



**Geelong Performing  
Arts Centre Trust**  
Annual Report 2007-08

**ACTING**

Geelong Performing Arts Centre Trust



www.geelongartscentre.org.au

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# Chairman's welcome

## Our stage enriches your world...

Welcome to our Annual Report for 2007-08. We have enjoyed a remarkable year with new programs and memorable performances. Attendances at GPAC rose by 7.4% to 169,117 (including a 20% increase to 24,820 for the Alcoa Theatre Season) with a further 59,135 attending events at Deakin's Costa Hall bringing total audience numbers to a record 228,252. Growing audience numbers, customer service, increased venue occupancy and inspiring performances are key benchmarks of our success.

The Trust and management have continued to be guided by our 2007 – 2010 Strategic Plan with its overarching goals motivating and stretching our company. The outstanding successes this year are clear evidence of the commitment and skill of GPAC staff who continue to deliver exceptional service to patrons, performers and producers alike.

GPAC also provides direction through the Geelong Cultural Precinct Leadership Group and the Masterplan recently completed by the State Government and the City of Greater Geelong.

I thank all Trust members for their work and commitment to GPAC this year. In particular I thank Kate Torpey who retired from the Trust this year and welcome Kelly Clifford and Peter Dorling as new Trust members.

GPAC is one of the seven Victorian Government arts agencies and relies on the support of the Victorian State Government, Minister Kosky and Arts Victoria.

We have maintained close working relationships with the Minister and our local members and thank them for their ongoing support of GPAC. GPAC's contribution to the local community in 2007-08 underlines the continued realisation of the Government's arts policy, Creative Capacity+.

Can I also thank our sponsors and community supporters, particularly Alcoa as principal sponsor of our Theatre Season. Also the Commonwealth Government for the support received through its Playing Australia touring subsidy which ensures Geelong and the region enjoy the best theatre productions from around Australia.

I also extend my grateful thanks to both our General Managers; Sally Beck for her leadership and support through to February this year (prior to birth of daughter Lily) and a hearty welcome to Jill Smith who has ably taken the helm until early 2009.

Thank you for taking the time to read our report. We look forward to welcoming you to the Centre in the coming year.



**Tim Orton**  
**Chairman GPAC Trust**

# General Manager's report

2007-08 has again seen GPAC build on its reputation as one of Australia's leading and most vibrant performing arts centres with the Centre itself presenting the work of distinctive, high quality Australian and international artists. Our local artists performed to record crowds and independent presenters increased their use of the GPAC theatres in recognition of the strong audience base in the Geelong region.

Our leadership role is also reflected by the sheer number of activities and audiences that we attract: in any one year, over 1,600 performances, events and other arts activities take place in our venues. GPAC is a key part of Geelong's cultural precinct which attracts close to half a million visitors a year, almost half of which are attributed to GPAC activities.

Sell-out seasons included GPAC presents performances of *'Menopause The Musical'*, the MTC's *'The 39 Steps'* and Company B's *'Keating!'* as part of the Alcoa Theatre Season; Act One Touring's presentation of the Kiev Ballet in *'Sleeping Beauty'* and *'Swan Lake'* and the local popular Broadway show *'Cats'* by Footlight Productions which attracted a record crowd of over 8,000.

GPAC also introduced three new events to the annual calendar - first *Bounce Geelong!* a circus and physical theatre festival with circus schools, night circus on Lt Malop Street and the main events on Eastern Beach. Second our new winter program *Shaken + Stirred @ the Blaki* presenting exciting independent performing artists and finally the addition of Family Day to the *Poppykettle Children's Festival*.

Congratulations to all our staff whose commitment to service saw customer satisfaction remain at 99% and hirer satisfaction - a measure introduced this year - at 82%. Staff members also contributed through a range of sub committees including our new Acting Green team that is developing our environmental policy aimed at reducing GPAC's carbon footprint. One of their first initiatives is this Annual Report printed on 100% recycled paper.

Work has continued on the Cultural Precinct redevelopment and we welcomed the State Government's commitment to Stage One - \$7.9 million for the Courthouse Youth Arts Centre refurbishment and GPAC, Geelong Regional Library and Geelong Heritage Centre final planning and business case. Other significant business projects have included the review and implementation of the GPAC Safety Plan and a new agreement which continues our management of Deakin's Costa Hall.

None of this would be possible without the extraordinary commitment of staff, Trust members, volunteers and our corporate and government partners. Special thanks too to our artistic partners including Playing Australia and Arts on Tour, to our audiences - drawn from the wider greater Geelong region including Surfcoast, Colac Otway and Golden Plains Shires and the Borough of Queenscliff with an average of 30% of households across the region interacting with GPAC over the past three years.



**Jill Smith**  
General Manager



The Club 2007



Ying Tong 2007

## In the spotlight

1. A significant increase this year in audience levels encompassing comedy, dance, theatre musicals and concerts saw attendances at GPAC venues rise to 169,117 and a further 59,135 at Deakin's Costa Hall bringing total audience numbers to a record 228,252
2. As part of the Cultural Precinct Masterplan endorsed by the State Government as Geelong Future Cities Project, a total of \$7.9 million of funding was allocated in the May 2008 Budget for the implementation of detailed planning work and business case development for GPAC, the Geelong Regional Library and Geelong Heritage Centre as well as refurbishment of the Courthouse Youth Arts Centre
3. GPAC's commitment to the local community with programs for mentorship, multicultural arts and school programs in association with VicHealth
4. Creation of a new major festival for the physical arts of Circus and Busking: *Bounce Geelong*
5. A new winter season of four spectacular shows: *Shaken + Stirred @ the Blaki*
6. GPAC regularly survey customers to gauge their level of satisfaction for the service they receive from our staff. This year the target for 'satisfied customers' was 98%, and we achieved 99%.

Here are some responses:

*"Always good service with a smile and a hello"*

*"At all the shows we have attended, the service and shows have been excellent"*

*"Attended GPAC regularly for years and have always found service to be excellent"*

*"Fantastic opportunity to see entertainment in regional precinct"*

*"How can you improve excellence? Keep up the good work"*

*"I am vision impaired and appreciate the help in seating and booking"*

*"No improvement needed really. It is always fantastic, service with a smile."*

*"Service could not be any better"*





*The 39 Steps 2008*



*Cosi 2007*



*Heroes 2008*

## Our Vision

To ensure the greater Geelong region is renowned for its creativity, energy and engagement of the arts.

## Our Mission

As a quality arts facility and dynamic organisation GPAC is an integral component of the fantastic lifestyle the Geelong region has to offer. We aim to:

- provide access to performing arts
- provide opportunities to participate in performing arts
- entertain, stimulate and challenge our audiences
- nurture our community's artistic talent.

## Our Credo

Our Stage enriches your world.

## Our Values

We are passionate about the performing arts.

We strive to provide both visitors and staff with a memorable experience by providing impeccable customer service.

We practise a positive and professional approach to our work, expressing a genuine enthusiasm, sense of fun and can do attitude.

We believe in teamwork, demonstrated by mutual respect, and open and honest communication.

We provide a secure and environmentally sound facility that ensures the safety of employees and customers.

## Our Goals

GPAC's objectives are identified by five overarching goals. These goals are to:

1. Provide excellent staff and venues
2. Expand our activities and audiences
3. Develop art and community
4. Increase financial resources
5. Contribute to our region's creativity and future.

# Our precious partners

GPAC gratefully acknowledges the State of Victoria and our sponsors for their generous support. We thank Minister for the Arts Lynne Kosky MP and our local parliamentarians for their ongoing interest, encouragement and advocacy on behalf of GPAC.

## Government Partners



## Program Sponsors

### Theatre Season



australia's aluminium

### Education



australia's aluminium

### Community Access



### Musical Mornings



### Family Magic



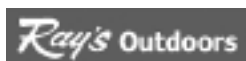
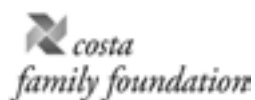
### Bounce Geelong



## Acts of Support



## Alcoa Theatre Season Sponsors



## Green Room Club Members





# Goal 1

## To provide excellent staff and venues

### Staff - our most precious resource

GPAC has an exceptional reputation for the highest levels of customer service and continues to develop its skilled and dedicated staff. During 2007-08 staff meetings and regular newsletters and emails ensured an inclusive approach to keeping all staff informed with training in first aid, emergency procedures, the whistleblowers legislation, theatre technical skills, information technology and customer service.

### Learning the ropes

Providing opportunities for young people to learn about the arts supports the future of the industry. During the year GPAC had 35 secondary students on work experience in the Education Program and a school-based trainee in the Venue Operations department.

### Facilities that people can enjoy

An on-going challenge is to continue meeting the expectations of the general public and producers in providing a safe and accessible environment including a welcoming building, comfortable theatres and the latest in theatre equipment technology.

Through funding made available by Arts Victoria's, Arts and Cultural Maintenance Fund, significant improvement to access for performers to GPAC backstage facilities were implemented. The stage door entrance and reception area was remodelled and is now a welcoming environment for visiting personnel. Significantly, safety improvements to the reception area which includes CCTV monitoring, access control doors and duress buttons has ensured our staff, performers and the public have access to improved safety and security measures.

Other significant building improvements during 2007-08 have included the upgrade to toilet facilities to reduce water consumption, remodelling of access stairs to enable safe passage for technical staff and development of a dedicated staff room which has been extremely well received by all staff. As previously stated, all of these improvements are made possible with funding provided through Arts Victoria's Arts and Cultural Maintenance Fund. Music Workshop are also acknowledged for the supply of video flat screen technology throughout the GPAC foyer. Increased maintenance needs and associated operational costs are a challenge.

### Occupational health and safety (OH&S)

GPAC's OH&S framework ensures the safety of every employee and visitor. GPAC has updated and implemented its safety plan that includes 7 overarching goals. The safety plan delivers a framework for all OH&S matters, risk management strategies, incident reporting and ongoing evaluation and training.

In December 2007, findings from the Victorian Managed Insurance Authority (VMIA) site risk survey were included into the GPAC risk register and have since been responded to. These risks have been completely eliminated and in the case of two low risks that were identified improved controls were applied.

In January 2008 GPAC delivered extensive emergency procedures training to all staff. This included advanced training in GPAC procedures for operational supervisors and training in the use of portable fire fighting equipment and evacuation drills for all staff.

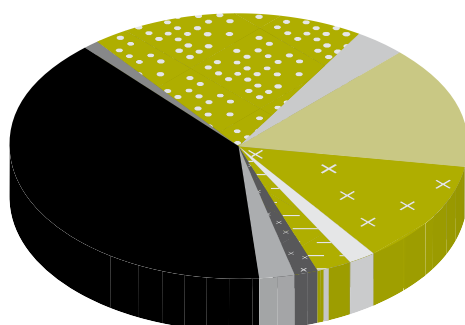
| Performance Indicator                             | Target 2007-08                             | Actual 2007-08 |
|---|--|----------------|
| Number of workplace injuries                      | 0  | 2              |
| Number of risks eliminated from the risk register | 14 (Based on no. of VMIA Identified risks) | 21             |
| Number of OH&S Committee meetings held            | 3  | 4              |

# How our venues are used

Our major venues continued to be well utilised in 2007-08. Occupancy rates do not include a measure for maintenance as this is scheduled around activity. The majority of available times is seasonal.

