City of Port Phillip also has an after hours/emergency service which can be contacted by ringing 9209 6666 or 9209 6777.