

# *Annual Report*

*1997-1998*



CITY OF PORT PHILLIP



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# COUNCILLORS



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**Neighbourhoods:** St Kilda  
South, Elwood, St Kilda Hill  
**Committee Chair:** Council  
**Date of election:** 16/3/96  
**Date of retirement:** 20/3/99



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**Ward:** Albert Park  
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Middle Park, St Kilda Hill,  
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**Committee Chair:** Statutory  
Planning Committee  
**Date of election:** 16/3/96  
**Date of retirement:** 20/3/99



## FREDA ERLICH

**Contact number:**  
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**Ward:** Alma  
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## LIZ JOHNSTONE

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**Date of election:** 16/3/96  
**Date of retirement:** 20/3/99



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**Date of election:** 16/3/96  
**Date of retirement:** 20/3/99



## LUDWIG STAMER

**Contact number:** -  
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**Committee Chair:** Council in  
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**Date of election:** 16/3/96  
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## LIANA THOMPSON

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**Committee Chair:** Statutory  
Planning Committee  
**Date of election:** 16/3/96  
**Date of retirement:** 20/3/99

It is with great pride that I introduce this report on the year just passed in the City of Port Phillip. Under the mayoralty of my predecessor, Councillor Christine Haag, the officers and Councillors of this City have been consistently creative, dedicated and innovative. Accordingly, I believe that many of the achievements of this Council rank it in the forefront of the sector.

Unrestrained triumphalism is part of the genre of Annual Reports. Sometimes this bluster is undeserved braggadocio. But I am unrepentant advocate of this organisation for this has been a good year for Port Phillip. Let me just touch on some of the areas where I believe the City of Port Phillip has provided real leadership in the local government sector in Victoria.

The battles in the planning area have continued this year. It is apparent that residents in the City are disillusioned with the planning system which has been framed by the State Government. The problems with the permissive planning laws have been exacerbated by development pressure on the foreshore, the medium density boom in Elwood and Port Melbourne and the renovation pressures in South Melbourne.

Port Phillip has responded in several ways. We have adopted a neighbourhood approach to planning in this City. This allows us to respect the diversity of built form and to nurture the feeling of uniqueness that each neighbourhood harbours. We have used the neighbourhood approach to conduct major consultations. No other government in Australia, of which I am aware, has consulted in such depth with so many. This level of participation by our citizens demonstrates the fervour Port Phillip people have for their community. This consultation will empower Council in its differences with the State Government on planning issues. Moreover, key strategic studies have been and are being produced in the areas of heritage, urban character and height control. This will be integrated with the result of the consultation to produce a new amendment to the planning scheme.

Social housing is another area of significant achievement. Port Phillip's predecessor Councils were justly famous for their housing initiatives. Port Phillip has maintained this tradition with the planned provision of much needed social housing on the Regal Hotel and St Kilda Inkerman Street Depot sites. In these projects we have been joined by the Office of Housing and I would like to acknowledge the support of the Minister for Housing, the Hon. Anne Henderson.

This Council is committed to the maintenance and encouragement of a vibrant and diverse community. Our Gay and Lesbian Strategy and sponsorship of Pride March are examples of our commitment to diversity. At a recent



launch, our Koorie policies and protocols were recognised by the Minister for their leadership in the field.

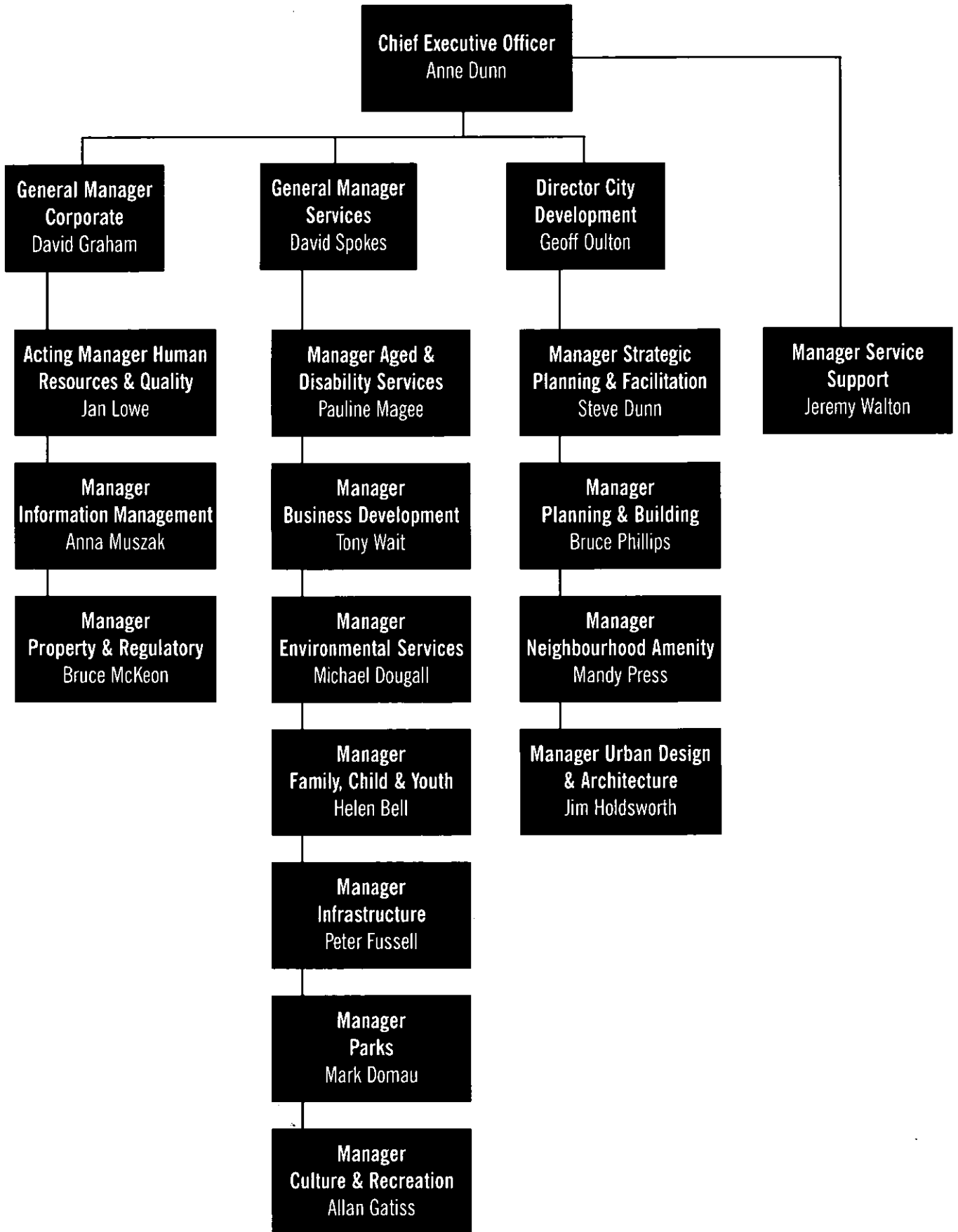
Street cleaning is a vexed issue in this City. The loss of income from the pre-amalgamation days led to a drop off in service levels. However, we are fighting back. We have established the Citizens Monitor Network, a group of residents who monitor a defined area on a weekly basis logging unswept mess or "defects". Using the data from this and other surveys, the street cleaning has been so re-organised that we have been able to lower defects by more than half. We have used community satisfaction surveys to ascertain that dog litter was the most grievous complaint of residents about street and park cleaning. Officers and the animal management contractor, The Lost Dogs' Home, have developed innovative techniques to address this complaint showing how responsive our officers have been to messages from the community.

The complaint handling team ASSIST has been established to both receive and deal with complaints and to harness the information for the use of the Council.

It has been a productive year and the extraordinary industriousness of Chief Executive Officer Anne Dunn and her staff has been exceptional. Finally, I would like to thank my fellow Councillors who have put in hours and hours of dedicated work scarcely remunerated by the pittance they are allowed to be paid. They have been tireless.

Councillor Dick Gross,  
Mayor

# ORGANISATIONAL CHART



# CHIEF EXECUTIVE OFFICER'S REPORT

We began the financial year having to transfer funds from limited reserves. You might say we were "living beyond our means". Since then, however, the situation has turned around so that we have returned a positive budget result for the 1997-1998 period. In this respect, we have had an outstanding year in terms of financial management and responsibility, so that we can now look forward to a sound financial future.

The new organisational structure implemented in July 1997 sought to forge a better alignment between the Council's aspirations and the organisation's ability to deliver on the objectives and Key Result Areas outlined in the Corporate Plan. The establishment of the City Development Division and the Services Division involved bringing service planning and service delivery staff back together, resulting in a much improved working environment based on co-operation and mutual understanding between Council, staff and community.

The primacy of neighbourhoods as a focus for service delivery and municipal planning is now widely accepted and understood amongst staff and is valued by members of the community. This is one of the great achievements of the City Development Division. At the same time, the Services Division has focused its service planning on establishing the levels of community satisfaction through market research, community consultation and active citizen involvement. Independent research carried out by the Office of Local Government rated the Port Phillip community's satisfaction with this Council's services at a highly satisfactory level compared to other like Councils, but we remain committed to even better service which more closely meets our community's expectations.

With regard to Compulsory Competitive Tendering (CCT), the targets prescribed by State Government legislation were achieved. This is significant in that our Council has achieved this target without including our Human Services delivery. For those services which are competing with the commercial sector, we have established a Business Development Unit with the goal of ensuring our in-house services are competitive. We maintain an overall aim of providing the highest quality services at a competitive price and creating the opportunity for our own businesses to survive through sound commercial practices, partnerships and joint ventures. It is imperative that we improve our financial viability.

Considerable efforts have also been made towards improving Council's methods of governance; for example, a new Council and Committee meeting structure enabling the Council to respond more quickly to planning applications has been established. Electronic Council agendas are now used which will become available to the



***The 1997-1998 year has been one of exciting achievements in terms of budget management, organisational structure, our focus on the Key Result Areas as defined by the Council, and the implementation of service and planning initiatives based on the City of Port Phillip's neighbourhoods.***

general public in the near future via the City of Port Phillip's Internet web site.

One of the key organisational achievements in the past year relates to the development of our own staff and aligning their jobs with the Council's Corporate Plan and Key Result Areas. For instance, facilitation, community consultation, leadership and personal development programs are now part and parcel of being an employee with the City of Port Phillip. These programs are aimed at enhancing our staffs' ability to provide sensitive and professional services to the community.

Looking to the future, a number of initiatives are underway which will further consolidate the City of Port Phillip as an innovative organisation based on sound principles of service to the community and transparent processes. I am confident that the initiatives taken during 1997-1998, combined with the dedication and commitment of our organisation's staff, will allow us to meet the needs expressed by the Port Phillip community.

A handwritten signature in black ink, appearing to read "Anne Dunn". The signature is fluid and cursive, written over a white background.

**Anne Dunn,  
Chief Executive Officer**

# COUNCIL ACTIVITIES

## SERVICES DIVISION

The Services Division is responsible for ensuring effective access and delivery of environmental, engineering and community services. It is responsible for the ongoing development of an integrated and responsive approach to planning and service delivery.

### Aged and Disability Services

Services provided:

- Home care (general housekeeping, personal and respite care)
- Home maintenance
- Food services
- Recreation services
- Advocacy

The Aged and Disability Services Unit plans, coordinates and provides a range of services to residents of the City of Port Phillip, with the aim of assisting them to live as independently as possible. Services include in home and centre based support to older people, and support to people of all ages with a disability and their carers.

#### Major Achievement

The introduction of menu choice to all recipients of delivered meals.

### Culture and Recreation Services

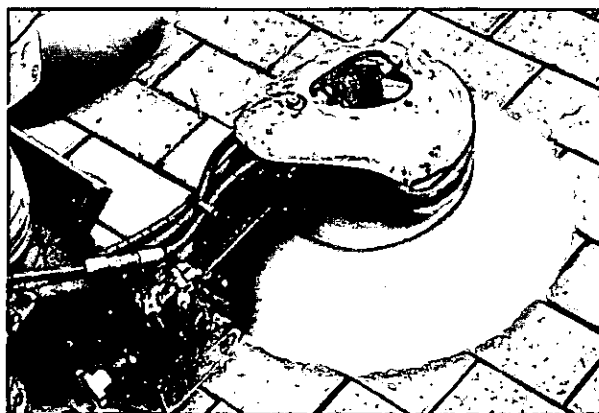
Services provided:

- Library services
- Cultural activities
- Recreation services
- Heritage preservation
- Festivals and events
- Community halls and facilities

The Culture and Recreation Services Unit coordinates public facilities, and cultural and recreational activities for the Port Phillip community.

#### Major Achievement

Development and commencement of implementation of Council's five year Sport and Recreation Strategy.



### Environmental Services

Services provided:

- Waste management and minimisation
- Refuse and recycling collection
- Waste disposal
- Hard and green waste collection
- Operation of the Port Phillip Transfer Station
- Street, beach and drain cleaning
- Fleet maintenance and management

The Environmental Services Unit provides waste management services to residential and commercial properties in Port Phillip together with fleet maintenance and management services to Council.

#### Major Achievement

Streetsahead Business Unit achieved ISO 14001 certification for its Environmental Management System.

### Family, Child and Youth Services

Services provided:

- Centre and home based child care
- Respite care for families with children with additional needs
- Family support
- Crisis counselling, information and direct assistance
- Maternal and child health
- Foster care
- Youth services

The Family, Children and Youth Services Unit provides services that range from child care options through to services that address family and early childhood health issues. The Unit also provides crisis counselling and family support services to all families, children and young people living in the community.

#### Major Achievement

York Street Kindergarten and the Coventry Street, Clark Street and St Kilda Child Care Centres all achieved the maximum rating under the Quality Management and Accreditation System.



## Infrastructure

Services provided:

- Design and asset management
- Road construction and maintenance works
- Capital works management
- Meter maintenance
- Foreshore development and maintenance

### *Major Achievement*

Capital Expenditure Management Plan adopted encompassing Scope of Work criteria for all projects, including time lines and budget together with a framework for monitoring variations.