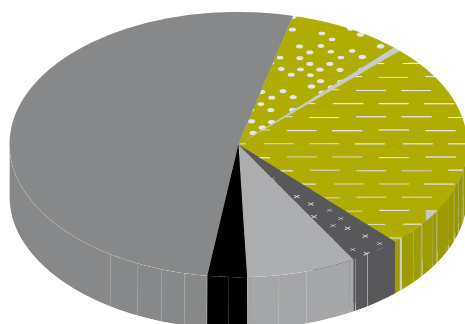
## Theatre usage by Events

**Ford Theatre  
by Event Type  
2007-08**



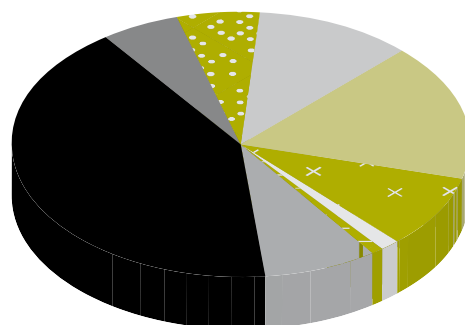
- Education 3.6%
- Dance 19.3%
- Comedy 1.0%
- Musical 40.0%
- Seminars 2.4%
- Opera 1.6%
- Film 2.5%
- Graduation 2.2%
- Concerts 12.2%
- Theatre 15.2%

**Ford Theatre  
by Hirer Type  
2007-08**



- Business 0.4%
- School 7.9%
- Community Arts 51.8%
- Community 2.9%
- Professional 7.6%
- GPAC Education 3.6%
- GPAC 25.8%

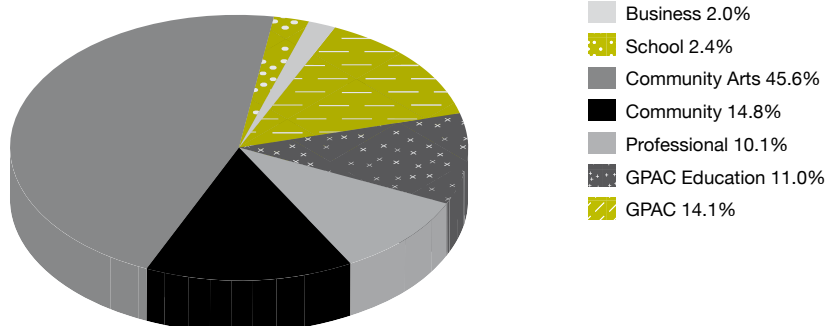
**Blakiston Theatre  
by Event Type  
2007-08**



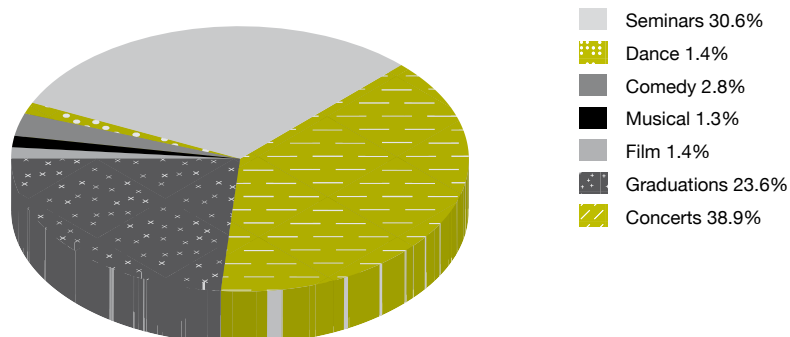
- Education 11.0%
- Dance 6.0%
- Comedy 5.4%
- Musical 41.6%
- Seminars 8.1%
- Opera 0.0%
- Film 0.7%
- Graduation 1.3%
- Concerts 9.1%
- Theatre 16.8%

## Theatre usage by Hirers

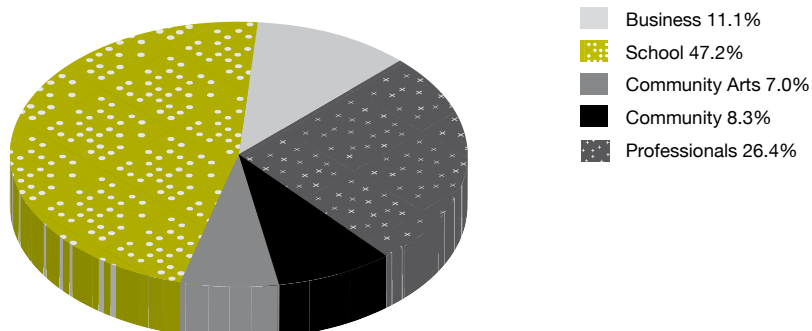
**Blakiston Theatre  
by Hirer Type  
2007-08**



**Deakin's Costa Hall  
by Event Type  
2007-08**



**Deakin's Costa Hall  
by Hirer Type  
2007-08**



# Goal 2

## To expand our activities and audiences

### Alcoa Theatre Season

The Alcoa Theatre Season received rapturous applause for *Ying Tong* and *The Club* while productions such as *Menopause the Musical*, *Keating!* and *The 39 Steps* were all virtual sell-out seasons, creating a 20% lift in attendances from the previous year.

The past year has seen GPAC build relationships with companies such as Sydney Theatre Company, Melbourne Theatre Company, Company B and McPherson Ink and we have seen a significant increase in attendances due to the diversity of experience on offer. GPAC can offer a capital city experience right here in Geelong. There is no longer a need to travel up the highway to see the best theatre in Victoria and Australia.

2007 ended on a bang with Sydney Theatre Company's *Ying Tong*, McPherson Touring's *Weary: The Story of Sir Edward Dunlop*, Victorian Opera's *Così fan Tutte* & *The Club*. Each of these shows were gems in their own right – from Richard Gills masterful music direction on *Così* to John Wood in David Williamson's classic, *The Club*. We have presented work that has captured our audience's imagination wholeheartedly.

### Alcoa Education Program

The Alcoa Education Program continues to provide a diverse range of quality experiences to schools and kindergartens in all sectors across the south western region. The experiences offered through the program allow teachers to design curriculum that provides an integrated learning experience connecting to the Victorian Essential Learning Standards.

The festivals element of the program was again a success with the Geelong Schools Music and Movement Festival in its 61st year attracting 2,500 primary and high school students. The Alcoa Poppykettle Children's Festival this year expanded the program to a three day event with the introduction of Family Day on the Saturday. The program included concerts, workshops, busking, market and educational stalls and ran across all GPAC venues and Johnstone Park. The standard of the performances were outstanding with highlights including workshops for students with the MSO which led to a student devised performance which set the story of the Poppykettle to music. Robert Ingpen, the author of the book, narrated the performance. The partnerships GPAC has made through this event continues to expand with Geelong Gallery, Geelong Regional Library, City of Greater Geelong – Arts and Culture Department, Events Unit, Family Services, Barwon Water, Deakin University and Gordon TAFE College all contributing.

The Alcoa Education Program presented some of the best live theatre on offer for students of all ages, the diverse range of high quality work this year included *My Grandma lived in Gooligulch*, *Little Big Shots* (International Film Festival for kids), *As You Like It* by Bell Shakespeare and *The Arrival* by Spare Parts Puppet Theatre.

The Take Over Program running over 3 months attracted students ranging from years 9 – 12, with a record number of VCE students who took part in the program. Teachers Professional Development was accessed through a series of workshops offering mentoring and networking opportunities to a range of teachers and made connections with professionals in the arts industry.

Once again the Alcoa Education Program provided a range of opportunities for students to be involved in our Work Experience Program with over 35 students taking part throughout the year. This year a relationship was built with the Gordon TAFE College and the Education program provided places for approximately 10 students to work on our events.

### Shaken + Stirred @ the Blaki

2008 was the inaugural season of Shaken + Stirred @ the Blaki with *The Needle and the Damage Done* by Fiona Scott-Norman, first cab off the rank. This programming stream is endeavouring to set a benchmark for regional arts centres in terms of content and audience development.

### Bendigo Bank Family Magic

Family Magic continues to be a popular and well attended program at GPAC. Highlights of the past year included *My Grandma lived in Gooligulch* and *Mr McGee and the Biting Flea* which won the Best Presentation for Children in the 2008 Helpmann Awards. Spare Parts Puppet Theatres' exquisite production of *The Arrival* based on Shaun Tan's award winning book was a visual feast while *Little Big Shots* featured the world's best films for kids.

### Musical Mornings

The Victorian Government's Seniors Card and Create Geelong have continued their partnership with our Musical Mornings program throughout 2007-08. This program has a consistently strong subscriber base and the most popular performances over the course of the year were *Keith Potger*, *The Mikado*, *Julie Anthony* and *A Day at the Great Music Hall*. A special thank you to the Surfcoast Shire and Borough of Queenscliff for supporting this essential program.

## Dance

Splash!dance Festival continued to draw new participants and audiences to its annual festival. The Junior Showcase and the Choreographic Competition gained a great deal of interest and participants are now coming from overseas.

Geelong's many lovers of ballet were treated to performances of two great ballet classics, *Swan Lake* and *The Sleeping Beauty*. These works were performed in the Ford Theatre by the Kiev Ballet Company (The National Theatre of Opera and Ballet) during May.

GPAC's Alcoa 1 and Alcoa 2 studios are still the preferred venues for our local dance schools and calisthenic groups. Venue bookings are constant throughout the year and in particular dominate our venues from October to December.

## International Series

GPAC's ongoing partnership with Melbourne International Arts Festival [MIAF] continued in 2007 with the astonishing production of *Sizwe Bansi is Dead*. The work, performed in French with English surtitles, was simple in its staging yet extremely moving and received a terrific response from GPAC audiences.

## Local Companies

GPAC continues to provide considerable support to our local companies via reduced venue costs and significant marketing support. Footlight Productions presented *Cats* by Andrew Lloyd Webber in the Ford Theatre which attracted record audiences. Lyric Theatre's *The Producers*, GMCC's *Cabaret*, GSODA's *High School Musical* and *Peter Pan* were also crowd favourites during the year.

We also continued to provide venue, technical and marketing support for Doorstep Ensemble's production of *Songs for a New World*. A new relationship was developed with Essential Theatre who became our company in residence. We supported Essential with their *Stage Days* fundraiser and preview showing of *Twelfth Night* which was a precursor to their National tour.

## Film

We were thrilled to have Melbourne International Film Festival's Travelling Film Festival tour to GPAC in mid – February. This was a strong program of contemporary film which attracted a diverse audience. One of the highlights was *The Jammed* - winner of the 2007 IF Award for best feature film. This screening was followed by a Q & A hosted by Guy Davis, the Geelong Advertiser's film reviewer with the films director Dee McLachlan.

## Comedy

It's been a busy year particularly with shows such as *The Chaser* finally hitting the road as well as comedians of such high standing as Ross Noble, Carl Barron and The Kransky Sisters touring to GPAC.

We started the 2008 year with a laugh by presenting Melbourne International Comedy Festival's *Raw Comedy*. The winner was Cameron McDonald, a Masters student in Sociology from Melbourne University who has a Scottish father and Iranian mother and specialises in Middle Eastern humour with a twist.

## Music

GPAC continues to be the venue of choice for national and international musical artists touring across the region. The past year has seen fantastic Australian talent such as Xavier Rudd, David Campbell, Clare Bowditch and the Feeding Set, Kate Ceberano, Paul Kelly and Kasey Chambers all perform at one of our venues. But the year's most potent highlight was the Soweto Gospel Choir who thrilled audiences with their dynamic and uplifting performance.

On a classical front, the MSO has continued to grow with strong attendances at Costa Hall. 2008 has also seen GPAC expand its repertoire by taking on the management of the Geelong Advertiser Music Competition.

## Arts in the Park

Now in its second year, CoGG's Arts in the Park has continued to grow and was very well attended.

GPAC provided foyer entertainment with vocal group Viva and local musician Peter Huff performing a lunchtime concert. We also offered a number of backstage tours throughout the day and these were also popular.

## GPAC On-Line

[www.gpac.org.au](http://www.gpac.org.au) is the online lifeblood for our customers both within the region and beyond. This year alone online bookings rose by 85% with over 200,000 visits. Constantly updated, our Website provides what you need to book everything from the Alcoa Theatre Season to a play at The Woodbin from the comfort of your own home. Whilst it's a great way to avoid queues, our friendly Box Office staff are happy to greet you whenever you're passing.

# Goal 3

## To develop art and community

As part of our charter we believe that supporting and assisting our local arts organisations through the use of access to our facilities at reduced rates and the offering of professional advice and mentoring are all an indispensable adjunct to our core business of managing the Centre.

### Bounce Geelong

The strength of Bounce Geelong is around the variety of performances on offer and the diverse activities which fit within a circus context. For example, two salons were held that showcased two very different elements of circus – costumes and parkour. Local company Circus 3230 ran workshops and also performed over the week.

The Friday *Night Circus* in Little Malop Street was a highlight of the week with around 500 people in attendance. This event provided a dual purpose – a chance to engage with performances in and around the laneways and an opportunity to experience a taster of what to expect from the buskers at Eastern Beach on the weekend.

On Saturday, buskers performed throughout the day at Eastern Beach and there was also an array of free circus workshops on offer. The Flying Fruit Fly Circus performed *Beach Party* on their rig at Eastern Beach on the Saturday night and this attracted an audience of approximately 700. This performance gave Geelong a chance to see the Fruities perform at their best with a show that was unashamedly Australian in content. This was followed by a fire, drumming and dance spectacular with fireworks to cap the night off.

Sunday continued with buskers, circus workshops and Geelong's first dog circus which in particular attracted a lot of attention. The weather held out until the start of the break battle which unfortunately was stopped due to rain.

From a programming point of view, the event was a great start to what we hope will be a yearly event of national interest.

### New Initiatives in 2007-08:

#### The Living Library

Borrowing people as books, the Living Library provides an opportunity to discover a different person's experiences in a safe environment. GPAC has established a steering committee and presented a very successful launch with guest speakers including Arnold Zable, Jane Clifton and performances from Tiffany Eckhart and Dave Steel. The launch was attended by over 300 people from a range of organisations throughout the region.