## Parks

Services provided:

- Management and maintenance of parks and gardens
- Landscape development
- Tree pruning, planting and maintenance

### *Major Achievement*

Open Space Strategy adopted and implementation commenced.



## CITY DEVELOPMENT DIVISION

The City Development Division is responsible for Strategic Planning and Facilitation, Building and Planning, Urban Design and Architecture as well as Neighbourhood Amenity Services.

The Division administers the statutory planning regulations and the enforcement of planning controls throughout the City of Port Phillip. It also has an enforcement and management role in parking, local laws and public health.

### Building and Planning Services

Services provided:

- Statutory land use planning
- Building regulation and certification
- Subdivision approval

The Planning and Building Services Unit provides advice and guidelines to building consultants, developers, ratepayers and residents on building regulations and certification. The Unit also oversees statutory land use planning.

### *Major Achievement*

Neighbourhood Residential Guidelines adopted.

### Neighbourhood Amenity

Services provided:

- Neighbourhood development
- Traffic management
- Parking enforcement
- Local laws enforcement
- Public health and food surveillance
- Animal management
- School crossing supervision
- Multicultural services
- Community development
- Natural resource protection

The Neighbourhood Amenity Unit is a provider of integrated services to the Port Phillip community, including tourists and visitors as well as residents and businesses, to maintain public amenity in the area.

### *Major Achievement*

Completion of neighbourhood profiles, clarification of neighbourhood boundaries and establishment of neighbourhood leadership structures.



# COUNCIL ACTIVITIES

## Strategic Planning and Facilitation

Services provided:

- Strategic land use and transport planning
- Facilitation and coordination of major projects
- Economic and business development
- Managing housing strategies

The Strategic Planning and Facilitation Unit provides the facilitation for key sites in the municipality to ensure development meets the community aspirations stated in the Community Plan.

### *Major Achievement*

St Kilda Leisure and Entertainment Strategy completed.

## Urban Design and Architecture

Services provided:

- Provision of guidelines on built form, design and streetscape of new developments
- Ensuring new developments occur in a consistent manner within the infrastructure capacity and urban character of this City
- Maintaining best practice in the design and construction of civic works

### *Major Achievement*

Completion of Urban Character Study and Heritage Review, which defines the architectural and heritage significance of buildings and precincts, and assist in ensuring that new buildings enhance and complement their urban context.



## CORPORATE DIVISION

The Corporate Division is responsible for the functions of Information and Financial Management, Human Resources as well as Property and Regulatory Services.

The Division provides the internal infrastructure for other service providers and carries out the governance functions required of the City of Port Phillip.

## Human Resources

Services provided:

- Employee relations
- Enterprise agreement development
- Local Area Work Agreements
- Recruitment and outplacements
- Employee Assistance Program
- Personnel management
- Performance management and review
- Occupational health and safety
- Payroll and Workcover

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.

### *Major Achievement*

Development and implementation of Personal Work Plans for all employees which link individual plans with the Council's Corporate Plan, and provide all employees with training objectives and regular coaching and feedback from their supervisor.

## Information Management

Services provided:

- Statutory and management reporting
- Budget coordination, systems administration
- Financial management information
- Revenue management
- Accounts coordination
- Information systems

### *Major Achievement*

Successful implementation of the new Financial Management Information System (FMIS).



## Property and Regulatory

Services provided:

- Building maintenance
- Risk and insurance claims management
- Valuations
- Council's property portfolio management
- Compulsory Competitive Tendering compliance
- Statutory functions

### *Major Achievement*

Reduced energy consumption and costs by introducing low voltage lighting into the St Kilda Town Hall.

## Quality

Services provided:

- Develop and report on Corporate Plan and Organisational Improvement Framework
- Business improvement
- Management systems consulting
- Training and development

### *Major Achievement*

Trained approximately fifty people in facilitation and problem solving and deployed ten major process improvement teams across the organisation.

## Records Management

Services provided:

- Record keeping and management
- Mail management

Records Management provides for the development of decentralised record keeping systems and the management of records and mail processes including archiving of all City of Port Phillip documents.

### *Major Achievement*

Appraisal, consolidation and destruction scheduling of all City of Port Phillip file series holdings.

## ASSIST CENTRE

Services provided:

- Advice and information
- Receive and resolve enquiries by liaising with other departments and Council service providers
- Satisfy requests for service and information on the spot

The ASSIST Centre provides the community with a one-stop shop for all requests. The community can access this service at the Port Melbourne, South Melbourne or St Kilda Town Halls in person, by telephone, by email or in writing.

### *Major Achievement*

Development and implementation of the Complaints Management System.



# COUNCIL PERFORMANCE

## REPORT ON COMPLETION OF MAJOR ACTIONS FROM THE 1997/98 CORPORATE PLAN

The following section is an overview of Council's performance against the corporate objectives identified in the 1997/98 Corporate Plan. Each of the Corporate Plan's six Key Result Areas (KRAs) and the specific objectives of each are highlighted. The major performance indicators/actions and the corresponding result achieved in the 1997/98 financial year for each objective have then been summarised.

### KEY RESULT AREA I - DIVERSITY AND COMMUNITY DEVELOPMENT

#### Specific Objective: To support urban villages within the City.

Performance Indicators/Actions	Result
Support local shopping centre development as integral to a successful neighbourhood precinct.	<ul style="list-style-type: none"> <li>• Streetscape improvements undertaken.</li> <li>• Ormond Road capital works completed.</li> <li>• Fitzroy St footpath replacement.</li> <li>• Armstrong Street capital works.</li> <li>• Neighbourhood Plan for Bridport St Shopping Centre (integrated maintenance and planning).</li> <li>• Commencement of first stage of improvement works in Bay Street.</li> <li>• Special rate developed for centre promotion in Acland Street and Clarendon Street and car parking in Fitzroy Street.</li> </ul>
<p>To support urban villages, Council will:</p> <ul style="list-style-type: none"> <li>• clarify what the neighbourhood boundaries are, taking into account urban character areas and Councillor ward boundaries;</li> <li>• develop a framework for deciding what is a neighbourhood and what is a citywide issue;</li> <li>• establish a structure for neighbourhood leadership with a proposal for budget allocation in next year's budget; and</li> <li>• develop neighbourhoods as mechanisms for identifying needs, community consultation, service delivery and information dissemination.</li> </ul>	<ul style="list-style-type: none"> <li>• Neighbourhood boundaries finalised.</li> <li>• Neighbourhood leadership structures developed.</li> <li>• Neighbourhood consultation program adopted.</li> <li>• Appointment of neighbourhood liaison officers.</li> <li>• Ongoing development of Priority action plans for four neighbourhoods.</li> </ul>
50% of people "experience being part of their local community.	<ul style="list-style-type: none"> <li>• Community Satisfaction with "Sense of community spirit" in City of Port Phillip (December 1996 survey) – 57% Excellent/Good.</li> </ul>

# COUNCIL PERFORMANCE

## Specific Objective: To ensure a vibrant arts and cultural heritage industry within the community.

Performance Indicators/Actions	Result
Determine decision making structures for Council involvement and leadership.	<ul style="list-style-type: none"> <li>• Adoption of future management and service delivery structure for cultural services.</li> <li>• Cultural Programs Board established.</li> <li>• Gasworks Arts Board Council appointed members approved.</li> <li>• Linden Arts Centre and Gallery review completed.</li> </ul>
Undertake a comprehensive review of all Council cultural activities, festivals and other community and commercial events which are conducted on a regular basis within the City of Port Phillip. This review will include an impact study and will also investigate smaller, more locally focussed events.	<ul style="list-style-type: none"> <li>• Cultural Services review completed.</li> <li>• Review of Writers Festival completed.</li> <li>• Festival and Events review completed.</li> <li>• Completion of Gasworks Park Master Plan.</li> <li>• Festival and events policy adopted.</li> <li>• Undertaken impact studies for festivals.</li> </ul>
Community-based leadership and decision-making structure in arts and cultural activities is developed.	<ul style="list-style-type: none"> <li>• Cultural Plan adopted.</li> <li>• Adoption of future management and service delivery structure for cultural services.</li> </ul>

## Specific Objective: Maintain a diverse housing mix across the City.

Performance Indicators/Actions	Results
Establish reputation of Council as a provider, both on its own and in partnership with other agencies.	<ul style="list-style-type: none"> <li>• Housing projects commenced - St Kilda depot and Regal Hotel.</li> <li>• Stage 2 of St Kilda Railway Station Housing Project commenced.</li> </ul>
Find and promote community housing sites consistent with the Municipal Strategic Statement.	<ul style="list-style-type: none"> <li>• Facilitated community housing in Port Melbourne, private rooming house and Regal Hotel development in St Kilda.</li> </ul>
Finalise the draft housing strategy for the City which includes environmental design considerations, community housing design guidelines and proposes design guidelines for private, medium and high density housing.	<ul style="list-style-type: none"> <li>• Housing Strategy completed.</li> </ul>

# COUNCIL PERFORMANCE

## KEY RESULT AREA 2 - PLANNING AND CITY DEVELOPMENT

**Specific Objective: To develop an agreed strategic framework which will enhance the work of the Council as the Planning Authority for the City of Port Phillip.**

Performance Indicators/Actions	Result
Include neighbourhoods in the framework.	<ul style="list-style-type: none"> <li>• Neighbourhood Residential Guidelines adopted.</li> <li>• Planning for Neighbourhood Based community planning forums undertaken.</li> </ul>
Promulgate the City of Port Phillip Municipal Strategic Statement within the planning and building industry bodies to encourage the use of this document when making planning decisions.	<ul style="list-style-type: none"> <li>• Municipal Strategic Statement used in assessing planning proposals.</li> <li>• Design awards presentation held.</li> </ul>
The planning scheme and Municipal Strategic Statement completed and approved by the Minister.	<ul style="list-style-type: none"> <li>• Planning Scheme and Municipal Strategic Statement submitted to Minister for approval.</li> </ul>

**Specific Objective: To clarify and agree on planning procedures which will empower Councillors and staff to more effectively administer the City of Port Phillip Planning Scheme.**

Performance Indicators/Actions	Result
Establish processes to involve the community in Statutory and Strategic Planning.	<ul style="list-style-type: none"> <li>• Consultation procedures adopted.</li> </ul>
Further develop Council's register of key strategic sites.	<ul style="list-style-type: none"> <li>• Register of key sites developed, updated and expanded.</li> <li>• Design and development guidelines prepared for active strategic sites.</li> </ul>
Increase the number of Council's decisions upheld by the tribunal.	<ul style="list-style-type: none"> <li>• 67% of Administrative Appeals Tribunal decisions upheld Council decision to issue/refuse a permit.</li> </ul>

**Specific Objective: To implement statutory controls and supporting guidelines which ensure that new development, both public and private, respects and enhances the diverse urban character and heritage of Port Phillip and is compatible with the networks and environmental capacities of the City's roads, infrastructure and community facilities.**

Performance Indicators/Actions	Result
Encourage other forms of transport and ration the limited supply of parking, paid parking will be extended in five business areas and two tourist areas of the City, including the foreshore.	<ul style="list-style-type: none"> <li>• Completed area parking reviews in South and Port Melbourne.</li> <li>• Paid parking extended in five business areas and two tourist areas.</li> </ul>
Development approval consistent with urban context.	<ul style="list-style-type: none"> <li>• Urban Character and Heritage Review completed and amendment to Planning Scheme being prepared.</li> </ul>

## KEY RESULT AREA 3 - INFRASTRUCTURE

**Specific Objective: To pursue infrastructure investment in special projects or particular areas.**

Performance Indicators/Actions	Result
Undertake a street tree asset management review. This review will include the development and implementation of a computer-based street tree inventory program which will assist with the ongoing analysis of the numbers, types and costs of street trees, especially in relation to tree root damage.	<ul style="list-style-type: none"> <li>• Street tree asset management review undertaken and completed.</li> <li>• Extent of tree root damage identified.</li> <li>• Community Street Tree Summit held.</li> <li>• Street Tree Root Management Strategy and Plan nearing completion.</li> </ul>

**Specific Objective: To manage the foreshore as an identifiable prized City asset in accordance with agreed principles for the enjoyment of residents and visitors.**

Performance Indicators/Actions	Result
Establish an agreed foreshore management plan outlining agreed vision and action to implement the plan. This plan will consider priority sites along the foreshore and address issues relating to the foreshore, drawing on extensive studies already completed. New strategies will evolve as State Government plans to sell and/or redevelop foreshore sites emerge.	<ul style="list-style-type: none"> <li>• Interim Foreshore Management Plan and St Kilda Leisure and Entertainment Strategy completed.</li> <li>• Foreshore Wheelchair Access project completed.</li> <li>• Foreshore approvals review completed.</li> </ul>

**Specific Objective: To prepare a rolling capital works budget (in a medium term planning framework) which addresses Council's general infrastructure responsibilities, taking into account development pressure and an assessment of need.**

Performance Indicators/Actions	Result
Prepare a rolling capital works budget (in a medium term planning framework) which addresses Council's general infrastructure responsibilities.	<ul style="list-style-type: none"> <li>• Rolling Capital budget adopted by Council.</li> </ul>
All capital works projects have clearly defined time lines and budgets which are adhered to.	<ul style="list-style-type: none"> <li>• Capital Expenditure Management Plan adopted, which encompasses Scope of Work principles for all projects, including time lines, budget and sets a framework for monitoring variations to both criteria.</li> </ul>

# COUNCIL PERFORMANCE

## KEY RESULT AREA 4 - SERVICE DELIVERY

**Specific Objective: Establish effective systems for complaint handling and information provision so as to improve service delivery to the community.**

Performance Indicators/Actions	Result
<p>Establishment of a system for complaints, requests for service, information provision to the community that provides for:</p> <ul style="list-style-type: none"> <li>responsive after hours service;</li> <li>one-stop-shop service by phone or at the counter;</li> <li>one call answers to community requests; and</li> <li>counter service at strategic sites across the city, eg Port Melbourne and South Melbourne.</li> </ul>	<ul style="list-style-type: none"> <li>Vitesse Request Tracking System operational at ASSIST Centre and key departments.</li> <li>After Hours Service expanded to include all key areas of the City together with the ASSIST Centre.</li> <li>ASSIST Centres located at St Kilda, South Melbourne and Port Melbourne Town Halls.</li> </ul>
<p>Ensure the needs of the multi-cultural community are taken into account in the provision of information.</p>	<ul style="list-style-type: none"> <li>Multi lingual telephone link operational.</li> <li>Provision of staff language training.</li> </ul>