#### Flying Start

The Education Program introduced a mentorship program providing opportunities for a small number of selected students who have identified an interest and passion for performing arts – connecting students to professional companies and focusing on individual student goals.

### Continuing and ongoing initiatives include:

#### Audio Description

GPAC continues to build on our association with Vision Australia to provide audio description to our visually impaired theatre audiences.

#### Multicultural Community

The final in the series of development workshops providing opportunities for participants to engage with professionals in performance, technical and marketing related fields was held at the end of 2007 and gauging from the feedback from the community groups and artists was a very inspirational and educational experience.

Folk Sundays continued to grow this year with local cultural groups attending production mentoring workshops at GPAC followed by well attended performances in the venue. This program is run in partnership with Diversitat.

#### Ticket Allocation

GPAC continues to provide ticket allocations to organisations servicing people who are rurally or socially isolated. We have had ongoing ticket allocations to Vision Australia audio description volunteers and to the Victorian AIDS Council.

For many organisations in the Greater Geelong region fundraising is an integral part of their survival. In 2007-08 GPAC supported local organisations to fundraise through donating close to \$10,000 of tickets to shows.

The not-for-profit schools, clubs and community groups supported included: • Geelong Netball Association • Oxfam Geelong • United Way Geelong • Tourism Geelong • Bannockburn Primary School • Buy Local • Geelong West Kindergarten

Kommerical, a subsidiary of Karingal Inc., is a Geelong based agency that supports adults with disabilities, operates a number of work units such as a mail house, mobile gardening services, packaging and assembly. GPAC supports this important local enterprise by using its staff to process and post all its direct mail to customers in the region.

### Engaging local performing arts

Through the Community Access Program (CAP), sponsored by the Geelong Advertiser Group, GPAC provides significantly reduced venue and equipment hire rates. This means that local producers and arts community groups can more readily utilise GPAC's professional theatres and staff to assist in producing their own shows. In 2007-08 this included performances of: *Peter Pan*, *Cats*, *High School Musical*, *Cabaret*, *Tommy*, *Aladdin*, *The Producers* and *The Mikado*.



# Goal 4

## To increase financial resources

GPAC's main sources of revenue are from box office for its own presentations and external event ticket sales, venue hire and sponsorship. Revenue from all these areas increased significantly in 2007-08, for example:

- An increase in cash sponsorship of 19% to \$392,450 and a lift of 13% for in-kind sponsorship to \$146,136
- Income from Venue Hire improved by 9% to \$342,019 which is a strong result in an increasingly competitive market
- Online Internet ticket sales grew by 85%, in line with a large growth in website hits - testament to the success of our redesigned website [www.gpac.org.au](http://www.gpac.org.au)
- The 7.4% increase in overall attendances, saw booking fee revenue rise from \$318,890 in 06/07 to a record \$373,117 this year, a growth of 17%.



# Goal 5

## To contribute to our region's creativity and future

The Cultural Precinct Masterplan was completed in late 2007 and endorsed by State Government as the Geelong Future Cities Project. The Masterplan envisages a significantly expanded GPAC and Geelong Gallery, Geelong Library and Geelong Heritage Centre with a renovated Courthouse Youth Arts Centre.

Add to this investment in the public realm, with better links between the Precinct, the station and the CBD, and the activation of the spaces around the buildings (by including street cafés and other complementary retail outlets) - the precinct presents the opportunity to offer a very different cultural experience.

In the May 2008 budget, a total of \$7.9 million of funding was allocated by the Government for the implementation of Stage 1: The funding is provided for detailed planning work and business case development for GPAC and the Library and Heritage Centre as well as refurbishment of the Courthouse Youth Arts Centre.

This is great news for GPAC and the Geelong region. In particular the community members who have helped champion the cause. The Cultural Precinct in the City of Geelong is unique. No other regional city has the majority of its major cultural assets in one precinct.

And these plans offer the organisations involved a rare opportunity to imagine a future with greater collaboration across art forms and activities, improved utilisation of the redeveloped facilities and greater community access.

The end result will be a cultural precinct for the greater Geelong region that is unique in Australia, renowned as a model of artistry, energy, innovation and sustainability, to which other regional centres should aspire.



*Sizwe Banzi Is Dead 2007*

# Shows and events at GPAC

## Classes

Anne Carrick School of Dance  
Anne Robson  
Back2back Workshops  
Embellysh Belly Dance  
Geelong Talent & Event Management  
Impetus Dance School  
Infinite Dance Studios  
Joining The Chorus  
Jordan Punsalang - Parallax Dance  
La Vida Salsa Dance Group Workshop  
Little Picaso's  
Melbourne Salsa  
NIDA Workshops  
Stepping Stones  
Val Hannah School of Dance

## Theatre

Back2back - Workshops  
Essential Theatre - *Twelfth Night*  
Melbourne Festival presents *Sizwe Banzi is Dead*  
Screen Actors Studio  
Alcoa Theatre Season Launch

## Bendigo Bank Family Magic Season

Patch Theatre Company present  
*Mr McGee & The Biting Flea*  
Musicbox Theatre Company present *Pinocchio*  
Gooligulch Productions present  
*My Grandma Lived In Gooligulch*  
Musicbox Theatre Company present  
*Wind in the Willows*  
Media Giants in Association with ACMI present  
*Little Big Shots*  
Consentino  
A Garry Ginivan Attraction present  
*Possum Magic - The Musical*  
Spare Parts Puppet Theatre present *The Arrival*

## Alcoa Theatre Season

McPherson Touring present *Weary The Story of Sir Edward Dunlop*  
Sydney Theatre Company present *Ying Tong*  
Victorian Opera present *Così fan Tutte*  
Hit Productions present *The Club*  
McPherson Ink, JAYLA Administrators and GFOUR present *Menopause the Musical*  
Company B presents *Keating!*  
Bell Shakespeare present *As You Like It*  
Queensland Theatre Company present *Heroes*  
Melbourne Theatre Company present *The 39 Steps*

## Concerts

Andrew McManus Presents - Kate Ceberano  
AKA presents *The Fairies - Live On Stage*  
Andrew Malouf Entertainment present *The Drifters*  
Arts In The Park  
Barwon Heads Primary School Concert  
Belmont High Awards Ceremony  
Bounce Geelong  
Gordon & Stahl Touring presents *Charlie Landsborough*  
Christian College House Music Concert  
Christian College Music Evening  
Lunatic Entertainment present *Clare Bowditch Winter Secrets Tour*  
Clive James 'Out on his Own'  
CoGG School Holiday Concert  
Concert Of The Decade  
David Campbell Swing Sessions 2  
Entertainment Edge presents Adam Harvey  
Folk' Multicultural Sunday  
Adrian Bohm presents Foster & Allen  
Friends Of The MSO  
Geelong Advertiser Scholarship  
Geelong Concert Band Inc is 20 Years Young  
Geelong Eisteddfod  
Geelong Wind Band Showcase 2008  
Geelong College Foundation Concert  
Geelong Summer Music Camp  
Groove For Reconciliation  
Herne Hill Primary School - Spectacular  
Highton Rotary Star Search  
HKUD Lado Geelong  
Hutchison Entertainment Group *Men in Tutus*  
Jammin With the MSO  
Joe Avati presents *IL Dago*  
John Williamson - *Wildlife Warrior Tour*  
Justine Clarke - *I Like to Sing!*  
Premier Artists present Kasey Chambers  
Gordon & Stahl Touring presents Louise Morrissey  
Gordon & Stahl Touring presents Mary Duff  
Mister Whiskers  
Melbourne Symphony Orchestra  
Ocean Grove Primary School Concert  
Music Workshop – Paul Gilbert Guitar demonstration  
Paul Kelly  
Peter Hartin Presents - Marion Martin  
Premier Artists presents - Bjorn Again  
Premier Artists – Graham Connors & Anne Kirpatrick  
RCH Healthy Living Festival  
Rock Down The Clock 2  
Roy Orbison Tribute Show  
Soweto Gospel Choir - *African Spirit*  
Sydney Balalaika Orchestra  
Teen Idol Australia  
The Song Room  
Artist Network presents *The Songbirds*  
Twin Cellists Australian Tour  
Vic Health Program - East Geelong Primary School  
Vic Health Program - North Shore Primary School  
Wakakiri  
McPherson Ink – *Wild World the Cat Stevens Story*  
Supersonic Entertainment presents Xavier Rudd  
Zonta Club presents A Celebration of Women

## Musical Mornings

*Denis Walter*  
*A Day at the Great Music Hall*  
*Annalisa Kerrigan*  
*Julie Anthony*  
*Keith Potger & friends*  
*Mikado*  
*Tribute to Fred & Ginger*  
*A Gaslight Christmas*  
*Donald Cant*  
*Toni Lamond*

## Awards/Graduations

Airshows Down Under  
Alcoa Apprentice Awards Night  
Bellarine Secondary College Awards  
Belmont High Awards  
Bollies Awards  
Christian College Awards  
Clonard College Graduations  
Corio Bay Secondary Awards  
Deakin Graduations - April & October  
Geelong Baptist College Awards  
Geelong College Speech Day  
Grovedale College Graduations  
James Hardie Awards  
Kardinia International College Graduations  
Lara Secondary College Awards  
Living Library Launch  
Matthew Flinders Awards  
Newcomb High Awards  
Newcomb High Graduations  
Oberon High Awards  
Sacred Heart College Graduation  
St. Joseph's College Graduations  
The Art Of Sustainability Festival - Launch  
Western Heights Awards  
Western Heights Graduations

## Film

*Little Big Shots*  
*Shootout Festival*  
*Travelling Film Festival*

## Bethany Arthouse Film Festival

*The Italian*  
*The Lives of Others*  
*Cave of Yellow Dog*  
*Gettin' Square*

## Conference/Seminars

Having your say 2008  
150th Anniversary Of Alcoa Church  
Accident Compensation  
Alcoa Client Christmas Drinks  
Alcoa- Una Wright  
Alfred Deakin Innovation Lectures 6pm  
AMOS Conference  
Assemblies Of God  
Barwon Water Wet Weather Contingency  
Carol Hoyle O Week  
Catholic Education Office  
Celebrant Training 9.15am  
City Of Greater Geelong - Climate Change & Global  
City Of Greater Geelong Strategic Implementation  
Cmc Markets  
CPSU  
Deakin - Searby Oration  
Deakin Department Of Education  
Deakin Health & Medicine  
Department Of Education  
Department Of Human Services -launch  
Department Of Nursing  
Dept Health & Social Development  
Dept Of Infrastructure Transport Legislation Review  
Disability Rights & Advocacy Service  
Donna/programming  
Geelong Finance Group - Marika  
Geelong Library  
Geelong Regional Library - Poetry Comp  
GFC - The Club Function  
Gordon Graduations 7.00pm  
Gordon Tafe Keynote Speaker  
Gordon Tafe Keynote Speaker  
GP Association presents Condom Dialogues  
VALID Inc present Having Your Say Conference  
Kempe Engineering  
Lady Gowrie Child Centre Training  
Lara Lodge  
LBW Accountants  
Leader For Geelong  
Little Picaso  
Living Library  
National Grains Council Conference  
Office for Youth  
Folk Personal Development Workshops  
The Art Of Sustainability Festival  
Think Technology Information Sessions  
Conflict Resolution Training  
United Way Head Of The River  
University Of Melbourne VIP Function  
Wesley Health Management  
Worksafe Seminar  
Young Executives Club

## Musicals

Beat presents *A tribute to Hollywood Musicals*  
 Doorstep Ensemble presents *Songs for a New World*  
 Footlight Productions presents *Cats*  
 GMCC presents *Cabaret*  
 GMCC presents *Tommy*  
 GSODA presents *Peter Pan*  
 GSODA presents *High School Musical*  
 Kardinia International College presents *Aladdin*  
 Lyric presents *Mikado*  
 Lyric presents *The Producers*  
 Medimime presents *Robinson Crusoe*  
 St Ignatius College presents *Grease*

## Comedy

A List Entertainment present *Arj Barker*  
 Ben Price Comedy present *Dr Phil*  
 A List Entertainment present *The Kransky Sisters*  
 Laughing Stock Entertainment present *Heath Franklin as Chopper*  
 A List Entertainment presents *Puppetry Of The Penis Raw Comedy*  
 Chaser Publishing present *The Chaser Edge of Reason Tour*  
 A List Entertainment present *Ross Noble*  
 Blaki Series *The Needle & Damage Done*  
 A List Entertainment present *Carl Barron*

## Dance

Act One Kiev Ballet - *Sleeping Beauty*  
 Act One Kiev Ballet - *Swan Lake*  
 Aerosport Allstars  
 Anne Carrick School of Dance  
 Barwon Calisthenics  
 Bellarine Academy Of Dance  
 Bellarine Calisthenics  
 Christian College Dance Evening  
 Debbie Lee School Of Dance  
 DMC Danceworks  
 East Side Calisthenics  
 First Steps Dance Studio presents *Musicals*  
 Geelong Ballet  
 Geelong Calisthenics Calisthenics  
 Hightone Dance Academy  
 Impetus Dance  
 Infinite Dance Studios  
 KC Dance Company  
 Kerryn Louise School of Dance  
 Mwah JDC & Parallax Dance Concert  
 New Talent Group Concert  
 Ocean Grove Calisthenics  
 Ole! Ola!  
 Retfar Promotions present *Rhythms of Ireland*  
 Room2move present *A Thousand Words*  
 Sandra Clack Ballet School  
 Scottish Community Dance - *Kaleidoscope*  
 Splash Dance Festival 2007  
 Tap High Dance Studio  
 Val Hannah School Of Dance  
 Victorian State Calisthenics Team  
 Westcoast Calisthenics  
 Wingrove Calisthenics- 14th Annual Display  
 Wish on a Star Concert

## Education

Botanical Gardens Storyteller  
 Childrens Film Festival *Little Big Shots*  
*Cosentino*  
*Poppykettle Festival 2008*  
*Possum Magic*  
 Take Over - Wise Up Day  
 Take Over Performances  
 FM *The Arrival*  
 Geelong Schools Music and Movement Festival  
*Mr McGee & The Biting Flea*  
*My Grandma Lives In Gooligulch*  
 Teachers Professional Development  
*As You Like It* - Bell Shakespeare



# Our Box Office at your service

In addition to selling tickets for the shows at GPAC venues, GPAC Box Office delivers a consistently high level of service for a range of events that take place outside GPAC. In 2007-08 GPAC provided ticketing services for the following shows and events.