**Specific Objective: To improve the level of enforcement of Council policy and laws.**

Performance Indicators/Actions	Result
<p>Target the operation hours of local laws officers to coincide with times when problems are known to occur, (eg Beach Patrols to carry out duties early morning, evenings and weekends) and provide an after hours number for enforcement of local laws.</p>	<ul style="list-style-type: none"> <li>Improved coordination of the parking enforcement, traffic management and paid parking contracts through centralised control and management.</li> <li>Refined operation of staff based on field data collected.</li> </ul>
<p>Increase by 10% the number of infringement notices issued.</p>	<ul style="list-style-type: none"> <li>Increased number of parking infringement notices by 10%.</li> </ul>

**Specific Objective: To improve the delivery of physical services.**

Performance Indicators/Actions	Result
<p>Review the contracts for street cleaning and parks to establish a level of service required by Councillors.</p>	<ul style="list-style-type: none"> <li>Development of Citizen Monitor Network, trial and training manuals completed. 16 monitors recruited and trained.</li> <li>Citizen Monitor Network results used to continually refine and improve the delivery of street and beach cleaning.</li> </ul>

# COUNCIL PERFORMANCE

Performance Indicators/Actions	Result
To ensure Council's environmental aims and strategies are incorporated across delivery areas.	<ul style="list-style-type: none"> <li>• Streetsahead Cleaning Service successfully achieved ISO 14001 Certification in March 1998.</li> <li>• Vision and Mission Statements have been agreed and a Working Group has been convened to review the viability of establishing the EcoCentre. Capital funding is in the 1998/99 Budget and the EcoCentre will be operational during the 1998/99 year.</li> <li>• The City participated in the annual Clean Up Australia Day on March 1, 1998, involving local environmental groups.</li> </ul>
Ensure that the Environmental Strategy is owned and applied across the organisation.	<ul style="list-style-type: none"> <li>• Internal coordination group established.</li> <li>• Waste Management strategy adopted.</li> <li>• Street tree inventory completed.</li> <li>• Street tree management plan under preparation.</li> </ul>
Formulate a long term strategic plan for parks through the Open Space Strategy. This strategy will be used to identify and assess the types, quality and opportunities for provision of public open space.	<ul style="list-style-type: none"> <li>• Open Space strategy adopted.</li> </ul>
Increase participation in the Nature Links Revegetation Program which seeks environmentally sustainable and aesthetically pleasing solutions to urban landscape design by revegetating appropriate areas through community participation.	<ul style="list-style-type: none"> <li>• Nature links project included 1,100 participants.</li> </ul>

**Specific Objective: To investigate the level of equity in resource allocation in areas of service delivery (need to consider equity between old and young people, men and women, different areas of the municipality etc).**

Performance Indicators/Actions	Result
Establish and commence implementation of Multicultural Citizens' Services Strategy.	<ul style="list-style-type: none"> <li>• Strategy established and part implemented.</li> <li>• Multicultural Plan adopted.</li> </ul>



# COUNCIL PERFORMANCE

## KEY RESULT AREA 5 - LONG TERM FINANCIAL VIABILITY

**Specific Objective: To ensure maximum efficiency in all aspects of Council's business and reduce the gap between income and expenditure.**

Performance Indicators/Actions	Result
Review the balance of expenditure between ongoing staff, consultants and information technology.	<ul style="list-style-type: none"> <li>• Mid year budget review undertaken and 1998/99 budget/five year financial plan prepared.</li> </ul>
Implement a Geographic Information System in the areas of infrastructure planning, urban and strategic planning, and complaints handling/service support to improve productivity, efficiency and long term planning.	<ul style="list-style-type: none"> <li>• Steering committee and working group established.</li> <li>• Project Manager appointed.</li> <li>• Stage 1 of Geographic Information System implemented.</li> </ul>
Through the use of Quality tools, establish targets and priorities for increased efficiencies in next year's budget.	<ul style="list-style-type: none"> <li>• Entry lodged in Australian Quality Awards, use of Process Improvement Teams and maintenance of ISO Certification.</li> </ul>

**Specific Objective: To identify and use new income sources and to maximise non-commercial income and external revenue.**

Performance Indicators/Actions	Result
Identify and use new income sources (not including high risk ventures) and maximise non-commercial and external revenue.	<ul style="list-style-type: none"> <li>• \$1.2 million in external revenue generated by Business Units.</li> <li>• Daily tender search of Melbourne newspapers conducted to identify potential new business opportunities.</li> <li>• Parking meter strategy reviewed and income increased.</li> <li>• Nine in house bids submitted for external contracts (1 successful, 3 pending, 6 unsuccessful)</li> <li>• Developed fees and charges data base.</li> </ul>

**Specific Objective: Marketing of services, skills and contribution.**

Performance Indicators/Actions	Result
Develop a marketing strategy and commence implementation of the above.	<ul style="list-style-type: none"> <li>• Strategy for the future direction of Business Units developed.</li> </ul>

## KEY RESULT AREA 6 - LEADERSHIP AND INNOVATION

**Specific Objective: To engage in high quality consultation in the community.**

Performance Indicators/Actions	Result
Engage in high quality consultation with the community.	<ul style="list-style-type: none"> <li>• Participation framework developed.</li> <li>• Community consultation processes review completed and consultation strategy modified.</li> </ul>
Demonstrate commitment to transparent decision making.	<ul style="list-style-type: none"> <li>• Council committee and consultation structure modified.</li> </ul>
Respond to the Community Plan with clear action forward.	<ul style="list-style-type: none"> <li>• 25 strategies developed and implemented.</li> </ul>
Use neighbourhoods for local consultation and where appropriate, decision making.	<ul style="list-style-type: none"> <li>• Neighbourhood Liaison Groups established in four areas and critical issues identified.</li> </ul>
Develop a comprehensive education strategy for promoting Waste Management.	<ul style="list-style-type: none"> <li>• Waste management education strategy developed.</li> </ul>
Implement an extensive survey of residents', business owners' and ratepayers' general levels of satisfaction with Council services in 1997/98. Publish the outcomes of this survey. Implement a minimum of four surveys on important issues relating to Council activity.	<ul style="list-style-type: none"> <li>• Extensive survey completed and published as part of Corporate Plan.</li> </ul>

**Specific Objective: To ensure the structure of the organisation supports the policy, strategic and operational directions of Council.**

Performance Indicators/Actions	Result
Realign structure to better focus on Council's activities.	<ul style="list-style-type: none"> <li>• Organisational restructure completed.</li> </ul>

# JOBS PROFILE INFORMATION

## JOBS PROFILE INFORMATION

CLASSIFICATION	FEMALE FULL TIME	FEMALE PART TIME	FEMALE TOTAL	MALE FULL TIME	MALE PART TIME	MALE TOTAL	FOR GROUP TOTAL
BAND 1	0	12	12	17	15	32	44
BAND 2	6	11	17	29	13	42	59
BAND 3	13	44	57	30	23	53	110
BAND 4	35	12	47	25	4	29	76
BAND 5	38	16	54	23	5	28	82
BAND 6	13	4	17	20	0	20	37
BAND 7	6	2	8	4	0	4	12
BAND 8	0	0	0	1	1	2	2
SEO	22	0	22	33	0	33	55
CONTRACT	4	1	5	16	0	16	21
CEO	1	0	1	0	0	0	1
<b>SUB TOTAL</b>	<b>138</b>	<b>102</b>	<b>240</b>	<b>198</b>	<b>61</b>	<b>259</b>	<b>499</b>
CHILD CARE WORKERS	28	60	88	1	1	2	90
MATERNAL NURSES	0	16	16	0	0	0	16
APPRENTICES	0	0	0	1	0	1	1
TEMPORARIES	7	21	28	6	6	12	40
MISCELLANEOUS	2	39	41	9	5	14	55
<b>TOTAL</b>	<b>175</b>	<b>233</b>	<b>413</b>	<b>215</b>	<b>73</b>	<b>288</b>	<b>701</b>

Figures correct as at 30 June 1998

Non English speaking background	Not Available
Aborigines/Torres Strait Islanders	2
Disabled	Not Available
Women	413
<b>TOTAL FOR ALL STAFF</b>	<b>701</b>

# EQUAL EMPLOYMENT OPPORTUNITY PROGRAM INFORMATION

"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"

This new equity statement now appears in all City of Port Phillip recruitment advertisements and makes a strong public statement about our commitment to encouraging diversity and more specifically reflects the overall objective of our Equal Employment Opportunity Strategy.

The City of Port Phillip's Equal Employment Opportunity Strategy creates a framework for equal employment opportunity activities and processes within the organisation. Significant work has occurred during 1997/98 to support the following six key objectives of the strategy:

- 1 To achieve the commitment from employees for the Equal Employment Opportunity Strategy to succeed.
- 2 To establish a framework for consultation that will enable all employees to participate in the development and implementation of the Equal Employment Opportunity Strategy.
- 3 To obtain an organisational profile that is sufficiently detailed to enable the City of Port Phillip to assess its equal employment opportunity position, identify its problems and needs and monitor and evaluate the effectiveness of the objectives and strategies that are being implemented.
- 4 To ensure recruitment and promotion processes are in place that will select employees that best meet the organisation's needs and ensure that their progress through the organisation is also designed to meet those needs.
- 5 To ensure that the City of Port Phillip's training and development program initiatives are designed to identify employee capabilities and aspirations and develop them so that they will make the best possible contribution to the organisation.
- 6 To ensure that the City of Port Phillip maintains a work environment characterised by positive morale, a sense of justice and fair play and an absence of bias, harassment and intimidation.

We have continued to provide equal employment opportunity training as required to different parts of the organisation, each course having a particular focus on the specific needs of the employees in that work group. For example, the session for our Library staff focused on dealing with difficult and threatening situations.

In 1998, we conducted a session for our employees entitled "Celebrating Difference and Diversity" which addressed current Gay and Lesbian issues, and we plan to facilitate this session for other organisations who are aligned with the City of Port Phillip in the provision of service to the Gay and Lesbian Community.

Other initiatives which support our involvement with the Gay and Lesbian Community include our Statement of Commitment and the Gay and Lesbian Advisory Committee.

Our 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.

A Performance Planning Coaching and Feedback System has recently been introduced for all employees. The system provides all employees with the opportunity for access to training and development opportunities.

For the future, the City of Port Phillip aims to recognise the interaction between work and family responsibilities and create a Work and Family Strategy that encourages attitudinal change by raising awareness of work/family issues and promotes a more innovative approach to the way we manage our employees. Our current Enterprise Agreement negotiations are focusing on the design of flexible work practices for our employees to help them manage their work and family responsibilities.

The Aboriginal and Torres Strait Islander Employment Program, still in its draft stages, will demonstrate our long term commitment to sustainable and worthwhile employment and career opportunities for Aboriginal people. The program will further enrich the relationship between the City of Port Phillip and local Aboriginal and Torres Strait communities and groups.

# PUBLIC DOCUMENTS

DOCUMENT	PLACE WHERE INFORMATION CAN BE INSPECTED OR COPIES OBTAINED
<b>ACCOUNTS</b>	
Operating statement	Statement can be inspected at the St Kilda Town Hall. Contact the Financial Services Unit.
Statement of financial position	Statement can be inspected at the St Kilda Town Hall. Contact the Financial Services Unit.
Notes to the financial statement	Notes can be inspected at the St Kilda Town Hall. Contact the Financial Services Unit.
<b>OTHER DOCUMENTS</b>	
Details of current allowances fixed for the Mayor and Councillors.	Register can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.
Details of senior officers' total salary packages for the current financial year and the two previous financial years.	Register can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.
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.	Register can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.
Names of Council officers who were required to submit a return of interest during the financial year and the dates the returns were submitted.	Register can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.
Names of Councillors who submitted returns of interest during the financial year and the dates the returns were submitted.	Register can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.
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.	Agendas and minutes can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.
A list of all major committees established by the Council and the purpose for which each committee was established.	Register can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.
A list of all major committees established by the Council which were abolished or ceased to function during the financial year.	Register can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.

# PUBLIC DOCUMENTS

DOCUMENT	PLACE WHERE INFORMATION CAN BE INSPECTED OR COPIES OBTAINED
<b>OTHER DOCUMENTS Cont'd</b>	
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.	Minutes can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.
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.	Applications can be inspected at the St Kilda Town Hall. Contact the Rates Unit.
Register of delegations kept under section 87 of the Act.	Register can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.
Register of delegations kept under section 88 of the Act.	Register can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.
Submissions received under section 223 of the Act during the previous 12 months.	Register can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.
Agreements to establish regional libraries under section 196 of the Act.	Not applicable.
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 can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.
Register of authorised officers appointed under Section 224 of the Act.	Register can be inspected at the St Kilda Town Hall. Contact the Statutory Functions Unit.