Acorn Productions Robbie Williams Tribute Show  
 Acorn Productions Absolutely 80s  
 Acorn Productions On the road again Willie and Roy the musical  
 Acorn Productions Catherine Britt  
 Acorn Productions Glenn Shorrock  
 Acorn Productions Russell Morris & Brian Cadd  
 Acorn Productions Mark Seymour  
 Acorn Productions Frankie J Holden and Wilbur Wilde  
 Acorn Productions Dragon  
 Acorn Productions Cotton Keays & Morris  
 Acorn Productions Black Sorrows  
 Acorn Productions Max Merritt & the Meteors  
 Acorn Productions Daryl Braithwaite  
 Acorn Productions Bobby Flynn  
 Acorn Productions Ross Wilson  
 Acorn Productions Wendy Stapleton  
 Acorn Productions The Eagles Story  
 Acorn Productions Mental As Anything  
 Acorn Productions Achtung Baby - U2 Tribute show  
 Acorn Productions Dragon  
 Acorn Productions Jon Stevens  
 Acorn Productions Ross Wilson

Acorn Productions Mental as anything  
 Cara McDonald Revealing Cleary  
 Equestrian Federation of Australia Dressage and Jumping with the Stars  
 Equestrian Federation of Australia Melbourne 3 Day Event  
 Friends of the the gardens Music In the Gardens  
 Geelong Repertory Theatre Company The Importance of Being Earnest  
 Geelong Repertory Theatre Company Wicked Sisters  
 Geelong Repertory Theatre Company Educating Rita  
 Geelong Repertory Theatre Company Lysistrata  
 Geelong Repertory Theatre Company Little Murders  
 Geelong Repertory Theatre Company Cloudstreet  
 Geelong Wine Growers Association Toast to the coast  
 Hesse Rural Health Mgmt Broadway at the mansion  
 icircus Trick Circus  
 Minya Winery Minya Summer Concert Series  
 National Celtic Festival National Celtic Festival  
 Queenscliff Music Festival Queenscliff Music Festival  
 PACD Productions Bacharach Retrospective  
 Sacred Heart College Pro Arte Concert Series  
 Scotchmans Hill Twelfth Night at Spray Farm  
 GPAC is also a Ticketek outlet



*Alcoa Poppykettle Festival 2008.  
 Photo by Fern Millen*



# Output statements 2007-08

| Performance Indicator                                       | 2007-08<br>Target | 2007-08<br>Actual | 2007-08<br>% Achieved | 2006-07<br>Actual |
|---|-------------------|-------------------|-----------------------|-------------------|
| <b>Goal 1</b>   |                   |                   |                       |                   |
| <b>To provide excellent staff and venues</b>                |                   |                   |                       |                   |
| Staff satisfied with employment at GPAC                     | 60%               | 87%               | 145%                  | Not<br>measured   |
| Staff satisfaction - staff training program attendances     | 275               | 305               | 111%                  | 272               |
| Customer satisfaction                                       | 98%               | 99%               | 101%                  | 99%               |
| Hirer satisfaction  | 75%               | 82%               | 109%                  | New<br>measure    |
| Number of new business processes developed                  | 3                 | 3                 | 100%                  | 3                 |
| <b>Goal 2</b>   |                   |                   |                       |                   |
| <b>To expand our activities and audiences</b>               |                   |                   |                       |                   |
| <b>Occupancy</b>  |                   |                   |                       |                   |
| - Ford Theatre  | 63%               | 69%               | 110%                  | 59%               |
| - Blakiston Theatre   | 50%               | 42%               | 84%                   | 49%               |
| - Costa Hall  | 28%               | 27%               | 96%                   | 27%               |
| <b>Total attendances</b>                                    |                   |                   |                       |                   |
| At GPAC   | 150,000           | 169,117           | 113%                  | 157,431           |
| At Costa Hall   | 65,000            | 59,135            | 91%                   | 65,623            |
| At GPAC and Costa Hall                                      | 215,000           | 228,252           | 106%                  | 223,054           |
| <b>Attendances by hirer type (at GPAC)</b>                  |                   |                   |                       |                   |
| Total attendance at GPAC by hirer type                      | 150,000           | 169,117           | 113%                  | 157,431           |
| comprising:   |                   |                   |                       |                   |
| GPAC theatre programs                                       | 44,600            | 49,338            | 111%                  | 40,333            |
| GPAC education programs                                     | 12,060            | 12,844            | 107%                  | 12,050            |
| Venue hire shows and events - community                     | 78,300            | 89,702            | 115%                  | 84,698            |
| Venue hire shows and events - commercial                    | 15,040            | 17,233            | 115%                  | 20,350            |
| <b>Attendances at GPAC theatre programs by product type</b> |                   |                   |                       |                   |
| Theatre Season  | 20,700            | 24,820            | 120%                  | 18,871            |
| Musical Mornings  | 12,000            | 11,950            | 99%                   | 12,483            |
| Family Magic  | 5,000             | 4,794             | 96%                   | 2,477             |
| One-off shows/events  | 6,900             | 7,774             | 113%                  | 6,502             |
| Education program   | 12,060            | 12,844            | 107%                  | 12,050            |
| <b>Attendances by art form/event type (at GPAC)</b>         |                   |                   |                       |                   |
| Total attendances at GPAC by art form/event type            | 150,000           | 169,117           | 113%                  | 157,431           |
| comprising:   |                   |                   |                       |                   |
| - Theatre   |                   | 20,547            |                       | 32,099            |
| - Comedy  |                   | 4,534             |                       | 6,820             |
| - Classes   |                   | 27,897            |                       | 24,412            |
| - Dance   |                   | 17,723            |                       | 17,452            |
| - Opera   |                   | 1,496             |                       | 1,399             |
| - Musical   |                   | 37,606            |                       | 24,935            |
| - Film  |                   | 2,385             |                       | 3,425             |
| - Concerts  |                   | 28,126            |                       | 26,210            |
| - Seminars & Conferences                                    |                   | 7,455             |                       | 6,919             |
| - Graduations & Awards                                      |                   | 4,186             |                       | 1,710             |
| - GPAC Education Program                                    |                   | 12,844            |                       | 12,050            |
| - Festivals   |                   | 4,318             |                       | -                 |

| Performance Indicator  | 2007-08<br>Target  | 2007-08<br>Actual  | 2007-08<br>% Achieved                        | 2006-07<br>Actual                             |
|--|--|--|--|---|
| <b>Goal 2 - continued</b>  |  |  |  |   |
| <b>Attendances by output group</b>                                   |  |  |  |   |
| Total attendances at GPAC by output group comprising                 | 150,000  | 169,117  | 113%   | 157,431                                       |
| Community engagement activities                                      | 4,600  | 6,321  | 137%   | 3,890   |
| Community use of facilities  | 78,300   | 89,702   | 115%   | 84,698  |
| Education programs - students  | 11,500   | 11,534   | 101%   | 11,411  |
| Education programs - teachers professional development               | 40   | 18   | 45%  | 39  |
| Programming - externally produced / presented mainstage performances | 15,040   | 17,233   | 115%   | 20,350  |
| Programming - self or co-produced / presented mainstage performances | 40,520   | 44,309   | 109%   | 37,043  |
| Number of performances in Ford & Blakiston theatres                  | 330  | 328  | 99%  | 324   |
| Online access  | 200,000  | 206,136  | 103%   | 148,636                                       |
| <b>Goal 3</b>  |  |  |  |   |
| <b>To develop art and community</b>                                  |  |  |  |   |
| Number of initiatives developed or delivered                         | 8  | 14   | 175%   | 10  |
| Volunteer hours  | 1,400  | 1,984  | 142%   | 1,430   |
| Waived venue hire charges  | \$50,000   | \$61,952   | 124%   | \$46,382                                      |
| Ticket giveaways   | \$11,500   | \$7,575  | 66%  | \$11,316                                      |
| <b>Goal 4</b>  |  |  |  |   |
| <b>To increase financial resources</b>                               |  |  |  |   |
| End of year financial result   | -\$3,241 deficit revised to -\$76,181 deficit in mid year forecast | -\$18,512  | Annual result has exceeded mid year forecast | \$112,051                                     |
| Percentage of operating income from non-government sources           | 75%  | 77%  | 103%   | 74%   |
| Venue hire income  | \$322,450  | \$342,019  | 106%   | \$312,676                                     |
| Total sponsorship income comprising:                                 | \$406,113  | \$392,852  | 97%  | \$328,771                                     |
| - Cash   | \$272,400  | \$246,716  | 91%  | \$199,938                                     |
| - In-kind  | \$133,713  | \$146,136  | 109%   | \$128,833                                     |
| <b>Goal 5</b>  |  |  |  |   |
| <b>To contribute to our region's creativity and future</b>           |  |  |  |   |
| Progress of Cultural Precinct Master Plan                            | Successful ERC bid   | Stage 1 funding achieved in May budget for final planning for GPAC and Geelong Library and refurbishment of Courthouse Youth Arts Centre | Achieved                                     | Cultural Precinct Master Plan funding secured |

# Corporate Governance

## GPAC Trust Members

**Tim Orton**  
Trust Chair, Finance  
Subcommittee



**Elaine Carbines**  
Trust Deputy Chair  
(since 31/03/08),  
Community  
Relations &  
Marketing  
Subcommittee  
(Chair from Jan08)



**Julie Dyer**  
Trust Deputy Chair  
(until 31/03/08),  
Programming  
Subcommittee  
(Chair)



**Janet Bond**  
Community  
Relations and  
Marketing  
Subcommittee  
(Chair until Dec  
07), Programming  
Subcommittee



**Kelly Clifford**  
Programming  
Subcommittee  
– appointed  
21/05/08



**Peter Dorling**  
Audit & Risk  
Subcommittee,  
Community  
Relations &  
Marketing  
Subcommittee  
– appointed  
21/05/08



**Andrew Dunbabin**  
Finance  
Subcommittee  
(Chair), Audit &  
Risk Subcommittee



**Richard East**  
Programming  
Subcommittee



**Simon Guthrie**  
Audit & Risk  
Subcommittee  
(Chair), Finance  
Subcommittee



**Sue Lansdell**  
Community  
Relations and  
Marketing  
Subcommittee



**Peter McMullin**  
Community  
Relations and  
Marketing  
Subcommittee



**Kate Torpey**  
Audit & Risk  
Subcommittee  
– Retired at  
end of term,  
December 07



### Trust member meeting attendance 2007-08

| Member's Name                                  | Actual / Possible<br>to date | Member's Name   | Actual / Possible<br>to date |
|--|------------------------------|-----------------|------------------------------|
| Tim Orton, Chair                               | 9/10                         | Andrew Dunbabin | 8/10                         |
| Elaine Carbines, Deputy Chair<br>from 31/03/08 | 10/10                        | Richard East    | 6/10                         |
| Julie Dyer, Deputy Chair<br>to 31/03/08        | 8/10                         | Simon Guthrie   | 8/10                         |
| Janet Bond                                     | 10/10                        | Sue Lansdell    | 8/10                         |
| Kelly Clifford*                                | 2/2                          | Peter McMullin  | 4/10                         |
| Peter Dorling*                                 | 1/2                          | Kate Torpey*    | 2/5                          |

\*Kelly Clifford and Peter Dorling were appointed in May '08, Kate Torpey retired in December '07.

The Trust was established by the Geelong Performing Arts Centre Trust Act 1980 No. 9406. The Minister responsible is Lynne Kosky MP Minister for the Arts.

The Act provides that the functions of the Trust shall be:

- to complete the construction of the Centre, which shall be known as the Geelong Performing Arts Centre
- to care for, improve and maintain the Centre
- to control and manage the Centre
- to present and produce theatrical performances, operas, plays, dramas, ballets and musical and other performances and entertainments of any kind whatsoever in the Centre and outside the Centre
- to promote the use of the Centre by persons and bodies whom the Trust consider suitable to use it
- to perform any other functions appropriate to the Centre as the Minister may approve

## Trust Subcommittees and terms of reference

### Finance Subcommittee

Andrew Dunbabin (Chair), Simon Guthrie, Tim Orton

The Finance Subcommittee advises the Trust on the most appropriate way to fulfil its responsibilities with regard to financial management, accounting and reporting practices as prescribed by the Geelong Performing Arts Centre Trust Act 1980 and the Financial Management Act 1994.

It meets on a monthly basis and makes recommendations to the Trust for approval regarding annual operating budget, programming budgets, capital expenditure priorities, monitoring of monthly financial result against budget, internal control relating to the finance system, pricing of services and cost effectiveness.

### Community Relations and Marketing Sub-Committee

Janet Bond (Chair), Elaine Carbines, Sue Lansdell, Peter McMullin, Tim Orton

The role of the committee is to provide advice and guidance on sponsorship and marketing strategy and monitor performance against budget. Members advocate on behalf of GPAC to relevant business, government and community networks, represent GPAC at key functions and meetings and act as hosts at GPAC events and functions.

### Programming Sub-Committee

Julie Dyer (Chair), Lynden, Richard East, Janet Bond (from Jan 08), Kelly Clifford (from May 08)

The role of the committee is to contribute to the priorities and direction of GPAC's strategic Plan in the areas of programming and audience development. The committee works in alignment with the Finance Committee to support programming activities.

### Audit and Risk Sub-Committee

Simon Guthrie (Chair), Andrew Dunbabin, Kate Torpey (until 31 December 2007), Peter Dorling (from 21 May 2008)

The audit sub-committee advises the Trust on issues relating to risk management, transactions with external parties and financial reporting obligations. The subcommittee has an oversight role in the areas of internal and external audit, annual financial reporting, risk management and compliance.



Alcoa Theatre Season Launch December 2007  
Photo by Fern Millen

# Staff employed during 2007-08

() denotes previous incumbent

## Management

|   |              |                                 |
|---|--------------|---------------------------------|
| General Manager                           | Jill Smith   | Sally Beck<br>(maternity leave) |
| Community Relations and Marketing Manager | Jon Mamonski |                                 |
| Customer Services Manager                 | Tina Rettke  |                                 |
| Finance Manager                           | Tineke Barry |                                 |
| Program Manager                           | Donna Aston  |                                 |
| Venue Operations Manager                  | Jamie Stahl  |                                 |

## Administration

|   |                 |                 |
|---|-----------------|-----------------|
| Accountant                                | Darren Jones    | (Angela Yao)    |
| Assistant Accountant                      | Wendy Jones     |                 |
| Personal Assistant to the General Manager | Sharna Gollogly |                 |
| Program Coordinator                       | Una McAlinden   |                 |
| Project Coordinators                      | Terry Jaensch   | Thomas Cho      |
|   | Fiona Greig     | Marian McDonald |
|   | Kathy Simson    |                 |

|                               |                 |                    |
|-------------------------------|-----------------|--------------------|
| Venue Operations Coordinators | Angela Blackney | Angelique Woodyard |
|-------------------------------|-----------------|--------------------|

## Box Office

|                       |                |                 |
|-----------------------|----------------|-----------------|
| Box Office Supervisor | Kim Hodgkinson |                 |
| Box Office Staff      | Linda Allen    | Haley Duffield  |
|                       | Jessica Fraser | Karen Garratt   |
|                       | Mark McCabe    | Caroline Symons |
|                       | Karen Walton   | Jenny Waugh     |

## Cleaning

|                |                     |                 |
|----------------|---------------------|-----------------|
| Head Cleaner   | Gordon Hutchinson   |                 |
| Cleaning Staff | Doug Abbott         | Debra Jones     |
|                | Suzana Saplamaeva   | Aleida Sherwell |
|                | Anne Maree Villanti |                 |

## Front of House

|                           |                       |                   |
|---------------------------|-----------------------|-------------------|
| Front of House Supervisor | Allanah Clifford      |                   |
| Front of House Staff      | Stacey Baldwin        | Alan Beck         |
|                           | Myrna Bennett         | Kimberlee Bone    |
|                           | Mykel Brown           | Betty Clarke      |
|                           | Lynda Clifford        | Jonathan Dredge   |
|                           | Shanti Fagan          | Gillian Fillman   |
|                           | Kathy Frittoli        | Val Foster        |
|                           | Ineke Geue            | Julie Haugh       |
|                           | Anna Ingles           | Catherine Johnson |
|                           | Lachlan Joyce         | Dianne Kibbis     |
|                           | Sandra Lovell         | Tania McCallum    |
|                           | Genine McCorkell      | Maree Mensinga    |
|                           | Tobie Newman          | Carolyn O'Neill   |
|                           | Eril Rankin-Stubbings | Ruth Sutherland   |
|                           | Peter Treloar         | Jazmin Tweeddale  |
|                           | Liz Webster           | Peter Wills       |
|                           | Nola Wright           |                   |

## Stage Door

|                  |                  |                   |
|------------------|------------------|-------------------|
| Stage Door Staff | Janiene Bond     | Michael Demetriou |
|                  | David Horne      | Sarah McPherson   |
|                  | Gerry Morrison   | Gill Morrison     |
|                  | Michelle Sheills |                   |

### Technical

Technical Operations Coordinator  
Head Technician  
Supervising Technicians

Technical Staff

Donald Shaw  
Martin Schmidt  
Laszlo Domonkos  
Robert Maddern  
Peter Balfour  
Simon Bray  
Lex DeVries  
Michael deCann  
Nathan Gili  
Rohan King  
Shane Lee  
Daniel Neagle

Shane Haugh  
Dino Rotis  
Dustin Bennett  
Merryn Butterfield  
Ryan Dean  
Jay Fagan  
Kelvin Harman  
Sally Laver  
Vanessa Manteit  
Patrick Scaddan

### Contractors

GPAC Café and Catering  
Marketing and Publicity

Artistic Catering  
MooMedia Australia

### Welcome

Douglas Abbott, Alan Beck, Myrna Bennett, Janiene Bond, Thomas Cho, Michael Demetriou, Shanti Fagan, Jessica Fraser, Kathy Frittoli, Fiona Greig, Julie Haugh, David Horne, Anna Ingles, Darren Jones, Sally Laver, Attel Martschinke, Tania McCallum, Genine McCorkell, Marian McDonald, Maree Mensinga, Daniel Neagle, Patrick Scaddan, Michelle Sheills, Aleida Sherwell, Jill Smith, Caroline Symons, Karen Walton, Liz Webster

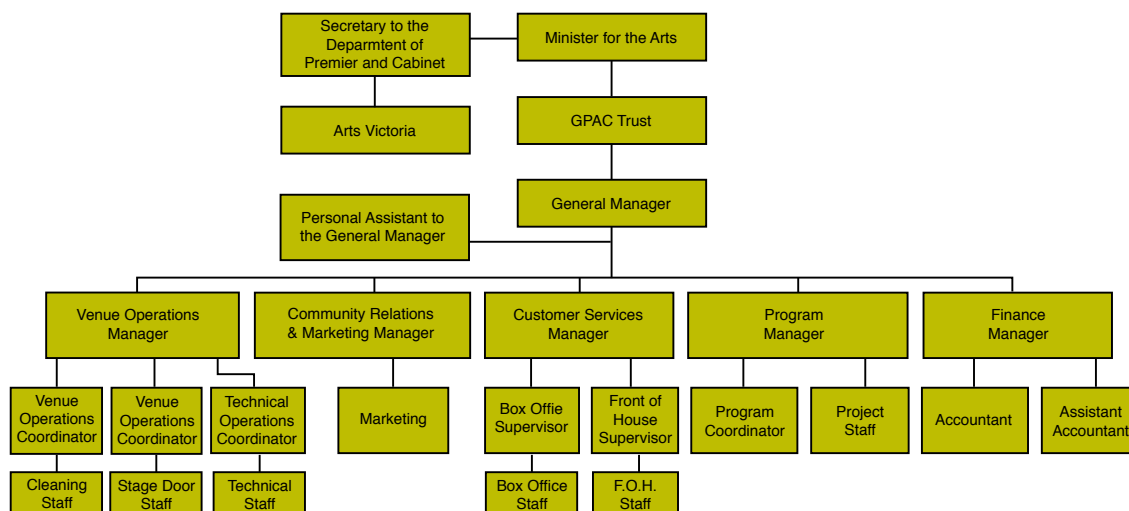
### ... and Farewell

Simon Bray, Lynda Clifford, Terry Jaensch, Ryan Dean, Claire Biscombe, Angela Yao, Stacey Baldwin, Mykel Brown, Jazmin Tweeddale

### Staff data

|                 | 2007-08 |        |       |     | 2006-07 |        |       |     |
|-----------------|---------|--------|-------|-----|---------|--------|-------|-----|
| Employment type | Male    | Female | Total | EFT | Male    | Female | Total | EFT |
| Ongoing         | 10      | 13     | 23    | 19  | 8       | 14     | 22    | 16  |
| Casual          | 29      | 48     | 77    | 12  | 23      | 30     | 53    | 13  |
| Total           | 39      | 61     | 100   | 31  | 31      | 44     | 75    | 29  |

## Organisational chart





# Networks and memberships

GPAC staff are actively involved in several key national boards and committees, and staff members offer their skills and knowledge in Geelong and the region whenever possible.

## National

- Australian Performing Arts Centres Association (APACA)
- Australian Presenters Group (APG)

## State

- Arts Industry Council
- Arts Victoria Arts Portfolio CEO's Forum
- Arts Victoria Communications Managers Network
- Arts Victoria Risk Management Coordination Committee
- Box Office Managers Network
- Technical Managers Network
- Victorian Association Performing Arts Centres

## Local

- Committee for Geelong
- Committee for Geelong – Leaders for Geelong Program
- Geelong Business Club
- Geelong Business Network
- Tourism Geelong
- Geelong Chamber of Commerce
- Geelong Major Events Committee
- Geelong Regional Alliance (G21)



*Alcoa Poppykettle Festival 2008.  
Photo by Fern Millen*



GPAC main entrance, Little Malop Street.

## Other information

### Five year financial summary

|   | 2007-08<br>\$'000 | 2006-07<br>\$'000 | 2005-06<br>\$'000 | 2004-05<br>\$'000 | 2003-04<br>\$'000 |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenue from government                 | 856               | 889               | 862               | 763               | 1143              |
| Other revenue                           | 2658              | 2295              | 2174              | 2049              | 1677              |
| Total revenue                           | 3514              | 3184              | 3036              | 2812              | 2820              |
| Results from operating activities       | (466)             | (129)             | (199)             | (265)             | (5)               |
| Net cash flow from operating activities | (47)              | 460               | 54                | 119               | 285               |
| Total assets                            | 20446             | 20498             | 18249             | 18444             | 18620             |
| Total liabilities                       | 1137              | 924               | 784               | 781               | 691               |

### Employment and Conduct Principles

Geelong Performing Arts Centre Trust has established employment processes which uphold the employment principles established in the Public Administration Act 2004 as follows:

- employment decisions are based on merit
- employees are treated fairly and reasonably
- equal employment opportunity is provided
- human rights as set out in the Charter of Human Rights and Responsibilities Act 2006 are upheld
- employees have reasonable avenues of redress against unfair or unreasonable treatment

Geelong Performing Arts Centre Trust has developed a code of conduct for employees consistent with the Act which requires that all public sector employees should demonstrate behaviours conforming to the public sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

Geelong Performing Arts Centre operates a non-smoking workplace, encourages healthy eating and ensures that staff are trained in all aspects of the arts industry.

### Industrial Relations

No days were lost through industrial dispute.