## LOCAL LAWS LIST

LOCAL LAW NUMBER	SUBJECT	DATE OF ADOPTION/ LAST AMENDMENT
1	Parking	20 September 1994
2	Markets	4 July 1995
3	Environment	4 July 1995
4	Street, Roads and Other Public Places	17 December 1995
5	Australian Grand Prix Local Access Only Zone	27 February 1996
6	Council Meetings Procedures	27 August 1997

# LIST OF DONATIONS AND GRANTS

NAME	DESCRIPTION	AMOUNT
<b>RECREATION</b>		
3rd St Kilda Scout Group	For leadership, equipment, maintenance, jamboree	\$500
Albert Park VRI Bowls Club Inc.	Assist in rent and prize giving	\$300
ARBIAS	Community access recreation project	\$2,000
Carmalite (Middle Park) Tennis Club Inc.	To employ a support worker/casual basis	\$1,000
Elwood Junior Football Clubs	To field two competitive football teams	\$1,000
Fishermen's Bend Gymnastics Club	Assist with running costs and coach's wages	\$1,000
Historical Society of St Kilda Inc.	To produce one of three 'heritage walk' brochures (self walk)	\$2,000
John's Gym	So the service can still exist for the young community of South Melbourne	\$500
Port Colts Football Club	Assist in running of the largest junior sporting club in City of Port Phillip	\$1,000
Port Melbourne Baseball Club	Safety nets within the batting cage	\$1,000
Port Melbourne Historical and Preservation Society	Town hall tenancy and heritage walk	\$3,500
Port Melbourne Junior Soccer Club	Maintain junior set up of teams	\$1,000
Port Melbourne Life Saving Club	Purchase new rescue equipment	\$500
Port Phillip Line Dancing Association Inc.	For equipment and music to enable classes to continue	\$500
South Melbourne District Sports Club	Assist in junior based sports club	\$1,000
South Melbourne Life Saving Club Inc.	Fund nipper program and patrolling club	\$500
South Melbourne Men's Trugo Club	General assistance	\$50
St Columba's School Parents and Friends Association	Provide tennis club room	\$500
St Kilda Baseball Club Inc.	Come and try day project	\$500
St Kilda City Sports Club (Junior)	Support the three junior Australian rule football club teams	\$1,000
St Kilda Community Gardens Club Inc.	Continue growing plants, making compost and caring for the environment	\$350
St Kilda Life Saving Club Inc.	Upgrading first aid facilities	\$500
The Australian Irish Dancing Association Inc.	To conduct the 1997 Irish Dancing Championships	\$200
YWCA of Melbourne Rowing Club	Get into rowing for schoolgirls	\$1,000
YWCA of Melbourne Rowing Club	Encourage active participation in the sport of rowing by older women and men	\$1,000
<b>AGED SPECIAL NEEDS</b>		
Better Hearing Aust (Vic Branch) Inc.	Assist with ongoing services	\$350
Claremont Home Inc.	Activities program	\$1,400
Cora Graves Senior Citizens Centre Inc.	Ongoing support for looking after the elderly	\$1,000
Do Care	Maintain Do Care coordinator	\$200
Elwood/St Kilda Neighbourhood Learning Centre Inc.	Roomers project - artist working with disadvantaged	\$5,000
Inner South Community Health Service	Mental health recreation and social group	\$2,050
Inner South Community Health Service	Group holiday for people with psychiatric disability	\$1,400
Learn for Yourself	Writers group for older people	\$2,500
Middle Park Community Workshop Inc.	Arts and crafts programs for disabled	\$4,000
Older Women's Self Help Massage and Support Group	Assist ongoing activities ensure professional service	\$500
Port Melbourne Combined Pensioners Association	Bingo and social gatherings	\$200
Port Melbourne Senior Citizens Recreation Club	Outing or lunch at hotel	\$200
Share and Care Inc.	Dance classes	\$750
South Melbourne Senior Citizens Club	For trips and catering	\$200
South Port Community Nursing Home	Music therapy	\$1,000
South Port Community Nursing Home	Aromatherapy	\$1,000
South Port Day Links Inc.	Aged community ball	\$1,500
South Port Day Links Inc.	Day links and pet links	\$8,000
Vintage Men Inc.	Speakers, newsletters etc.	\$700

# LIST OF DONATIONS AND GRANTS

NAME	DESCRIPTION	AMOUNT
<b>FAMILY, CHILDRENS AND YOUTH SERVICES</b>		
Albert Park Pre-school Association	Children working with wood	\$200
Ardoch Youth Foundation	Ardoch youth action group	\$1,000
Chabad Institute of Australia Inc.	Support to new mothers	\$1,000
Chapel Street Playgroups	Support group	\$300
Elwood Toy Library	Increase overall services	\$500
Elwood Toy Library	Purchase toys and equipment	\$500
Emerald Hill Toy Library	New toys	\$500
Garden City Neighbourhood House	Equipment/supplies	\$150
Graham Street Primary School	Breakfast/lunch club	\$2,000
Graham Street Primary School	After school care program	\$1,000
Hanover	Assist homeless with provision of materials and schooling	\$2,000
Hobsons Bay Secondary College	Educational camp	\$3,000
Lady Forster Kindergarten	Purchase of children's play equipment	\$200
Lilian Cannam Kindergarten	Overall improvements required	\$200
Machaseh House	Provide accommodation for homeless secondary students	\$4,500
Middle Park Kindergarten	Dance and drama program	\$300
Open Family Australia Inc.	Contribution to costs of trained streetworker	\$5,000
Port Melbourne Liardet Street Playgroups	To set up a new group	\$400
Port Melbourne Neighbourhood Centre	Parenting in Port Melbourne (PIP)	\$1,000
Port Melbourne Neighbourhood Centre	PIP outreach	\$3,400
Port Melbourne Neighbourhood Centre	Older women's group	\$300
Port Melbourne Toy Library	Expand and renew toy stock	\$800
Port 'n South Living and Learning Centre	Seniors program, Clay for Kids	\$600
Port 'n South Living and Learning Centre	Rent and advertising	\$1,500
South Melbourne Group Nursing Mothers Association	Information packs	\$500
South Port Anglican Uniting Ministries Among Youth	Kombiz youth program support costs	\$6,000
St Peter and Paul's Parish	Support for grandmothers who are parenting their grandchildren	\$3,500
St Kilda Park Primary School	Before and after school care program	\$800
St Kilda Primary School	Before and after school care program	\$1,000
St Luke's Anglican Church, South Melbourne	Provide a holiday for families, singles and teenagers who are unable to afford to go away	\$600
Yeshivah Centre	Training sessions in youth leadership	\$1,000
<b>ARTS EVENTS</b>		
Argyle Studios Inc.	To create an exhibition linking the past of Port Melbourne physically and culturally with the present	\$1,000
Australian National Memorial Theatre Ltd	To assist in funding for ballet performances	\$1,000
Centre for Creative Ministries	To produce an original theatric performance entitled 'Act Naturally'	\$6,400
City of Voices Community Theatre	Public performance and contribution to special accommodation project	\$3,500
Drag in the Park Association Inc.	Enable staging of the actual event and to assist in HIV support	\$1,000
Elwood Village Traders	Carols by Candlelight	\$1,000
Garden City Neighbourhood House Inc.	Craft workshop	\$500
Inner South Community Health Services	Women's creative mural	\$1,500
Libra Ensemble	Create and promote a series of three concerts	\$800
Melbourne Queer Film and Video Festival	Rent seeking money	\$3,000
Middle Park Business Association	The 1998 Armstrong Street festival	\$500
Middle Park Court Players	Performance	\$800



# LIST OF DONATIONS AND GRANTS

NAME	DESCRIPTION	AMOUNT
<b>ARTS EVENTS Cont'd</b>		
New Music Room Program	To create three concerts at Linden Gallery	\$1,000
PGR (Parental Guidance Recommended)	To film the concert and produce a CD of the concert	\$2,000
Port Melbourne Public Housing Tenants Association Inc.	Paint creative murals on tin sheds	\$1,500
Port Phillip City Brass Band	Enable ongoing existence of the band for play outs and festivals	\$500
The Sacred Heart Early Music Festival	Administration, infrastructure, advertising of festival, use of hall	\$1,000
The South Melbourne Philharmonic Society Inc.	Plan to present four concerts in South Melbourne Town Hall	\$500
Women in Film	Produce newsletter	\$500
<b>OTHER SOCIAL SERVICES/COMMUNITY DEVELOPMENT INITIATIVES</b>		
AIDS Care Association	At home care team and short term crisis support	\$1,000
ATSIC and COPP Working Party	Cultural awareness program	\$1,000
Earthcare City of Port Phillip Inc.	To facilitate the ongoing earthcare projects	\$2,000
Emerald Hill Court Residents Association	To assist tenants to relocate to more suitable accommodation	\$500
Garden City Neighbourhood House Inc.	Request for new premises assistance	\$1,000
Inner South Community Health Service Inc.	Mental health breakfast program	\$2,000
Inner South Community Health Service Inc.	Private hotels project support	\$500
PLWHA (Vic) Positive Living Centre	Provide nutritional meals	\$4,000
Port Phillip Community Forum Inc.	Forums to provide information to residents	\$5,000
Port Phillip Public Housing Tenants Association	Community backyard program	\$4,000
Salvation Army Crossroads Crisis Contact Centre	Volunteers on limited time program	\$3,000
South Melbourne Public Tenants Association	Inform residents of the new broadbanded region of the inner metro region set out by office of housing	\$500
South Port Volunteer Network	Assist community groups to implement computer accounting packages	\$4,500
South Port Volunteer Network	Training for volunteers	\$2,500
Southern Community Broadcasters Inc.	Six radio programs on the cultural, social and historical aspects of Port Phillip area	\$2,500
St Kilda Citizens Advice Bureau	Assist with ongoing service and install new database	\$3,000
St Kilda Drop in Centre	Assist ongoing services	\$5,000
St Kilda Drop in Centre	Women's outreach program	\$2,000
St Peter and Paul's Church	Community transport provision targeted at broader community who are financially disadvantaged	\$3,000
The Gay and Lesbian Association for the Development of Enterprise	Support costs	\$500
The Windana Society Inc.	Drug withdrawal house - daily swim program	\$1,000
Victorian AIDS Council/Gay Men's Health Centre	Produce a range of flag/banners to display throughout the city in AIDS awareness week	\$3,500
Victorian Relief Committee	Emergency needs program	\$500
<b>MULTICULTURAL</b>		
Association 'Shalom'	Incorporating traditional Jewish culture as a representation of the art to Australian culture as a whole	\$3,000
Association of former inmates of Nazi concentration camps	Printing members books, painting of logo, purchase of equipment, participation in ANZAC day	\$400
Cafe Muse Artist Club	Russian speaking community to preserve cultural heritage	\$3,500
Galini - Greek Elderly Association of Port Melbourne Inc.	Link group member with services within the municipality	\$500
Greek Elderly Citizens Club of South Melbourne and Albert Park	Regular meetings and other activities	\$500
Home Tutor Scheme, Area Office, St Kilda	Fund English language classes	\$2,000
Hungarian Senior Citizens Inc.	Assist ongoing program	\$500
Jewish Community Service Inc.	Creative art sessions	\$1,500
Limnian Community of Victoria Elderly Citizens Club	Seminar program	\$1,000

# LIST OF DONATIONS AND GRANTS

NAME	DESCRIPTION	AMOUNT
<b>MULTICULTURAL Cont'd</b>		
MENORA Ethnic Paper	Assist to keep paper in circulation	\$500
Older Russian Women's Group of South Melbourne	Recreation Program	\$300
Polish Senior Citizens Club ASTRY	Care of Polish elderly	\$1,000
Port Melbourne Italian Club	Assist elderly Italian community	\$300
Port Phillip Chinese Women's Association Inc.	Assist women who are recent arrivals	\$800
Port Phillip Cross Cultural Network	Provide English as a second language classes for those unable to obtain Government funded classes	\$800
Port Phillip Turkish Women's Group	Recreation Program	\$300
Russian Speaking Senior Residents	Provide recreational opportunities	\$600
Salvation Army Russian English Centre	English classes	\$500
South Melbourne Greek Women's Group	Participate in social and learning activities	\$300
St Kilda Greek Senior Citizen's Group	Sharing resources and participate in festivals	\$800
St Kilda Mauritian Social Club	Ongoing assistance	\$300
St Luke's Anglican Church - South Melbourne	English as a second language classes for those less mobile	\$600
The Dear Marias Pty Ltd	Health information for non-english speaking women	\$2,400
The Port Melbourne Greek Elderly Association EREMI	Maintain a supportive network	\$500
Theatreworks	Cultural interaction via theatre	\$3,000
Victorian Association of World War 2 Veterans from Ex-Soviet Union	Excursions, picnics and meetings	\$1,000
<b>SERVICE AGREEMENTS</b>		
Copelan Child and Family Services	Inner Bayside Counselling Service	\$19,099
	St Kilda Family Counselling Service	\$20,214
Embark Training	St Kilda Skillshare - employment program	\$23,893
Inner South Community Health Service	Financial counselling and tax service	\$17,947
	Podiatry service	\$19,115
Migrant Resource Centre	Rental subsidy	\$23,986
	Multicultural Learning Groups Program	\$17,459
Sacred Heart Mission	Meals program	\$14,336
South Port Legal Service	Legal information and will making	\$21,023
St Kilda Community Group	Information, support and referral service	\$51,707
	Housing crisis fund	\$12,000
	Neighbourhoods project - private hotels	\$39,616
	Youth Peer Support Project	\$24,444
St Kilda Theos Youth Outreach	Young Women's Outreach Worker	\$12,212
	Co-ordination and outreach	\$12,212
<b>OTHER</b>		
Clarendon Children's Co-operative	Assistance	\$20,000
Eildon Road Children's Centre	Assistance	\$20,000
Elwood Children's Centre	Assistance	\$20,000
Elwood Toy Library	Assistance	\$3,000
Emerald Hill Toy Library	Assistance	\$3,000
Holy Trinity Church Port Melbourne	Assistance	\$500
Christmas lunch		
Port Melbourne Toy Library (Playgroup)	Assistance	\$500
Port Phillip Citizens for Reconciliation	Assistance	\$600
Pre-schools subsidy x 9 centres	Assistance	\$100,000
Rent for 178 Carlisle Street (St Kilda CAB)	Assistance	\$11,000
Scott Street Children's Centre	Assistance	\$20,000
St Vincent's Special School, South Melbourne	Assistance	\$500
The Avenue Children's Centre	Assistance	\$20,000
Town Hall Hire Subsidy Scheme	Assistance	\$54,750

# ORGANISATIONS OF WHICH THE CITY OF PORT PHILLIP WAS A MEMBER

ORGANISATION	SERVICES PROVIDED BY THE ORGANISATION TO COUNCIL	SERVICES PROVIDED BY COUNCIL TO THE ORGANISATION	MEMBERSHIP FEES
Aged Care Victoria	Community care committee which advises Aged Care Victoria on policy, future directions etc.	Nil	N/A
Albert Park Strategic Advisory Committee	Group that provides strategic advice to Parks Victoria on issues relating to Albert Park Reserve.	Nil	N/A
Art in Inner Melbourne	Inner city public contemporary art organisation.	Nil	N/A
Association of Payroll Specialists	Professional development and seminars.	Nil	\$475 pa
ATSIC and City of Port Phillip Koorie Working Party	Provide policy advice to Council on Koorie community issues and opportunities, guides projects and initiatives, identifies needs and coordinates service system.	Nil	N/A
Australian Coalition '99 Victoria	Broad coalition of organisations promoting and planning for the International Year of the Older Person in 1999.	Nil	N/A
Australian Customer Service Association	Professional development and seminars.	Nil	\$150 pa
Australian Early Childhood Association	Provision of information about early childhood.	Nil	\$90 pa
Australian Fire Protection Association	To keep up to date with fire protection issues and changes in the industry.	Nil	\$300 pa
Australian Garden History Society	Journal, conferences and other functions.	Nil	\$66 pa
Australian Human Resources Institute	Professional development and seminars.	Nil	\$1,000 pa
Australian Institute of Building Surveyors	Professional development and seminars.	Nil	\$300 pa
Australian Institute of Company Directors	Professional development and seminars.	Nil	\$275 pa
Australian Institute of Families	Publication - Family Matters.	Nil	\$36 pa
Australian Local Government Women's Association (Victorian Branch)	Opportunity for women in local government to meet and discuss relevant issues.	Nil	N/A
Australian Quality Council	Peak industry body for quality management in Australia.	Hosted a benchmarking meeting	\$2,163 pa
Australian Sister Cities Association	Provision of newsletters, conferences, sister cities advice.	Nil	\$400 pa
Australian Society of Archivists	Professional body representing records and archives managers.	Nil	\$185 pa
Bay Street Committee of Management	Manages proceeds of the Special Rate (\$50,000 received from Special Rates).	Nil	N/A
Bayside Councils Association	Represents Council on issues associated with the bay and provides technical support and advice on foreshore issues.	Elected Representative	\$950 pa
Bayside Linkages Reference Group	Monitors service delivery, service agreements, policy and service delivery.	Nil	N/A
Bicycle Victoria	Newsletters and magazines.	Nil	\$40 pa
Children Challenging Us	Dealing with issues confronting children with challenging behaviours in child care and early childhood settings.	Nil	N/A
Children's Welfare Association of Victoria	Service based networking, family, children and youth service sector based advocacy, public relations and recruitment support.	Nil	\$1,195 pa

# ORGANISATIONS OF WHICH THE CITY OF PORT PHILLIP WAS A MEMBER

ORGANISATION	SERVICES PROVIDED BY THE ORGANISATION TO COUNCIL	SERVICES PROVIDED BY COUNCIL TO THE ORGANISATION	MEMBERSHIP FEES
Claremont Aged Hostel South Melbourne	Management of the hostel.	Nil	N/A
Community Child Care Association	Provision of information about child care.	Nil	\$180 pa
Corporate Risk	Peak professional body dealing with issues relating to insurance.	Nil	\$150 pa
Department of Human Services Southern Region Youth Advisory Committee	Provide advice to the Minister on needs/ issues for young people and input to policy development.	Nil	N/A
Earthcare St Kilda Inc.	Local community volunteer group - environmental issues.	Nil	N/A
Eastern Bayside Traffic Monitoring Committee	To monitor the impact of traffic along the bayside corridor and to recommend measures to ameliorate the impacts of traffic.	Nil	N/A
Environmental Effects Statement, Webb Dock	Consultative Committee for the preparation of the Environmental Effects Statement.	Nil	N/A
Environs Australia	Provision of newsletter and other written material, subsidised training courses.	Nil	\$120 pa
Esplanade Alliance	Aim - responsible development on the Upper Esplanade and Triangle site.	Nil	N/A
Fitzroy Street Traders Group	Attendance at meetings to discuss issues relevant to Fitzroy Street.	Nil	N/A
Friends of Port Melbourne Foreshore	Local community volunteer group - environmental issues.	Nil	N/A
Grand Prix Task Force	Looked at ways of maximising the positive impacts of the event on small business.	Nil	N/A
Greening Australia	Provision of newsletter and other written material, subsidised training courses.	Nil	\$100 pa
Inner South and Coastal Community Transport	Sub-regional program which currently provides a transport information and referral service to frail aged and younger people with disabilities and their carers in Port Phillip, Bayside, Glen Eira, Stonnington and Kingston.	Nil	N/A
Inner South East Managed Care Alliance	A network of agencies providing managed care for aged people and those with disabilities.	Nil	N/A
Inner South East Post Acute Care Committee of Management	Oversees the provision of services, policy and procedures, budgets.	Nil	N/A
International Council of Museums	Servicing the needs of local artists and community, professional development, provision of a newsletter, seminars, forums, trade fairs, exchange of information.	Nil	\$70 pa
Keep Australia Beautiful Council	Allows participation in the City Pride Awards program, access to free education, and information literature on resource management, environmental issues and programs.	Nil	\$1,000 pa
Learn for Yourself	Local organisation which provides education and recreation classes for older and less mobile adults.	Nil	N/A
LGPRO Family and Children's Services Special Interest Group	Local government professionals forum focusing on information exchange, identification of common issues, policy and strategy development and professional development opportunities.	Nil	N/A
Local Government Corporate Planners Network	A network to develop corporate planning in local government.	Provision of meeting venue from time to time.	N/A

# ORGANISATIONS OF WHICH THE CITY OF PORT PHILLIP WAS A MEMBER

ORGANISATION	SERVICES PROVIDED BY THE ORGANISATION TO COUNCIL	SERVICES PROVIDED BY COUNCIL TO THE ORGANISATION	MEMBERSHIP FEES
Local Government Professionals	Provides information to local government professionals - seminars, conferences, newsletters.	Nil	\$900 pa
Local Government Research Network	To assist research and policy officers in councils to meet and provide a forum for ideas on current local government research and policy issues.	Nil	N/A
Local Government Workers Committee	Committee of local government workers with older persons network which links workers.	Nil	N/A (Fee will apply later in the year)
Melbourne Fringe Festival	Involved in organising the festival.	Nil	N/A
Melbourne Sports and Aquatic Centre Advisory Committee	Community and Council representation on advisory committee.	Nil	N/A
Metropolitan Transport Forum	Brings together traffic and transport planners to discuss issues affecting neighbouring municipalities.	Nil	\$500 pa
Monash Transport Research Centre	Affiliation with Centre, working on joint project - 'Flexi Car'.	Nil	N/A
Municipal Association of Victoria	Peak professional body representing councils in relation to industry wide issues affecting local government in Victoria.	Elected Representative	\$36,100 pa
Municipal Association of Victoria Human Services Portfolio Committee	Information exchange, identifies common issues, informs policy advice back to individual councils, develops and coordinates 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	Provides information about exhibitions etc.	Nil	\$70 pa
Napier Street Hostel Committee of Management	Management of the Napier Street facility (comprising of a 42 bed hostel, an adult day centre and a 6 bed dementia unit).	Nil	N/A
National Academy of Music Liaison Group	Liaison between Council and the Academy in relation to the tenancy agreement for the South Melbourne Town Hall.	Nil	N/A
National Family Day Care Council (Australia)	Peak body for Family Day Care.	Nil	\$45 pa
Parks and Leisure Australia	Peak body representing park personnel, conferences, seminars, advice on park matters.	Nil	\$180 pa
Pinaroo Village Committee of Management	Management of the 27 unit facility in Inkerman Street, St Kilda.	Nil	N/A
Port Melbourne Historical and Preservation Society	Group meetings to discuss heritage and preservation issues in the Port Melbourne area.	Nil	N/A
Port Melbourne Neighbourhood Centre	Management Committee for the community centre - drop-in and programmed activities.	Nil	N/A
Port Phillip Citizens for Reconciliation	Aim - reconciliation between indigenous and white Australians.	Nil	N/A
Port Phillip Emergency Relief Network	Service provider forum for information exchange, needs identification, coordination of service system and advocacy.	Nil	N/A
Port Phillip Family and Children's Services Network	Service provider forum for information exchange, needs identification, coordination and advocacy.	Nil	N/A

# ORGANISATIONS OF WHICH THE CITY OF PORT PHILLIP WAS A MEMBER

ORGANISATION	SERVICES PROVIDED BY THE ORGANISATION TO COUNCIL	SERVICES PROVIDED BY COUNCIL TO THE ORGANISATION	MEMBERSHIP FEES
Port Phillip Regional Catchment and Land Protection Board	To protect the interest of the City of Port Phillip in relation to land and flooding issues in Yarra/Dandenong catchments.	Nil	\$3,000 pa
Port Phillip Traders Association	Provide assistance with issues affecting traders within the municipality.	Nil	N/A
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	\$995 pa
Records Management Association of Australia	Professional body representing records and archives managers.	Nil	\$170 pa
Recreation Action for Port Phillip Older Persons Taskforce	Network of local agencies and workers focussed on recreation for older residents of Port Phillip.	Nil	N/A
Safer Cities Program	Funding for Council to develop a community safety plan. Received \$100,000 from Dept of Justice.	Nil	N/A
South Port Community Housing Group	Rooming house and youth housing service for people on low incomes.	Nil	N/A
South Port Day Links Ltd	Provides social support services to frail aged and younger people with disabilities and their carers in South and Port Melbourne.	Nil	N/A
Southside Business Centre	Small business incubator.	Nil	N/A
St Kilda Beach Pavilion Committee of Management	Together with Tourism Victoria, oversee the lease of the Beach Pavilion.	Nil	N/A
St Kilda Citizens Advice Bureau	Information service for general community.	Nil	N/A
St Kilda Community Group Ltd	Information, support and referral community centre for low income residents.	Nil	N/A
St Kilda Housing Association Committee of Management	Undertake property and tenancy management of Council and joint venture community housing and to provide community housing.	Nil	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	A group to discuss issues in relation to improving St Kilda Road.	Nil	N/A
Victorian Employers Chamber of Commerce and Industry	Represents the Council as an employer in industrial relations matters, provision of advice.	Nil	\$8,000 pa
Victorian Family Day Care Association	Representing all Family Day Care Coordinators/Coordination Units within Victoria.	Nil	\$45 pa
Victorian Local Governance Association	Peak professional body representing councils in relation to industry wide issues affecting local government in Victoria.	Elected Representative	\$10,000 pa
Victorian Sport and Recreational Association for People with an Intellectual Disability	Promote sport and recreational participation for people with intellectual disabilities.	Nil	\$50 pa
Western Region Waste Management Group	Regional based group that discusses common waste management issues, exchange of ideas and ability to make group submissions to the State Government.	Elected Representative	\$17,446 pa

# NATIONAL COMPETITION POLICY STATEMENT

## A. Application of Competitive Neutrality to Business Activities

### a. In-House Agreements with Council

Two in-house tenders were made to Council during the 1997/98 financial year; Food Surveillance and Public Health, Amenity and Local Laws. Each of these submissions were successful. Competitive neutral pricing was applied and structural reviews were undertaken in accordance with Model 2.

### b. Council Contracts with External Parties

Council commenced one contract with an external party during the 1997/98 financial year; Traffic Engineering with the City of Whitehorse. Competitive neutral pricing was applied and a structural review was undertaken, in accordance with Model 2.

### c. Significant Business Activities

The three non-tendered Council activities with expenditure greater than 1% of Council's total operating expenditure for the 1997/98 financial year were Home Care, Home Based Child Care and Centre Based Child Care.

The operation of Home Care accords with Home and Community Care guidelines and fee policy, which does not cover the entire cost of the service.

Home Based and Centre Based Child Care have not applied competitive neutral pricing or a structural review.

### d. Significant User Pays Business Activities

The non-tendered activities returning revenue greater than 1% of Council's total operating revenue during the 1997/98 financial year fall into two areas of operation; Human Services and Culture and Recreation.

The Human Services areas are subject to the outcomes outlined under "Significant Business Activities".

The user pays activities within Culture and Recreation are all subject to review regarding competitively neutral pricing and have not undertaken structural review.

## B. Competitive Neutrality Complaints

Council has no record of any complaints made as a result of a lapse in competitive neutrality.

## C. Review of Local Laws

All Local Laws have been assessed and their potential to restrict competition identified. The dates of review and implementation are provided below:

Name of Local Law	Date of Review	Date of Implementation
1. Parking	June 1998	July 1999
2. Markets	September 1998	March 1999
3. Environment	February 1999	June 1999
4. Streets, Roads & Other Public Places	June 1998	July 1999
5. Australian Grand Prix Local Access Only Zone	Dec 1997	July 1999
6. Council Meeting Procedures	No potential to restrict competition	n/a

## D. Trade Practices Act Compliance

To date the following action related to Trade Practices has been undertaken:

- Complaints are recorded by Council's ASSIST Centre.
- Council participates in a Trade Practices Compliance Program run by Mallesons Stephen Jacques. The program provides a trade practices manual, a series of workshops and a helpline for trade practices related issues.
- Articles, memos and reports concerning trade practices and National Competition Policy from various sources have been circulated through the organisation, including copies of the Trade Practices Act Compliance Guide.
- Council is represented at the Victorian Local Government Compliance Working Party.
- Council's Employee Standards Policy includes sections on:
  - Compliance with the Law
  - Public Duty & Confidentiality
  - Conflict of Interest
  - Personal Benefit
    - Confidentiality
    - Undue Influence
    - Gifts
    - Use of Council Property
  - Employee Conduct
    - Work Performance/Responsibilities
    - Honesty, Integrity & Fairness
    - Courtesy
    - Impartiality

I hereby attest that the City of Port Phillip has complied with the National Competition Policy principles for competitive neutrality and local laws review in accordance with the 1996 Statement of Victorian Government Policy on National Competition Policy and Local Government as outlined in this statement.