## Enterprise Agreement

Staff are employed under the Geelong Performing Arts Centre Enterprise Agreement 2007-2010.

The agreement delivers an annual 3% wage increase, an annual 0.75% performance increment, improved terms and conditions of employment and staff commitment to GPAC's Strategic Plan.

## Compliance with Building Act 1993

All building works undertaken by GPAC comply with current building regulations.

## Compliance with National Competition Policy

The Trust is committed to the implementation of the Victorian Government's Competitive Neutrality Policy.

## Implementation of the Victorian Industry Participation Policy (VIPP)

GPAC has not commenced or completed contracts to which the VIPP applied.

## Consultancies

During the year ended 30 June 2008 GPAC engaged ten consultants at a total value of \$125,329.

## Correction of personal information

GPAC strives to keep all recorded personal information accurate. Under the Privacy Act, one has a right to seek access to information that GPAC holds about that person and correct any parts that are inaccurate, incomplete or out of date.

If you wish to access the personal information that we hold about you, please set out a request in writing and forward to the Privacy Officer. In the interests of protecting the privacy of individuals about whom we hold personal information, we will require that identity is verified. This can be done by enclosing a copy of a form of identification such as a current driver's licence or passport with the written request (this will be returned after the identity has been verified).

## Cultural Diversity

As part of our commitment to cultural diversity GPAC has forged a partnership with Diversitat which has seen a community liaison officer, Kathy Simson, working with GPAC staff on projects including Folk Sundays, aimed to develop increased awareness and engagement with local, culturally and linguistically, diverse communities in the Barwon Region.

## Environmental

Geelong Performing Arts Centre is aware of the governments 15% energy reduction target and the purchase of 5% Green Power for all Statutory Authorities. Our new staff sub-committee Acting Green Team is developing our environmental policy aimed at reducing GPAC's carbon footprint. One of their first initiatives is this Annual Report printed on accredited 100% recycled paper.

## Fees and charges

Hiring charges and booking fees were increased to cover the increased cost of providing these services. Increases were made to the cost of venue labour in line with wage increases. When charging for services GPAC complies with National Competition Policy by charging fair market prices for all services provided.

## Freedom of Information (FOI)

The Freedom of Information Act 1982 allows the public a right of access to documents held by Geelong Performing Arts Centre (GPAC).

Particulars of the functions and organisation of GPAC are set out elsewhere in this report and GPAC's website ([www.gpac.org.au](http://www.gpac.org.au)) provides additional information that may be of assistance in this regard.

GPAC's Freedom of Information officer is authorised to deal with requests for access to documents in GPAC's possession. This authorisation does not extend to documents in the possession of the State Revenue Office (SRO) and any such requests should be sent directly to the SRO.

For the year ended 30 June 2008 no FOI requests were received.

### Making a request

Section 17 of the Act sets out the formal requirements for making a request. In summary the requirements for making a request are that:

- it should be in writing;
- it should identify as clearly as possible what document is being requested; and
- it should be accompanied by an application fee of \$22.00 (the fee may be waived in certain circumstances).

Requests for documents in the possession of GPAC should be addressed as follows:

Freedom of Information Officer  
Geelong Performing Arts Centre  
PO Box 991 Geelong VIC 3220

### Freedom of information contacts

Ms Tineke Barry  
Tel: (03) 5225 1212

### Access charges

Apart from the application fee, certain other charges such as search fees and photocopying charges might apply in relation to the provision of documents as stipulated in Freedom of Information (Access Charges) Regulations 2004.

### Further information

Further information regarding the Act may be obtained from:

- the Act itself;
- various regulations made under the Act; and
- [www.foi.vic.gov.au](http://www.foi.vic.gov.au)

## Information available on request

The following information has been prepared and is retained by the Trust and can be made available to the Minister for the Arts, Members of Parliament and the public.

- (a) a statement that declarations of pecuniary interests have been duly completed by all relevant officers
- (b) details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary
- (c) details of publications produced by the entity about the entity and the places where the publications can be obtained
- (d) details of changes in prices, fees, charges, rates and levies charged by the entity;
- (e) details of any major external reviews carried out on the entity

- (f) details of major research and development activities undertaken by the entity
- (g) details of overseas visits undertaken including a summary of objectives and outcomes of each visit
- (h) details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and the services it provides
- (i) details of assessments and measures taken to improve the occupational health and safety of employees
- (j) a general statement on industrial relations within the entity and details of time lost through industrial accidents and disputes
- (k) a list of major committees sponsored by the entity, the purposes of each committee and the extent to which the purposes have been achieved.

It is not necessary for an application to lodge a Freedom of Information request to obtain the information.

To ensure that GPAC is meeting its accountability and compliance requirements, some of the additional information has been included in this Annual Report where relevant.

A request for the information may be made to the General Manager:

- by telephone to (03) 5225 1213; or
- in writing to the following address:  
General Manager  
Geelong Performing Arts Centre  
PO Box 991 Geelong VIC 3220; or
- by email to [admin@gpac.org.au](mailto:admin@gpac.org.au) for the attention of the General Manager.

## Whistleblowers Protection Act 2001

GPAC complies with the requirements of the act and has implemented the Department of Premier and Cabinet's procedures under section 68 for handling disclosures under the Whistleblowers Act 2001.

The section of the report contains information that is required to be published annually under section 104 of the Whistleblowers Protection Act 2001 ('the Act') is found on pages XX –XX of this Annual Report

For the year 2007-08:

GPAC has received no disclosures during the year

GPAC has not referred any disclosures to the Ombudsman for determination as to whether they are public interest disclosures during the year

The Ombudsman has not referred any disclosed matters to GPAC during the year

GPAC has not referred any disclosed matters to the Ombudsman to investigate during the year

Ombudsman has not taken over any investigation of disclosed matters from the GPAC during the year

GPAC has made no request under section 74 of the Act to the Ombudsman to investigate disclosed matters during the year

GPAC has not declined to investigate a disclosed matter during the year

There have been no disclosed matters that were substantiated on investigation. There has been no action required to be undertaken arising from an investigation, since there have been no investigations

The Ombudsman has not made any recommendation under the Act that relates to the GPAC.

The nominated Protected Disclosure Officer (PDO) is Simon Guthrie who can be contacted on 0418 583 581 or after hours on 03 5222 6552

## Risk management framework

### Attestation

I, Elaine Carbines, Deputy Chair, certify that as at 30 June 2008 Geelong Performing Arts Centre Trust has risk management processes in place broadly consistent with the Australian/New Zealand Risk Management Standard and an internal control system is in place that enables management to understand, manage and control risk exposures in significant respects. The Audit and Risk Subcommittee verifies this assurance and that the risk profile of Geelong Performing Arts Centre Trust was critically reviewed in 2006/07.

# Financial statements



Geelong Performing Arts Centre Trust  
Operating statement  
For the financial year ended 30 June 2008

|                                   | Notes | 2008<br>\$<br>Operations | 2008<br>\$<br>Infrastructure | 2008<br>\$<br>Total | 2007<br>\$<br>Operations | 2007<br>\$<br>Infrastructure | 2007<br>\$<br>Total |
|-----------------------------------|-------|--------------------------|------------------------------|---------------------|--------------------------|------------------------------|---------------------|
| <b>Income</b>                     |       |                          |                              |                     |                          |                              |                     |
| <b>Government grants</b>          |       |                          |                              |                     |                          |                              |                     |
| Department of Premier and Cabinet | 2     | 824,987                  |                              | 824,987             | 768,333                  | 89,411                       | 857,744             |
| Department of Education           |       | 31,000                   |                              | 31,000              | 31,000                   |                              | 31,000              |
| <b>Trading income</b>             |       |                          |                              | -                   |                          |                              | -                   |
| Box office                        | 3     | 915,770                  |                              | 915,770             | 703,900                  |                              | 703,900             |
| Booking fees                      |       | 426,888                  |                              | 426,888             | 362,956                  |                              | 362,956             |
| Venue hire                        | 4     | 844,625                  |                              | 844,625             | 799,513                  |                              | 799,513             |
| Sponsorship and fundraising       |       | 255,807                  |                              | 255,807             | 199,938                  |                              | 199,938             |
| VicHealth                         |       | 45,045                   |                              | 45,045              | 78,114                   |                              | 78,114              |
| Catering commission               |       | 48,412                   |                              | 48,412              | 46,951                   |                              | 46,951              |
| Management fees                   |       | 45,425                   |                              | 45,425              | 41,000                   |                              | 41,000              |
| <b>Other income</b>               |       |                          |                              | -                   |                          |                              | -                   |
| Interest                          |       | 67,315                   |                              | 67,315              | 52,073                   |                              | 52,073              |
| Other                             |       | 9,038                    |                              | 9,038               | 10,654                   |                              | 10,654              |
| <b>Total income</b>               |       | <b>3,514,312</b>         | <b>-</b>                     | <b>3,514,312</b>    | <b>3,094,432</b>         | <b>89,411</b>                | <b>3,183,843</b>    |
| <b>Expenses</b>                   |       |                          |                              |                     |                          |                              |                     |
| <b>Human resources</b>            |       |                          |                              |                     |                          |                              |                     |
| Salaries and related expenses     |       | 1,832,802                |                              | 1,832,802           | 1,580,064                |                              | 1,580,064           |
| Consultants                       |       | 125,329                  |                              | 125,329             | 112,056                  |                              | 112,056             |
| Staff development                 |       | 33,666                   |                              | 33,666              | 25,413                   |                              | 25,413              |
| <b>Trading</b>                    |       |                          |                              | -                   |                          |                              | -                   |
| GPAC programs                     | 6     | 777,910                  |                              | 777,910             | 569,651                  |                              | 569,651             |
| Education programs                | 6     | 68,734                   |                              | 68,734              | 29,225                   |                              | 29,225              |
| Marketing                         |       | 56,861                   |                              | 56,861              | 24,685                   |                              | 24,685              |
| Operating                         |       | 140,241                  |                              | 140,241             | 160,876                  |                              | 160,876             |
| <b>Buildings and facilities</b>   |       |                          |                              | -                   |                          |                              | -                   |
| Repairs and maintenance           |       | 226,729                  |                              | 226,729             | 184,542                  |                              | 184,542             |
| Utilities                         |       | 103,444                  |                              | 103,444             | 98,535                   |                              | 98,535              |
| Depreciation                      |       |                          | 418,148                      | 418,148             |                          | 328,832                      | 328,832             |
| Net loss on disposal of assets    | 5     |                          | -                            | -                   |                          | 2,080                        | 2,080               |
| <b>Administration and finance</b> |       |                          |                              | -                   |                          |                              | -                   |
| Administration                    |       | 99,090                   |                              | 99,090              | 95,927                   |                              | 95,927              |
| Information technology            |       | 22,628                   |                              | 22,628              | 22,268                   |                              | 22,268              |
| Audit                             | 20    | 13,200                   |                              | 13,200              | 12,700                   |                              | 12,700              |
| Bad and doubtful debts            |       | -                        |                              | -                   | (1,500)                  |                              | (1,500)             |
| Insurance                         |       | 57,339                   |                              | 57,339              | 63,938                   |                              | 63,938              |
| Lease expenses                    |       | 3,971                    |                              | 3,971               | 4,001                    |                              | 4,001               |
| <b>Total expenses</b>             |       | <b>3,561,944</b>         | <b>418,148</b>               | <b>3,980,092</b>    | <b>2,982,381</b>         | <b>330,912</b>               | <b>3,313,293</b>    |
| <b>Net result for the period</b>  |       | <b>(47,632)</b>          | <b>(418,148)</b>             | <b>(465,780)</b>    | <b>112,051</b>           | <b>(241,501)</b>             | <b>(129,450)</b>    |

The above operating statement should be read in conjunction with the accompanying notes