Anne Dunn  
Chief Executive Officer

# COMPETITIVE TENDERING STATEMENT

## COMPETITIVE TENDERING STATEMENT OF THE CITY OF PORT PHILLIP FOR THE PERIOD 1 JULY 1997 TO 30 JUNE 1998

	\$	Number	%
<b>Total expenses</b>			
Total cost of operations & capital	76,414,300		
Less depreciation	(8,376,900)		
Less abnormal expenses	-		
Value of expenses for CCT base	68,037,400		100%
<b>Competitive Tendering Target</b>	<b>34,018,700</b>		<b>50%</b>
<b>COMPETITIVE ARRANGEMENTS</b>			
a) Contracts with external parties	10,407,520	59	
b) In-House agreements	17,322,884	12	
c) Income derived from contracted services	121,665	1	
d) Contracts approved by the Minister (208F)	5,249,831	169	
e) Contracts with external parties for services formerly provided by the staff of the Council	3,211,955	4	
<b>Total competitive arrangements</b>	<b>36,313,855</b>	<b>245</b>	<b>53.37%</b>
<b>Surplus of competitive arrangements</b>	<b>2,295,155</b>		<b>3.37%</b>
Number of in-house tenders received			

### CERTIFICATION OF COUNCIL'S COMPETITIVE TENDERING STATEMENT

"In my opinion the accompanying competitive tendering statement has been prepared in accordance with the Local Government Act 1989 and the Local Government Regulations 1990."



**ANNA MUSZAK**  
**PRINCIPAL ACCOUNTING OFFICER**  
Dated: 24 September 1998 St Kilda

"In our opinion the accompanying competitive tendering statement present fairly the number and value of competitive arrangements of Council for the year ended 30 June 1998.

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



**MAYOR**  
Dated: 24 September 1998 St Kilda



**COUNCILLOR**  
Dated: 24 September 1998 St Kilda





**VICTORIAN  
AUDITOR-  
GENERAL'S  
OFFICE**

*Auditing in the  
Public Interest*

## **AUDITOR-GENERAL'S REPORT ON THE COMPULSORY COMPETITIVE TENDERING STATEMENT**

### **AUDIT SCOPE**

The accompanying compulsory competitive tendering statement of Port Phillip City Council for the year ended 30 June 1998 has been audited. The Councillors of the Council are responsible for the preparation and presentation of the compulsory competitive tendering statement and the information contained therein. An independent audit of the compulsory competitive tendering statement has been carried out in order to express an opinion on the statement as required by the Local Government Act 1989.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the compulsory competitive tendering statement is free of material misstatement and whether, a register, proper records and documents have been kept by Port Phillip City Council as required by the Act. The audit procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the compulsory competitive tendering statement. These procedures have been undertaken to form an opinion as to whether in all material respects, the compulsory competitive tendering statement is presented fairly in accordance with the Local Government Act 1989.

The audit opinion expressed on the compulsory competitive tendering statement has been formed on the above basis.

### **AUDIT OPINION**

In my opinion, the compulsory competitive tendering statement of the Port Phillip City Council for the financial year ending 30 June 1998 is presented fairly in accordance with the Local Government Act 1989 and a register, proper records and documents have been kept by Port Phillip City Council as required by the Act. In addition, Port Phillip City Council has provided me with all the information and explanations required by me to form this opinion.

  
C.A. PARAGWANATH  
*Auditor-General*

*Dated: 25 September 1998 Melbourne*

# FINANCIAL STATEMENTS

## OPERATING STATEMENT FOR THE YEAR ENDED 30 JUNE 1998

	Note	1998 \$,000	1997 \$,000
<b>REVENUE</b>			
Rates		33,094	23,739
Grants		7,588	7,708
Interest		1,052	1,441
Grants commission		1,256	2,211
Charges, fees, fines		22,146	19,776
Gain/(Loss) on disposal of non current assets	3	(43)	223
Other revenue		1,546	417
<b>Total Revenue</b>		<b>66,639</b>	<b>55,515</b>
<b>EXPENSES</b>			
Employee costs		26,116	25,775
Materials & contracts		17,422	16,268
Utility payment		2,378	1,927
Depreciation	4	8,377	7,833
Consultants		1,781	1,844
Debt servicing cost		5	5
Other expenses	5	10,705	11,244
<b>Total Expenses</b>		<b>66,784</b>	<b>64,896</b>
<b>Net increase (decrease) in net assets arising from operations before abnormal items</b>		<b>(145)</b>	<b>(9,381)</b>
Less abnormal items	6	806	15,092
<b>Net increase (decrease) in net assets arising from operations after abnormal items</b>		<b>(951)</b>	<b>(24,473)</b>

The accompanying notes form part of these financial statements

## STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 1998

	Note	1998 \$,000	1997 \$,000
<b>CURRENT ASSETS</b>			
Cash	7	7	7
Receivables	8	3,646	4,543
Investments	9	18,547	20,274
Other	10	904	983
<b>Total Current Assets</b>		<b>23,104</b>	<b>25,807</b>
<b>CURRENT LIABILITIES</b>			
Bank overdraft	11	1,369	645
Creditors	12	6,607	8,721
Provisions	13	3,778	4,023
<b>Total Current Liabilities</b>		<b>11,754</b>	<b>13,389</b>
<b>NET CURRENT ASSETS</b>		<b>11,350</b>	<b>12,418</b>
<b>NON CURRENT ASSETS</b>			
Property, Plant and Equipment	17	478,442	478,774
<b>Total Non Current Assets</b>		<b>478,442</b>	<b>478,774</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions	14	14,524	14,350
Borrowings	15	90	90
Other	16	43	382
<b>Total Non Current Liabilities</b>		<b>14,657</b>	<b>14,822</b>
<b>NET NON CURRENT ASSETS</b>		<b>463,785</b>	<b>463,952</b>
<b>NET ASSETS</b>		<b>475,135</b>	<b>476,370</b>
<b>EQUITY</b>			
Accumulated surplus		334,799	332,859
Reserves	23	140,336	143,511
<b>TOTAL EQUITY</b>		<b>475,135</b>	<b>476,370</b>

The accompanying notes form part of these financial statements

## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 1998

	Note	Total	Accumulated Surplus	Asset Revaluation Reserve	General Reserves	Statutory Reserves
		\$,000	\$,000	\$,000	\$,000	\$,000
Balance at 30 June 1997		476,370	332,859	132,080	8,327	3,104
Decrease in net assets arising from operations after abnormal items		(951)	(951)	-	-	-
Asset revaluation exercise	1.6 & 23	(284)	-	(284)	-	-
Transfers to reserves	23	-	(2,046)	-	559	1,487
Transfers from reserves	23	-	4,937	-	(3,583)	(1,354)
<b>Balance at end of period</b>		<b>475,135</b>	<b>334,799</b>	<b>131,796</b>	<b>5,303</b>	<b>3,237</b>

The accompanying notes form part of these financial statements

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 1998

	Note	1998 \$,000	1997 \$,000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts:</b>			
Receipts from ratepayers		33,329	29,207
Grants commission		1,256	2,211
Vicroads grants		1,555	931
Other government grants		6,033	6,777
Interest received		1,052	1,441
User charges		22,775	19,822
Other receipts		1,546	417
<b>Payments:</b>			
Payments to suppliers and employees		(45,723)	(42,201)
Interest paid		(5)	(5)
Consultants		(1,781)	(1,844)
Utility costs		(2,378)	(1,927)
Staff redundancies		(806)	(1,246)
Other payments		(10,932)	(11,322)
<b>Net cash provided by operating activities</b>	18.1	<b>5,921</b>	<b>2,261</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Sale of investments		1,727	7,706
Payments for property, plant and equipment		(10,502)	(10,617)
Proceeds from sale of property, plant and equipment		2,130	1,219
<b>Net cash used in investing activities</b>		<b>(6,645)</b>	<b>(1,692)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>Net cash used in financing activities</b>		<b>-</b>	<b>-</b>
<b>Net increase (decrease) in cash held</b>		<b>(724)</b>	<b>569</b>
Cash at the beginning of period		(638)	(1,207)
<b>Cash at the end of the period</b>	18.2	<b>(1,362)</b>	<b>(638)</b>

The accompanying notes form part of these financial statements

## NOTES TO THE ACCOUNTS

### 1 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 RATING YEAR

The financial statements for the 1997 - 1998 financial year are for the period 1 July 1997 to 30 June 1998.

The financial statements for the 1996 - 1997 financial year are for the period 1 July 1996 to 30 June 1997, except for rate revenue which is for the period of 1 October 1996 to 30 June 1997.

## NOTES TO THE ACCOUNTS

### 1.4 FINANCIAL INSTRUMENTS

#### (a) Accounting Policy, Terms and Conditions

Recognised Financial Instruments	Note	Accounting Policy	Terms and Conditions
<b>Financial Assets</b>			
Bank Deposits on Call	11	Valued at face value. Interest recognised as it accrues.	On call deposits returned floating interest rate returns between 5.0% and 4.5%. The rate at balance date was 4.5%.
Rate Debtors	8	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 13.2% at balance date for general rates. Interest rates charged for Special Rate and Private Street Schemes was at 13.2%.
Parking Infringement Debtors	8	PINS/PERIN are carried at nominal amounts due less any provision for 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 on previous payment and collection history.
Other Receivables	8	Receivables are carried at nominal amounts due less any provision for 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 60 days. The provision for other receivables is calculated as a percentage of debts exceeding 90 days overdue.
Investments	9	Investments are valued at cost. Investments are held to maximise interest returns of surplus cash. Interest revenues are recognised as they accrue.	Funds returned floating and fixed interest rate returns of between 4.9% and 5.3% net of fees.

## NOTES TO THE ACCOUNTS

### 1.4 FINANCIAL INSTRUMENTS (cont'd)

Recognised Financial Instruments	Note	Accounting Policy	Terms and Conditions
<b>Financial Liabilities</b>			
Creditors and Accrued Expenses	12	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	15	Loans are carried at their principal amounts, which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period it becomes due and reported as part of other creditors.	The Loan held by Council is a 40 year sinking fund loan, which matures 1 October 2004. Interest at 5% is payable in April and October each year.
Bank Overdraft	11	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. Interest rates on utilised overdraft varied from 8.95% to 7.45% during 1997/98. The rate as at balance date was 7.45%. There are no fees incurred for line and unused limit.

#### (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	Fixed interest rate maturing in:			Non-interest bearing	Total carrying amount as per balance sheet	Weighted average effective interest rate
		1 year or less	1 to 5 years	More than 5 years			
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	%
<i>(i) Financial assets</i>							
Cash	-				7	7	N/A
Receivables					3,646	3,646	N/A
Commercial bills and promissory notes	18,547				-	18,547	5.14%
<b>Total financial assets</b>	<b>18,547</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,653</b>	<b>22,200</b>	<b>-</b>
<i>(ii) Financial liabilities</i>							
Trade creditors and accruals					6,650	6,650	N/A
Bank overdraft	1,369					1,369	7.45%
Borrowings				90		90	5.00%
<b>Total financial liabilities</b>	<b>1,369</b>	<b>-</b>	<b>-</b>	<b>90</b>	<b>6,650</b>	<b>8,109</b>	<b>-</b>

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



## NOTES TO THE ACCOUNTS

### (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:

Financial Instruments	Total carrying amount as per balance sheet 1998 \$,000	Aggregate net fair value 1998 \$,000
<i>(i) Financial assets</i>		
Cash	7	7
Receivables	3,646	3,646
Commercial bills and promissory notes	18,547	18,547
<i>Total financial assets</i>	<i>22,200</i>	<i>22,200</i>
<i>(ii) Financial liabilities</i>		
Trade creditors and accruals	6,650	6,650
Bank overdraft	1,369	1,369
Borrowings	90	90
<i>Total financial liabilities</i>	<i>8,109</i>	<i>8,109</i>

### (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.

### 1.5 TRUST FUNDS

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

### 1.6 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.

#### 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.

## NOTES TO THE ACCOUNTS

### 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.

As per Accounting Guideline No.1 (Issued by the Office of Local Government - February 1996) Land Under Roads has not been recognised in the accounts due to the lack of a reliable valuation methodology.

**Plant and machinery and furniture and equipment** are valued at existing use value. The existing use value represents the value of the assets to an organisation as a continuing entity. The valuation assumes that the assets are, or are capable of, being utilised as assets of a profitable undertaking.

**Heritage and works of art** are valued at recoverable amount.

Revaluations of non current assets do not result in the carrying value exceeding the remaining service potential expected to be utilised or recovered by the Council in future periods. Where the carrying amount of an individual non current asset is greater than the amount expected to be recovered or utilised the asset is revalued to its recoverable amount.

### 1.7 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:

#### INFRASTRUCTURE

Bridges	100	years
Drains	100	years
Improvements to parks and gardens	5 to 25	years
Kerb & channel	50	years
Local roads	100	years
Footpaths	25	years
Right of ways	100	years

#### BUILDINGS

Buildings	20 to 100	years
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#### OTHER PLANT AND EQUIPMENT

Communications equipment	3	years
Furniture	5.5	years
Heritage assets	100	years
Information technology	3	years
Library books	5	years
Motor vehicles	5	years
Office equipment	5.5	years
Other	5	years

## NOTES TO THE ACCOUNTS

### 1.8 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.

#### 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 later than one year 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.

### 1.9 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 AAS27, 'Financial Reporting by Local Governments'.

Control over assets acquired from grants is normally obtained upon prior notification that a grant has been secured.

### 1.10 JOINT VENTURE

The Council is involved in two joint venture projects.

A joint venture project with the Department of Housing involves a housing project at Grosvenor & Brunnings Street, East St Kilda. The project, which is fully completed is included in Note 17, 'Property, plant and equipment', for \$0.6 million, which represents Council's share in the joint venture asset.

There are no remaining liabilities to Council for this project. The project is managed by the St Kilda Housing Association who are responsible for the day to day running of the centre.

A joint venture involving the construction and management of a hockey and tennis facility on land leased from Melbourne Parks & Waterways at Albert Park Reserve, was completed in 1996/97. The project is included in Note 17, 'Property, plant and equipment', for \$0.1 million, which represents Council's share in the joint venture asset.

There are no remaining liabilities to Council for this project. The project is managed by a committee comprising representatives from Wesley College and Council.

The Council's share of the project is to be amortised over 21 years being the lease term.