Geelong Performing Arts Centre Trust  
Balance sheet  
As at 30 June 2008

|                                | Note  | 2008<br>\$        | 2007<br>\$        |
|--------------------------------|-------|-------------------|-------------------|
| <b>Current assets</b>          |       |                   |                   |
| Cash and cash equivalents      | 13(a) | 1,051,677         | 1,054,356         |
| Receivables                    | 8     | 307,500           | 127,158           |
| Inventories                    |       | 2,000             | 2,000             |
| Other                          | 9     | 97,527            | 78,004            |
| Total current assets           |       | 1,458,704         | 1,261,518         |
| <b>Non-current assets</b>      |       |                   |                   |
| Receivables                    | 8     | 14,470            | 12,979            |
| Property plant and equipment   | 10    | 18,972,890        | 19,223,531        |
| Total non-current assets       |       | 18,987,360        | 19,236,510        |
| <b>Total assets</b>            |       | 20,446,064        | 20,498,028        |
| <b>Current liabilities</b>     |       |                   |                   |
| Payables                       | 11    | 836,215           | 676,481           |
| Provisions                     | 12    | 267,383           | 210,255           |
| Total current liabilities      |       | 1,103,598         | 886,736           |
| <b>Non-current liabilities</b> |       |                   |                   |
| Provisions                     | 12    | 33,291            | 37,164            |
| Total non-current liabilities  |       | 33,291            | 37,164            |
| Total liabilities              |       | 1,136,889         | 923,900           |
| <b>Net assets</b>              |       | <b>19,309,175</b> | <b>19,574,128</b> |
| <b>Equity</b>                  |       |                   |                   |
| Contributed capital            | 7(a)  | 7,122,581         | 6,749,905         |
| Reserves                       | 7(b)  | 12,819,056        | 12,819,056        |
| Accumulated surplus            | 7(c)  | (632,462)         | 5,167             |
| <b>Total equity</b>            | 7(d)  | <b>19,309,175</b> | <b>19,574,128</b> |
| Contingent liabilities         | 15    |                   |                   |
| Commitments for expenditure    | 14    |                   |                   |

*The above balance sheet should be read in conjunction with the accompanying notes*

Geelong Performing Arts Centre Trust  
Statement of changes in equity  
For the financial year ended 30 June 2008

|   | Note | 2008<br>\$        | 2007<br>\$        |
|---|------|-------------------|-------------------|
| <b>Total equity at beginning of financial year</b>        | 7(d) | 19,574,128        | 17,464,753        |
| Capital contributions by State Government                 | 7(a) | 200,827           | -                 |
| Gain/(loss) on property revaluation                       | 7(b) | -                 | 2,238,825         |
| <b>Net income recognised directly in equity</b>           |      | 200,827           | 2,238,825         |
| Net result for the period                                 |      | (465,780)         | (129,450)         |
| <b>Total recognised income and expense for the period</b> | 7(c) | <b>(465,780)</b>  | <b>(129,450)</b>  |
| <b>Total equity at the end of the financial year</b>      | 7(d) | <b>19,309,175</b> | <b>19,574,128</b> |
| Effects of changes in accounting policy                   |      | -                 | -                 |
| Effects of correction of errors                           |      | -                 | -                 |

*The above statement of changes in equity should be read in conjunction with the accompanying notes*

Geelong Performing Arts Centre Trust  
Cash flow statement  
For the financial year ended 30 June 2008

|   | Notes | 2008<br>\$       | 2007<br>\$       |
|---|-------|------------------|------------------|
| <b>Cash flows from operating activities</b>                       |       |                  |                  |
| Receipts from government  |       | 855,987          | 888,744          |
| Receipts from other entities                                      |       | 2,676,229        | 2,362,872        |
| Payments to suppliers and employees                               |       | (3,574,256)      | (2,811,050)      |
| Goods and services tax recovered from the ATO                     |       | 205,778          | 199,631          |
| Goods and services tax paid to the ATO                            |       | (277,582)        | (232,180)        |
| Interest received   |       | 67,315           | 52,073           |
| Net cash provided by/(used in) operating activities               | 13(b) | <u>(46,529)</u>  | <u>460,090</u>   |
| <b>Cash flows from investing activities</b>                       |       |                  |                  |
| Payments for property plant and equipment                         |       | (167,507)        | (217,685)        |
| Payments for investments  |       | -                | (12,979)         |
| Proceeds from sale of property plant and equipment                |       | -                | -                |
| Proceeds from investments   |       | 10,530           | -                |
| Net cash used in investing activities                             |       | <u>(156,977)</u> | <u>(230,664)</u> |
| <b>Cash flows from financing activities</b>                       |       |                  |                  |
| Proceeds from capital contributions by State Government           |       | 200,827          | -                |
| Net cash provided by financing activities                         |       | <u>200,827</u>   | <u>-</u>         |
| Net increase (decrease) in cash held                              |       | (2,679)          | 229,426          |
| Cash and cash equivalents at the beginning of the financial year  |       | 1,054,356        | 824,930          |
| <b>Cash and cash equivalents at the end of the financial year</b> | 13(a) | <u>1,051,677</u> | <u>1,054,356</u> |

*The above cash flow statement should be read in conjunction with the accompanying notes*

Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2008

## 1 Summary of accounting policies

### Statement of compliance

The financial report is a general purpose financial report which has been prepared on an accrual basis in accordance with the *Financial Management Act 1994*, applicable Australian Accounting Standards, Interpretations and other mandatory professional requirements. Accounting Standards include Australian equivalents to International Financial Reporting Standards (A-IFRS).

The financial statements were authorised for issue by T Barry (Chief Finance Officer – Geelong Performing Arts Centre Trust (GPACT)) on 18 September 2008.

### Basis of preparation

The financial report has been prepared on the basis of historical cost, except for the revaluation of certain non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

In the application of A-IFRS management is required to make judgments, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstance, the results of which form the basis of making the judgments. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

Judgments made by management in the application of A-IFRS that have significant effects on the financial statements and estimates with a significant risk of material adjustments in the next year are disclosed throughout the notes in the financial statements.

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

The accounting policies set out below have been applied in preparing the financial statements for the year ended 30 June 2008 and the comparative information presented for the year ended 30 June 2007.

#### (a) Reporting entity

The financial report is for GPACT as a single entity.

#### Non-current assets

All non-current assets controlled by GPACT are reported in the balance sheet.

#### (b) Objectives and funding

GPACT's objectives are identified by five overarching goals. These goals are to:

1. provide excellent staff and venues
2. expand our activities and audiences
3. develop art and community
4. increase financial resources
5. contribute to our region's creativity and future

GPACT is funded by accrual-based parliamentary appropriations for the provision of outputs. It sells tickets to theatre programs, charges booking fees and provides venue hire services and provides on a fee for service basis, venue hire and booking fee services.

**(c) Goods and services tax**

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST) except:

- Where the amount of GST incurred is not recoverable from the taxation authority, it is recognised as part of the cost of acquisition of an asset or as part of an item of expense; or
- For receivables and payables which are recognised inclusive of GST.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

**(d) Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand, cash in banks and investments in term deposits.

**(e) Depreciation**

Depreciation is provided on property, plant and equipment, including freehold buildings but excluding land.

Depreciation is calculated on a straight-line basis so as to write off the net cost or other revalued amount of each asset over its expected useful life to its estimated residual value. The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period.

The following estimated useful lives are used in the calculation of depreciation:

|                     |              |
|---------------------|--------------|
| Historic buildings  | 33 years     |
| Other buildings     | 53 years     |
| Plant and equipment | 3 – 20 years |

**(f) Employee benefits**

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave, and sick leave when it is probable that settlement will be required and they are capable of being measured reliably.

Provisions made in respect of employee benefits expected to be settled within 12 months, are measured at their nominal values using the remuneration rate expected to apply at the time of settlement and are recognised as current liabilities.

Provisions made in respect of employee benefits which are not expected to be settled within 12 months are measured as the present value of the estimated future cash outflows to be made by GPACT in respect of services provided by employees up to reporting date. These provisions are recognised as non-current liabilities.

**Superannuation**

**Defined contribution plans**

Contributions to defined contribution superannuation plans are expensed when incurred.

**Defined benefit plans**

Contributions to defined benefit superannuation plans are expensed when incurred.

**(g) Functional and presentation currency**

The Australian dollar is both the functional and presentation currency of GPACT.



Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2008

**(h) Impairment of assets**

All relevant fixed assets are assessed annually for indications of impairment. Inventories and non-current assets held for sale are not assessed annually for impairment.

If there is an indication of impairment, the assets concerned are tested as to whether their carrying value exceeds their recoverable amount. Where an asset's carrying value exceeds its recoverable amount, the difference is written off by a charge to the operating statement except to the extent that the write-down can be debited to an asset revaluation reserve amount applicable to that class of asset.

The recoverable amount for most assets is measured at the higher of depreciated replacement cost and fair value less costs to sell. Recoverable amount for assets held primarily to generate net cash inflows is measured at the higher of the present value of future cash flows expected to be obtained from the asset and fair value less costs to sell. It is deemed that, in the event of the loss of an asset, the future economic benefits arising from the use of the asset will be replaced unless a specific decision to contrary has been made.

**(i) Inventories**

Stocks of lighting consumables are valued at the lower of cost and net realisable value.

**(j) Non-current physical assets**

Land and buildings are measured at fair value. Plant and equipment are measured at cost less accumulated depreciation and impairment.

**(k) Payables**

Payables are recognised when GPACT becomes obliged to make future payments resulting from the purchase of goods and services.

**(l) Revenue recognition**

Amounts disclosed as revenue are, where applicable, net of returns, allowances and duties and taxes. Revenue is recognised for GPACT's major activities as follows:

**Government grants**

Grants are recognised as income when the entity gains control of the underlying assets in accordance with AASB 1004 *Contributions*. For reciprocal grants, GPACT is deemed to have assumed control when the performance has occurred under the grant. For non-reciprocal grants, GPACT is deemed to have assumed control when the grant is received or receivable. Conditional grants may be reciprocal or non-reciprocal depending on the terms of the grant.

**Box office and venue hire revenue**

Box office and venue hire revenue are recognised at the completion of each event or each show's final performance.

**Booking fees revenue**

Booking fees revenue is recognised at the time tickets are sold.

**Interest revenue**

Interest revenue is recognised on a time proportionate basis that takes into account the effective yield on the financial asset.

**(m) Revaluation of non-current assets**

Non-current physical assets measured at fair value are revalued with sufficient regularity to ensure that the carrying amount of each asset does not differ materially from its fair value. Revaluations are assessed annually. Land and buildings revaluations are supported by independent assessments at least every five years. Land and buildings were revalued at 30 June 2007 by Landlink Property Group, valuers approved by the Valuer-General, on the basis of the market value of land and depreciated replacement cost of buildings. The valuation of land and buildings is in accordance with Victorian Government Policy, FRD103A Non-Current Physical Assets.

Revaluation increments are credited directly to equity in the revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the net result, the increment is recognised as income in determining the net result.

Revaluation decrements are recognised immediately as expenses in the net result, except that, to the extent that a credit balance exists in the revaluation reserve in respect of the same class of assets, they are debited to the revaluation reserve.

Revaluation reserves are not transferred to accumulated surplus on derecognition of the relevant asset.

**(n) Rounding of amounts**

Amounts in the financial report have been rounded to the nearest dollar.

**(o) New accounting standards and interpretations**

GPACT has applied all new accounting standards that apply to the entity in 2007-2008. GPACT has reviewed all accounting standards that apply after 30 June 2008 and has determined that these standards are not expected to have a material impact on the financial position and results of GPACT in the period of initial adoption.

**(p) Tax concessions**

GPACT is income tax exempt, is a tax deductible gift recipient and is endorsed as a tax concession charity by the Australian Taxation Office.

Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2008

|  | 2008<br>\$     | 2007<br>\$     |
|--|----------------|----------------|
| <b>2 Department of Premier and Cabinet</b> |                |                |
| Current                                    |                |                |
| Operations                                 | 778,000        | 756,333        |
| Other                                      |                |                |
| Program funding - BOUNCE                   | 20,000         | -              |
| Program funding - Blakiston Season         | 15,000         | -              |
| Guarantee Against Loss                     | 11,987         | 12,000         |
| Capital                                    |                |                |
| Arts and Cultural Maintenance Fund         | -              | 89,411         |
|  | <u>824,987</u> | <u>857,744</u> |

**3 Box office**

|            |                |                |
|------------|----------------|----------------|
| Box office | <u>915,770</u> | <u>703,900</u> |
|------------|----------------|----------------|

GPACT presented 46 productions and projects (2007 – 42) during the period covered by these accounts covering both GPAC and education programs.

**4 Venue Hire**

|   |                |                |
|---|----------------|----------------|
| Venue rental                                |                |                |
| Ford theatre                                | 112,525        | 110,277        |
| Blakiston theatre                           | 38,679         | 28,116         |
| Foyer, gallery, studios                     | 64,527         | 59,984         |
| Rental income – commercial and retail areas | 27,826         | 32,358         |
| Venue labour and other recoveries           | <u>601,068</u> | <u>568,778</u> |
|   | <u>844,625</u> | <u>799,513</u> |

**5 Asset disposals**

|                                |          |                |
|--------------------------------|----------|----------------|
| Proceeds on disposal           | -        | -              |
| Written down value             | <u>-</u> | <u>(2,080)</u> |
| Net loss on disposal of assets | <u>-</u> | <u>(2,080)</u> |

**6 Intra-entity charges**

GPACT eliminates the effect of intra-entity charges from the financial report. Intra-entity charges apply to GPAC programs and Education programs to reflect the full cost of presenting those programs. The impact of eliminating intra-entity charges is:

- To reduce the cost of GPAC programs from the full cost of \$1,148,612 (2007 \$865,460) by intra-entity charges of \$359,722 (2007 \$295,809) to give a net cost of \$788,890 (2007 \$569,651).
- To reduce the cost of Education programs from the full cost of \$106,462 (2007 \$71,252) by intra-entity charges of \$37,728 (2007 \$42,027) to give a net cost of \$68,734 (2007 \$29,225).