## NOTES TO THE ACCOUNTS

### 1.11 RESTRICTED ASSETS

Included in Note 17, 'Property, plant and equipment', are housing assets which have restrictions placed on them. These assets which total \$5.5 million are used as community housing and were purchased with some assistance from state government funding. This funding imposed restrictions preventing Council from using these assets for any other purpose. If the funding conditions imposed are defaulted under the terms of the respecting funding arrangements, then a calculation formula is prescribed to determine a repayment amount payable to the State Government.

Based on the current value included in the accounts (\$5.5 million) and on the assumption that all five of the housing fund agreements were defaulted at 30 June 1998 (which they were not) the amount repayable to the State Government would be \$3.6 million.

The following restrictions have been imposed by regulations or other externally imposed requirements in relation to the current investment levels for the following reserves and provisions:

	\$,000
Resort and Recreation Reserve	1,974
Car Parking Reserve	1,196
Sale of Laneways Reserve	67
Provision for Long Service Leave	1,970

### 1.12 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.

### 1.13 ROUNDING

Unless otherwise stated, amounts in the financial statements have been rounded to the nearest thousand dollars.

### 1.14 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 COMPARISON OF BUDGET AND ACTUAL RESULTS FOR RATE DETERMINATION AND OPERATING STATEMENT FOR THE YEAR ENDED 30TH JUNE 1998

	Rate Determination				Operating Statement			
	Actual	Estimate	Actual	Estimate	Actual	Budget	Actual	Budget
	1998	1998	1997	1997	1998	1998	1997	1997
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000
<b>REVENUE</b>								
Rates	33,094	32,390	23,739	24,700	33,094	32,390	23,739	24,700
Grants	7,588	5,832	8,098	6,160	7,588	5,832	8,098	6,160
Interest	1,052	1,120	1,441	900	1,052	1,120	1,441	900
Grants commission	1,256	2,000	2,211	2,350	1,256	2,000	2,211	2,350
Charges, fees, fines	22,146	18,570	19,776	17,437	22,146	18,570	19,776	17,437
Gain (loss) on disposal of non current assets	-	-	-	-	(43)	-	223	165
Other	1,546	231	27	109	1,546	231	27	109
<b>Total Revenue</b>	<b>66,682</b>	<b>60,143</b>	<b>55,292</b>	<b>51,656</b>	<b>66,639</b>	<b>60,143</b>	<b>55,515</b>	<b>51,821</b>
<b>EXPENSES</b>								
Employee costs	26,056	26,919	25,775	24,458	26,116	26,919	25,775	24,458
Materials & contracts	17,422	14,965	16,268	14,290	17,422	14,965	16,268	14,290
Utility payment	2,378	2,130	1,927	2,913	2,378	2,130	1,927	2,913
Depreciation	-	-	-	-	8,377	8,500	7,833	7,000
Consultants	1,781	1,939	1,844	1,203	1,781	1,939	1,844	1,203
Debt servicing cost	5	44	5	-	5	44	5	-
Other expenses	10,705	9,515	9,744	9,977	10,705	9,515	11,244	9,977
<b>Total Expenses</b>	<b>58,347</b>	<b>55,512</b>	<b>55,563</b>	<b>52,841</b>	<b>66,784</b>	<b>64,012</b>	<b>64,896</b>	<b>59,841</b>
Abnormal income								
- parking infringement debtors	-	-	9,539	-	-	-	9,539	-
Abnormal expenditure								
- staff redundancies	(806)	(1,000)	(1,246)	-	(806)	(1,000)	(1,246)	-
- asset write offs	-	-	-	-	-	-	(1,441)	-
- doubtful debts parking infringement	-	-	(8,564)	-	-	-	(8,564)	-
- unfunded superannuation liability	-	-	-	-	-	-	(13,380)	-
<b>Surplus (deficit) after abnormal &amp; extraordinary items</b>	<b>7,529</b>	<b>3,631</b>	<b>(542)</b>	<b>(1,185)</b>	<b>(951)</b>	<b>(4,869)</b>	<b>(24,473)</b>	<b>(8,020)</b>
Capital expenditure	(10,502)	(11,155)	(10,617)	(13,043)				
Proceeds from disposal of assets	692	455	1,219	1,836				
Aquatic centre contribution	-	-	(1,500)	(1,500)				
Proceeds from sale of property	1,438	1,000	-	-				
Loan borrowings	-	1,000	-	-				
Reserve transfers (net)	1,681	4,069	2,175	3,592				
<b>Surplus (deficit)</b>	<b>838</b>	<b>(1,000)</b>	<b>(9,265)</b>	<b>(10,300)</b>				
<b>Accumulated surplus brought forward</b>	<b>1,361</b>	<b>1,000</b>	<b>10,626</b>	<b>10,300</b>				
<b>Accumulated surplus as at 30 June</b>	<b>2,199</b>	<b>-</b>	<b>1,361</b>	<b>-</b>				
<b>Prior Period Adjustment</b>	<b>(517)</b>	<b>-</b>	<b>-</b>	<b>-</b>				
<b>Adjusted Accumulated surplus as at 30 June</b>	<b>1,682</b>	<b>-</b>	<b>1,361</b>	<b>-</b>				

## NOTES TO THE ACCOUNTS

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

	CEO		Services		City Development		Strategic Initiatives		Corporate		Other* Not Attributed		Total	
	1998	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998	1997
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000
EXPENSES	428	341	38,011	37,910	8,711	8,781	786	1,078	18,848	16,786	-	-	66,784	64,896
REVENUES														
Grants	-	-	7,352	5,871	225	1,297	-	-	1,267	3,140	-	-	8,844	10,308
Other	-	1	6,590	7,300	15,116	10,232	-	-	2,995	3,935	33,094	23,739	57,795	45,207
<b>Total</b>	-	1	13,942	13,171	15,341	11,529	-	-	4,262	7,075	33,094	23,739	66,639	55,515
ABNORMAL ITEMS	634	-	172	1,246	-	-	-	-	-	13,846	-	-	806	15,092
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	(1,062)	(340)	(24,241)	(25,985)	6,630	2,748	(786)	(1,078)	(14,586)	(23,557)	33,094	23,739	(951)	(24,473)
<b>TOTAL ASSETS</b>	<b>1,181</b>	<b>1,184</b>	<b>382,297</b>	<b>382,385</b>	<b>11,808</b>	<b>11,838</b>	<b>7,252</b>	<b>7,270</b>	<b>75,904</b>	<b>76,097</b>	<b>23,104</b>	<b>25,807</b>	<b>501,546</b>	<b>504,581</b>

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

#### 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.

##### STRATEGIC INITIATIVES

Responsible for service support and communications.

##### CORPORATE

Responsible for information and financial management, human resources, property and regulatory services.

## NOTES TO THE ACCOUNTS

	1998	1997
	\$,000	\$,000
<b>3</b>	<b>GAIN/(LOSS) ON DISPOSAL OF NON CURRENT ASSETS</b>	
	2,130	1,219
	Proceeds from sales	
	(2,173)	(996)
	Written down value of assets sold	
	<b>(43)</b>	<b>223</b>
<b>4</b>	<b>DEPRECIATION</b>	
	Depreciation for the period was charged in respect of:	
	Infrastructure assets	
	2,233	2,230
	- roads, streets and bridges	
	1,711	1,718
	- land improvement	
	392	391
	- drainage works	
	906	929
	Buildings	
	Other plant and equipment	
	1,126	721
	- plant and machinery	
	1,974	1,809
	- furniture and equipment	
	35	35
	- heritage and works of art	
	<b>8,377</b>	<b>7,833</b>
<b>5</b>	<b>OTHER EXPENSES</b>	
	575	852
	Advertising	
	94	66
	Auditors Remuneration/Audit Services	
	-	1,500
	Contribution - aquatic centre	
	964	873
	Contributions - other	
	1,954	1,018
	Insurance	
	923	968
	Metropolitan Fire Brigades levy	
	816	705
	Printing and stationery	
	837	649
	Telephone charges	
	334	360
	Training	
	4,208	4,253
	Other	
	<b>10,705</b>	<b>11,244</b>
<b>6</b>	<b>ABNORMAL ITEMS</b>	
	806	1,246
	Staff redundancies.	
	-	1,441
	Asset write offs. Land and building assets identified as no longer being controlled by the Council.	
	-	13,380
	Initial recognition of unfunded superannuation liability.	
	-	(9,539)
	Income parking infringement debtors. Represents the initial recognition of a debtor for parking infringement notices.	
	-	8,564
	Doubtful debts expense parking infringement notices. Represents the initial recognition of a provision for doubtful debts for parking infringement notices.	
	<b>806</b>	<b>15,092</b>

## NOTES TO THE ACCOUNTS

	1998 \$,000	1997 \$,000
7	<b>CURRENT ASSETS - CASH</b>	
	Cash on hand	7
	<b>7</b>	<b>7</b>
8	<b>CURRENT ASSETS - RECEIVABLES</b>	
	Rates debtors	1,394
	Parking infringement debtors	1,638
	Less : Provision for doubtful debts *	(537)
	<b>1,101</b>	<b>880</b>
	Parking infringement debtors at PERIN Court **	9,470
	Less : Provision for doubtful debts *	(9,052)
	<b>418</b>	<b>95</b>
	Other receivables	814
	Less : Provision for doubtful debts	(81)
	<b>733</b>	<b>1,939</b>
	<b>3,646</b>	<b>4,543</b>
* The provision for parking infringement doubtful debts is calculated as a percentage of total parking infringement revenue and has been evaluated and recognised based on previous payment and collection history. It is estimated that \$7.3 million of the parking infringement debtors at PERIN Court have been outstanding for over 12 months.		
** The amount outstanding at PERIN Court includes outstanding penalties of \$3.8 million and agency costs of \$5.7 million.		
9	<b>CURRENT ASSETS - INVESTMENTS</b>	
	Bank bills and cash	18,547
		20,274



## NOTES TO THE ACCOUNTS

	1998 \$,000	1997 \$,000
10	CURRENT ASSETS - OTHER	
	Prepayments	576
	Accrued income	407
	<b>904</b>	<b>983</b>
11	CURRENT LIABILITIES - BANK OVERDRAFT	
	Bank overdraft	645
	The bank overdraft is secured over the general rates of the Council.	
12	CURRENT LIABILITIES - CREDITORS AND ACCRUALS	
	Trade creditors	3,766
	Trust funds	242
	Accruals	4,713
	<b>6,607</b>	<b>8,721</b>
13	CURRENT LIABILITIES - PROVISIONS	
	Annual leave	1,936
	Rostered days off	79
	Retirement gratuity	778
	Long service leave	330
	Unfunded superannuation liability	900
	<b>3,778</b>	<b>4,023</b>
14	NON CURRENT LIABILITIES - PROVISIONS	
	Long service leave	1,871
	Unfunded superannuation liability	12,479
	<b>14,524</b>	<b>14,350</b>
15	NON CURRENT LIABILITIES - BORROWINGS	
	Loans - secured	90
	The loan is secured over the general rates of the Council.	
16	NON CURRENT LIABILITIES - OTHER LIABILITIES	
	Trust funds	382

## NOTES TO THE ACCOUNTS

	1998	1997
	\$,000	\$,000
17	PROPERTY, PLANT & EQUIPMENT	
17.1	INFRASTRUCTURE ASSETS	
	<b>Roads, streets and bridges</b>	
	Roads, streets and bridges at cost	2,051
	Roads, streets and bridges at current cost as at 1 July 1996*	156,761
	Less: Accumulated depreciation	(4,463)
	<b>154,349</b>	154,531
	<b>Land improvements</b>	
	Land improvement at cost	2,953
	Land improvement at current cost as at 1 July 1996*	49,516
	Less: Accumulated depreciation	(3,511)
	<b>48,958</b>	49,308
	<b>Drainage works</b>	
	Drainage works at cost	447
	Drainage works at current cost as at 1 July 1996*	39,088
	Less: Accumulated depreciation	(783)
	<b>38,752</b>	38,697
17.2	LAND AND BUILDINGS	
	<b>Land</b>	
	Land at cost	520
	Land at Council's valuation as at 30 June 1995*	148,308
	<b>148,828</b>	149,692
	<b>Buildings</b>	
	Buildings at cost	1,849
	Buildings at Council's valuation at 30 June 1995*	89,420
	Less: Accumulated depreciation	(23,705)
	<b>67,564</b>	67,595

## NOTES TO THE ACCOUNTS

	1998	1997
	\$,000	\$,000
<b>17.3 OTHER PLANT AND EQUIPMENT</b>		
<b>Plant and machinery</b>		
Plant and machinery at cost	3,583	1,869
Plant and machinery at current cost as at 1 July 1996*	2,695	2,968
Less: Accumulated depreciation	(1,771)	(721)
	<b>4,507</b>	<b>4,116</b>
<b>Furniture and equipment</b>		
Furniture and equipment at cost	5,100	2,600
Furniture and equipment at current cost as at 1 July 1996*	3,751	6,111
Less: Accumulated depreciation	(3,155)	(1,658)
	<b>5,696</b>	<b>7,053</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	3,466
Less: Accumulated depreciation	(69)	(35)
	<b>3,422</b>	<b>3,431</b>
<b>17.4 Capital works in progress at cost</b>	<b>6,366</b>	<b>4,351</b>
<b>Total property, plant &amp; equipment</b>	<b>478,442</b>	<b>478,774</b>

- \* Current cost valuations were undertaken in 1996 - 1997 by:
- Infrastructure - Mr J Ghosh, BE (Civil), Grad Dip Mun Eng (Monash), Post Grad Bus. Mgt, MIEAust CPEng.
  - Land & buildings - Mr B McKeon, A.A.I.L.E.V, Manager Property and Regulatory
  - Plant and machinery & furniture and equipment - Mr J Singleton FVLE (P&M) FSWA
  - Heritage and works of art - due to the diversity of assets within the asset category a large number of qualified valuers were engaged
- Refer to Note 1.6 'Property plant and equipment' for details on the Council's valuation policy for each asset category.

## NOTES TO THE ACCOUNTS

	1998 \$,000	1997 \$,000
18 RECONCILIATION OF CASH		
18.1 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	(951)	(24,473)
Depreciation	8,377	7,833
Loss/(Gain) on asset sales	43	(223)
Asset write off	-	1,441
Changes in assets and liabilities:		
Decrease in rate debtors	235	5,468
Increase in parking infringement debtors	(544)	(975)
Decrease (increase) in other receivables	1,206	(1,190)
Decrease in inventories	-	52
Decrease in other current assets	79	863
Decrease in creditors	(2,114)	(99)
Decrease in other employee provisions	(131)	228
Increase in unfunded superannuation liability	60	13,379
Decrease in other liabilities	(339)	(43)
<hr/> Net cash provided by operating activities	<hr/> 5,921	<hr/> 2,261
18.2 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	7	7
Bank Overdraft	(1,369)	(645)
<hr/>	<hr/>	<hr/>
	(1,362)	(638)
<hr/>	<hr/>	<hr/>

## NOTES TO THE ACCOUNTS

	1998	1997
	\$,000	\$,000
<b>19</b>	<b>COMMITMENTS FOR CAPITAL AND OTHER EXPENDITURE</b>	
At the reporting date, the municipality had entered into contracts for the following capital and other expenditure:		
Property, plant and equipment	1,276	3,630
Provision of Council services	1,492	3,048
	<b>2,768</b>	<b>6,678</b>
These expenditures are due for payment:		
Not later than one year	2,514	5,121
Later than one year and not later than two years	254	1,287
Later than two years and not later than five years	-	270
	<b>2,768</b>	<b>6,678</b>
<b>20</b>	<b>OPERATING LEASE COMMITMENTS</b>	
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	206	177
Later than one year and not later than two years	155	88
Later than two years and not later than five years	133	92
	<b>494</b>	<b>357</b>
<b>21</b>	<b>CONTINGENT LIABILITIES AND ASSETS</b>	
<b>21.1</b>	<b>CONTINGENT LIABILITIES</b>	
Details and estimates of contingent liabilities for which no provision is included in the accounts, are as follows:		
<b>REFUND</b>		
A potential claim against Council exists in connection with rate payments made on a property that under federal legislation was non rateable. No request for repayment has been made up to the date of this report.	1,100	1,100
<b>CONTAMINATION</b>		
A potential liability exists for the clean up and removal of contaminated soil on a property sold by Council. The level of contamination is being assessed. A provision for likely costs has now been raised pending the result of potential recovery action from a third party.	-	100
<b>GUARANTEE</b>		
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.	100	-

## NOTES TO THE ACCOUNTS

	1998 \$,000	1997 \$,000
21.2		
CONTINGENT ASSETS		
Council had paid a deposit for the acquisition of the Regal Hotel. The finalisation of the purchase was contingent on receiving additional funding for Community Housing from the State Government. The funding was received and the purchase was finalised on 2 June, 1998.	-	1,035
22		
SUPERANNUATION		
22.1		
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 1997/98 Council's superannuation contributions relating to that year's accumulation and defined benefit members service was \$1.8 million (\$2.2 million in 1996/97).		
22.2		
SUPERANNUATION: 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 (6% in 1997/98 and 1996/97). 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.		
22.3		
SUPERANNUATION: 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% (13.25% in 1996/97) 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.		
In 1996/97 Council brought to account, as an abnormal expense item, a liability of \$13.4 million including \$2.0 million tax, for its share of the Fund's unfunded superannuation liability relating to benefits accrued for past service as at 30 June 1997. During 1997/98 Council paid \$891,968 to the Fund, including \$133,814 tax to reduce its superannuation liability for past service.		
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.		
Council's liability to the Fund as at 30 June 1998, including principal, tax and accrued interest is \$13.4 million (\$13.4 million at 30 June 1997).		
Council will extinguish its liability to the Fund, together with the Council's share of any future funding shortfall over 15 years. Interest is applied by the Fund on outstanding principal and interest balances at the earning rate of the Fund. Federal tax equivalent to 17.65% of principal and interest is included in the liability recorded by Council.		

## NOTES TO THE ACCOUNTS

	1998	1997
	\$,000	\$,000
23 RESERVES		
23.1 ASSET REVALUATION RESERVE		
Balance at the start	132,080	131,813
Revaluation of plant and equipment and furniture and fittings	(284)	267
Balance at end of year	131,796	132,080
23.2 GENERAL RESERVE		
Balance at the start	8,327	10,809
Transferred from accumulated surplus re committed contributions	559	-
Transferred to accumulated surplus	(3,583)	(2,482)
Balance at end of year	5,303	8,327
23.3 STATUTORY RESERVES		
RESORT AND RECREATION RESERVE		
Balance at the start	1,717	1,410
Transferred from accumulated surplus re developer contributions	1,484	392
Transferred to accumulated surplus re recreation projects	(1,227)	(85)
Balance at end of year	1,974	1,717
CONTRIBUTIONS FOR CAR PARKING RESERVE		
Balance at the start	1,193	1,193
Transferred from accumulated surplus re developer contributions	3	-
Balance at end of year	1,196	1,193
SALE OF LANEWAYS RESERVE		
Balance at the start	194	194
Transferred to accumulated surplus re construction works	(127)	-
Balance at end of year	67	194
STATUTORY RESERVE TOTAL	3,237	3,104
TOTAL RESERVES	140,336	143,511

## NOTES TO THE ACCOUNTS

	1998	1997
24 FINANCIAL RATIOS		
24.1 DEBT SERVICING RATIO		
Purpose - Identifies the capacity to service outstanding debt		
$\frac{\text{Debt servicing costs}}{\text{Total revenue}}$	0.01%	0.01%
Outstanding debt as at 30 June 1998 amounts to \$90,000.		
24.2 DEBT COMMITMENT RATIO		
Purpose - Identifies debt redemption strategy		
$\frac{\text{Total debt commitment (Debt services and debt redemption)}}{\text{Rate revenue}}$	0.02%	0.02%
Outstanding debt as at 30 June 1998 amounts to \$90,000.		
24.3 RATE REVENUE TO TOTAL REVENUE		
Purpose - Identifies dependence upon rates		
$\frac{\text{Rate revenue}}{\text{Total revenue}}$	49.66%	42.76%
(This means that 49.66% of total revenue is earned from rates.)		
24.4 TOTAL INDEBTEDNESS TO REALISABLE ASSETS		
Purpose - Identifies exposure to debt	1 : 9.60	1 : 9.08
$\frac{\text{Total indebtedness}}{\text{Realisable assets}}$		
(This means that for every dollar of total liabilities, the Council controls \$9.60 of realisable assets.)		
24.5 WORKING CAPITAL RATIO	1.97 : 1	1.93 : 1
Purpose - Identifies ability to meet current commitments		
$\frac{\text{Current assets}}{\text{Current liabilities}}$		
(This means that for every dollar of current liabilities, Council has \$1.97 of current assets.)		

### DEFINITIONS

**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

	1998 \$,000	1997 \$,000
<b>25 RESPONSIBLE PERSONS' REMUNERATION</b>		
Income received or due and receivable by responsible persons.	<b>310</b>	314
The number of responsible persons of the Council as at 30 June 1998 included in these figures are shown below in their relevant income bands:		
Remuneration between	<b>Number</b>	<b>Number</b>
\$10,000 - \$20,000	6	6
\$50,000 - \$59,999	1	-
\$60,000 - \$69,999	-	1
\$70,000 - \$79,999	-	1
\$170,000 - \$179,000	1	-
	<b>1998 \$,000</b>	<b>1997 \$,000</b>
<b>26 SENIOR OFFICERS' REMUNERATION</b>		
Income received or due and receivable by senior officers whose income is more than \$70,000.	<b>2,061</b>	2,439
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>	<b>Number</b>
\$70,000 - \$79,999	9	11
\$80,000 - \$89,999	6	9
\$90,000 - \$99,999	1	2
\$100,000 - \$109,999	3	2
\$110,000 - \$119,999	2	2
\$120,000 - \$129,999	2	1
\$130,000 - \$139,999	-	1
<b>27 RELATED PARTIES DISCLOSURE</b>		
<b>RESPONSIBLE PERSONS</b>		
Persons who held office as a Councillor of the City of Port Phillip at any time during the year ended 30 June 1998 are as follows: P Brown, F Erlich, D Gross, C Haäg, L Johnstone, L Stamer and L Thompson.		
The person who held office as the Chief Executive Officer of the City of Port Phillip during the year was A Dunn.		
<b>RESPONSIBLE PERSONS' REMUNERATION</b>		
Information on the remuneration of responsible persons is disclosed in Note 25.		
<b>LOANS TO RESPONSIBLE PERSONS</b>		
There were no loans to responsible persons at 30 June 1998.		
<b>RETIREMENT BENEFITS</b>		
There were no retirement benefits paid by Council during the reporting period.		
<b>OTHER TRANSACTIONS OF RESPONSIBLE PERSONS AND THEIR RELATED PARTIES</b>		
There were no other transactions between responsible persons and their related parties and the City of Port Phillip during the 1997 - 1998 financial year.		

## CERTIFICATION OF 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."



**ANNA MUSZAK**  
**PRINCIPAL ACCOUNTING OFFICER**

Dated: 24 September 1998 St Kilda

"In our opinion the accompanying financial statements present fairly the financial transactions of the City of Port Phillip Council for the year ended 30 June 1998 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."



**MAYOR**

Dated: 24 September 1998 St Kilda



**COUNCILLOR**

Dated: 24 September 1998 St Kilda



**ANNA MUSZAK**  
**PRINCIPAL ACCOUNTING OFFICER**

Dated: 24 September 1998 St Kilda



**VICTORIAN  
AUDITOR-  
GENERAL'S  
OFFICE**

*Auditing in the  
Public Interest*

## AUDITOR-GENERAL'S REPORT

### AUDIT SCOPE

The accompanying financial statements of the Port Phillip City Council for the year ended 30 June 1998, comprising an operating statement, statement of financial position, statement of changes in equity, statement of cash flows and notes to the financial statements, have been audited. The Councillors of the Council are responsible for the preparation and presentation of these financial statements and the information they contain. An independent audit of the financial statements has been carried out in order to express an opinion on them 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 statements are 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 statements, 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 statements are presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and comply with the requirements of the Local Government Act 1989, so as to present a view which is consistent with my understanding of the financial position of the Port Phillip City Council and the results of its operations and its cash flows.

The audit does not provide any assurances that the Council's systems, or any other systems that the Council relies on in the conduct of its activities such as those of suppliers and service providers are year 2000 compliant, or whether plans and associated actions are adequate to address the year 2000 issue. The year 2000 issue has been addressed only in the context of existing audit responsibilities under Australian Auditing Standards to express an opinion on the financial statements.

The audit opinion expressed on the financial statements has been formed on the above basis.

### AUDIT OPINION

In my opinion, the financial statements present fairly the financial position of the Port Phillip City Council as at 30 June 1998 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 comply with the requirements of the Local Government Act 1989.

  
C.A. PARAGWANATH  
*Auditor-General*

Dated: 25 September 1998 Melbourne

## **ADDRESSES AND TELEPHONE NUMBERS OF COUNCIL OFFICES**

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### **St Kilda Town Hall**

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Cnr of Carlisle Street & Brighton Rd, St Kilda. Telephone: 03 9209 6666

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#### **Hours**

---

8.15am to 5.15pm Monday, Wednesday, Thursday and Friday and  
8.15am to 6.00pm on Tuesday

---

#### **Services Provided**

---

- Reception/switchboard
  - Information regarding Council's services
  - Payment of rates and fines
  - Lodgment of requests for service and complaints
  - Rates, valuations, aged and children's services
- 

### **South Melbourne Town Hall**

---

208 Bank Street, South Melbourne. Telephone: 03 9209 6666

---

#### **Hours**

---

8.15am to 5.15pm Monday, Wednesday, Thursday and Friday and  
8.15 am to 6.00 pm on Tuesday

---

#### **Services Provided**

---

- Reception
  - Information regarding Council's services
  - Payment of rates and fines
  - Lodgment of requests for service and complaints
  - Planning, building, parking, traffic and road matters,  
local laws, environmental health and human services
- 

### **Port Melbourne Town Hall**

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333 Bay Street, Port Melbourne. Telephone: 03 9209 6666

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#### **Hours**

---

8.30am to 5.00pm every week day

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#### **Services Provided**

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- Reception
- Information regarding Council's services
- Payment of rates and fines
- Lodgment of requests for service and complaints
- Human services for the Port Melbourne area

### **ASSIST Centre**

Telephone: 03 9209 6777

Facsimile: 03 9209 6888

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

An after hours/emergency service is also  
available by ringing 03 9209 6666

City of Port Phillip  
Private Bag No. 3  
PO Box St Kilda 3182  
Victoria  
Australia

DX 35 706  
Balaclava

Telephone + 03 9209 6666  
Facsimile + 03 9534 9105

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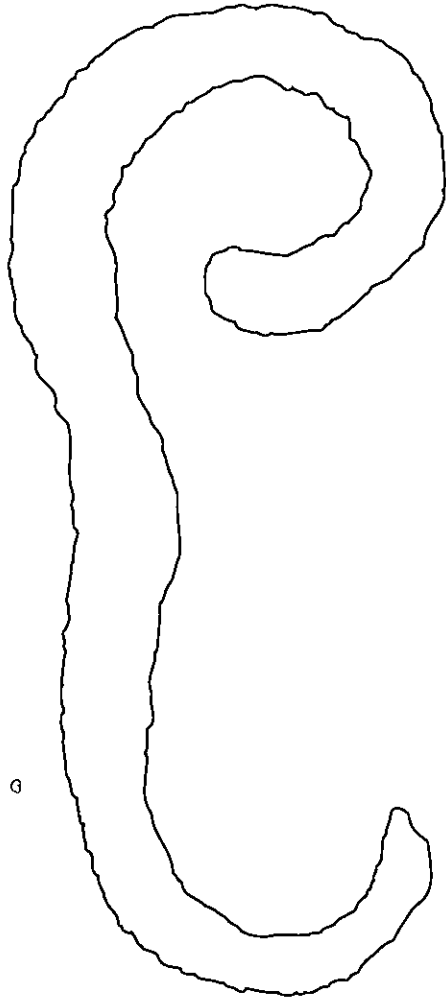
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CITY OF PORT PHILLIP