Total intra-entity charges of \$397,450 (2007 \$337,836) comprise venue hire costs of \$360,334 (2007 \$286,648), booking fees of \$29,129 (2007 \$21,892) and other income of \$7,987 (2007 \$29,296).

Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2008

|   | 2008<br>\$        | 2007<br>\$        |
|---|-------------------|-------------------|
| <b>7 Movements in equity</b>  |                   |                   |
| <b>(a) Contributed capital</b>  |                   |                   |
| Balance 1 July  | 6,749,905         | 6,749,905         |
| Capital transactions with the State in its capacity as owner arising from:  |                   |                   |
| Arts and Cultural Facilities Maintenance Fund   | 200,827           | -                 |
| Transfer from accumulated surplus   |                   |                   |
| Capital transactions with the State in its capacity as owner arising from:  | 171,849           | -                 |
| Arts and Cultural Facilities Maintenance Fund   |                   |                   |
| Balance 30 June   | <u>7,122,581</u>  | <u>6,749,905</u>  |
| <b>(b) Reserve – asset revaluation</b>  |                   |                   |
| Balance 1 July  | 12,819,056        | 10,580,231        |
| Revaluation increments  | -                 | 2,238,825         |
| Balance 30 June   | <u>12,819,056</u> | <u>12,819,056</u> |
| <b>(c) Accumulated surplus</b>  |                   |                   |
| Balance 1 July  | 5,167             | 134,617           |
| Transfer to contributed capital   |                   |                   |
| Capital transactions with the State in its capacity as owner arising from:  | (171,849)         | -                 |
| Arts & Cultural Maintenance Fund  |                   |                   |
| Net result for the period   | <u>(465,780)</u>  | <u>(129,450)</u>  |
| Balance 30 June   | <u>(632,462)</u>  | <u>5,167</u>      |
| <b>(d) Total equity</b>   |                   |                   |
| Balance 1 July  | 19,574,128        | 17,464,753        |
| Total changes in equity recognised in the Operating Statement   | <u>(264,953)</u>  | <u>2,109,375</u>  |
| Balance 30 June   | <u>19,309,175</u> | <u>19,574,128</u> |
| <b>e) Nature and purpose of reserves</b>  |                   |                   |
| Asset revaluation reserve   |                   |                   |
| The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets, as described in accounting policy note 1m). |                   |                   |
| <b>8 Receivables</b>  |                   |                   |
| Current receivables   |                   |                   |
| Trade debtors   | 249,092           | 87,036            |
| Sundry debtors  | 58,408            | 28,101            |
| Investment - Gooligulch Productions Pty Ltd   | -                 | 12,021            |
|   | <u>307,500</u>    | <u>127,158</u>    |
| Non-current receivables   |                   |                   |
| Investment - Gooligulch Productions Pty Ltd   | <u>14,470</u>     | <u>12,979</u>     |
| <b>9 Other assets</b>   |                   |                   |
| Prepayments   | <u>97,527</u>     | <u>78,004</u>     |

Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2008

|   | 2008<br>\$        | 2007<br>\$        |
|---|-------------------|-------------------|
| <b>10 Property plant and equipment</b>              |                   |                   |
| Land at independent valuation 2007                  | 4,333,000         | 4,333,000         |
| Buildings at independent valuation 2007             | 13,831,680        | 13,831,680        |
| Building improvements at independent valuation 2007 | 300,000           | 300,000           |
| Building improvements at cost                       | 121,633           | -                 |
| Less accumulated depreciation                       | (283,180)         | -                 |
|   | <u>13,970,133</u> | <u>14,131,680</u> |
| Plant and equipment at cost                         | 1,536,271         | 1,495,733         |
| Less accumulated depreciation                       | (866,514)         | (736,882)         |
|   | <u>669,757</u>    | <u>758,851</u>    |
| Total property plant and equipment                  | <u>18,972,890</u> | <u>19,223,531</u> |

Reconciliations of the carrying amounts of each class of property plant and equipment at the beginning and end of the current financial year are set out below.

|   | Land             | Buildings         | Plant and equipment | Total             |
|---|------------------|-------------------|---------------------|-------------------|
| Carrying amount at 1 July 2006          | 2,600,000        | 13,682,154        | 815,779             | 17,097,933        |
| Additions                               | -                | 132,989           | 84,696              | 217,685           |
| Disposals                               | -                | -                 | (2,080)             | (2,080)           |
| Net revaluation increments/(decrements) | 1,733,000        | 505,825           | -                   | 2,238,825         |
| Depreciation                            | -                | (189,288)         | (139,544)           | (328,832)         |
| Carrying amount at 1 July 2007          | <u>4,333,000</u> | <u>14,131,680</u> | <u>758,851</u>      | <u>19,223,531</u> |
| Additions                               | -                | 121,633           | 45,874              | 167,507           |
| Disposals                               | -                | -                 | -                   | -                 |
| Depreciation                            | -                | (283,180)         | (134,968)           | (418,148)         |
| Carrying amount at 30 June 2008         | <u>4,333,000</u> | <u>13,970,133</u> | <u>669,757</u>      | <u>18,972,890</u> |

Property plant and equipment subject to operating leases

|                               | Independent valuation<br>2007 | Accumulated depreciation | Depreciation expense for the year |
|-------------------------------|-------------------------------|--------------------------|-----------------------------------|
| Building                      |                               |                          |                                   |
| Historical buildings (Zone A) | <u>1,387,000</u>              | <u>42,030</u>            | <u>42,030</u>                     |

|                         | 2008<br>\$     | 2007<br>\$     |
|-------------------------|----------------|----------------|
| <b>11 Payables</b>      |                |                |
| Current                 |                |                |
| Trade creditors         | 343,539        | 260,317        |
| Tickets sold in advance | 381,040        | 283,940        |
| Income in advance       | 41,000         | 86,046         |
| GST and PAYG liability  | <u>70,636</u>  | <u>46,178</u>  |
|                         | <u>836,215</u> | <u>676,481</u> |

Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2008

|   | 2008<br>\$     | 2007<br>\$     |
|---|----------------|----------------|
| <b>12 Provisions</b>                    |                |                |
| Current                                 |                |                |
| Annual Leave                            | 112,964        | 93,680         |
| Long Service Leave                      | <u>154,419</u> | <u>116,575</u> |
|   | <u>267,383</u> | <u>210,255</u> |
| Non-current                             |                |                |
| Long Service Leave                      | <u>33,291</u>  | <u>37,164</u>  |
| Aggregate carrying amount of provisions | <u>300,674</u> | <u>247,419</u> |

Movements in provisions during the current financial year are set out below.

|                                 | Annual leave    | Long service<br>leave | Total           |
|---------------------------------|-----------------|-----------------------|-----------------|
| Carrying amount at 1 July 2007  | 93,680          | 153,739               | 247,419         |
| Leave accrued                   | 107,217         | 45,312                | 152,529         |
| Leave taken                     | <u>(87,933)</u> | <u>(11,341)</u>       | <u>(99,274)</u> |
| Carrying amount at 30 June 2008 | <u>112,964</u>  | <u>187,710</u>        | <u>300,674</u>  |

**13 Notes to the statement of cash flows**

**(a) Reconciliation of cash**

For the purpose of the statement of cash flows, cash includes cash on hand and at bank and short term deposits, at call net of outstanding bank overdrafts. Cash as at the end of the year in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

|               | 2008<br>\$       | 2007<br>\$       |
|---------------|------------------|------------------|
| Cash on hand  | 2,100            | 2,100            |
| Cash at bank  | 321,577          | 327,421          |
| Term deposits | <u>728,000</u>   | <u>724,835</u>   |
|               | <u>1,051,677</u> | <u>1,054,356</u> |

**(b) Reconciliation of result from ordinary activities to net cash inflow(outflow) from operating activities**

|  |                 |                |
|--|-----------------|----------------|
| Result from ordinary activities                    | (465,780)       | (129,450)      |
| Add(less) non-cash items                           |                 |                |
| (Profit)loss on sale of assets                     | -               | 2,080          |
| Depreciation                                       | 418,148         | 328,832        |
| Changes in operating assets and liabilities        |                 |                |
| Increase in payables                               | 159,734         | 119,858        |
| Increase in provisions                             | 53,255          | 20,258         |
| (Increase)decrease in receivables                  | (192,363)       | 119,846        |
| Increase in other assets                           | <u>(19,523)</u> | <u>(1,334)</u> |
| Net cash inflow(outflow) from operating activities | <u>(46,529)</u> | <u>460,090</u> |



Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2008

|  | 2008<br>\$    | 2007<br>\$    |
|--|---------------|---------------|
| <b>14 Operating leases</b>   |               |               |
| <b>(a) Operating lease commitments</b>   |               |               |
| Lease commitments for non-cancellable operating lease payable.                 |               |               |
| Within one year  | 3,971         | 4,001         |
| Later than one year but not later than five years                              | <u>7,942</u>  | <u>12,003</u> |
|  | <u>11,913</u> | <u>16,004</u> |
| <b>(b) Operating lease receivables</b>   |               |               |
| Lease payments receivable from leasing out office space and from shop rentals. |               |               |
| Within one year  | 18,790        | 19,339        |
| Later than one year but not later than five years                              | <u>-</u>      | <u>1,695</u>  |
|  | <u>18,790</u> | <u>21,034</u> |

**15 Contingent liabilities**

There are no contingent liabilities.

**16 Unspent government capital grants**

At 30 June 2008 GPACT holds \$66,500 in unspent capital grants relating to the Arts and Cultural Facilities Maintenance Fund. These funds must be spent in accordance with the terms and conditions outlined in the funding agreement.

## 17 Responsible persons

The Minister responsible for GPACT is the Honourable Mary Delahunty MP, Minister for the Arts. The names of responsible persons who were Trust members at any time during the financial year are:

|                 | Position   | Appointment status              |
|-----------------|--|---------------------------------|
| Tim Orton       | Chair  | On-going appointment            |
| Elaine Carbines | Deputy Chair, Community Relations and Marketing Subcommittee                   | On-going appointment            |
| Julie Dyer      | Chair Programming Subcommittee   | On-going appointment            |
| Simon Guthrie   | Chair Audit and Risk Subcommittee, Finance Subcommittee                        | On-going appointment            |
| Andrew Dunbabin | Chair Finance Sub-committee, Audit and Risk Subcommittee                       | On-going appointment            |
| Janet Bond      | Chair Community Relations and Marketing Subcommittee, Programming Subcommittee | On-going appointment            |
| Richard East    | Programming Subcommittee   | On-going appointment            |
| Kate Torpey     | Audit and Risk Subcommittee  | Term concluded 31 December 2007 |
| Sue Lansdell    | Community Relations and Marketing Subcommittee                                 | On-going appointment            |
| Peter McMullin  | Community Relations and Marketing Subcommittee                                 | On-going appointment            |
| Kelly Clifford  | Programming Subcommittee   | Appointed 21 May 2008           |
| Peter Dorling   | Audit and Risk Subcommittee, Community Relations and Marketing Subcommittee    | Appointed 21 May 2008           |

The names of persons who were responsible persons at any time during the financial year other than Trust members are:

|            |                 |                             |
|------------|-----------------|-----------------------------|
| Sally Beck | General Manager | Up to 15 February 2008      |
| Jill Smith | General Manager | Commencing 16 February 2008 |

## Remuneration of responsible persons

No remuneration was paid to any responsible person who is a Trust member. The Minister's remuneration is disclosed in the financial statements of the Department of Premier and Cabinet.

One accountable officer or executive officer received remuneration over \$100,000. (2007 Nil)

## Retirement benefits

No retirement benefits were paid by the reporting entity in connection with the retirement of responsible persons.

## Other transactions of responsible persons and their related entities

Business transactions were conducted with The Nous Group, of which Mr Tim Orton is Managing Director. The transactions included consultancies relating to strategic planning and a staff survey in the amount of \$12,067 (2007 \$5,407) paid by GPACT to The Nous Group.

Business transactions were conducted with City of Greater Geelong, of which Mr Peter McMullin is a Councillor. The transactions included festival and project funding of \$71,500 (2007 \$11,550) paid by City of Greater Geelong to GPACT, venue hire, catering and printing services in the amount of \$15,718 (2007 \$9,693) paid by City of Greater Geelong to GPACT and rates, permits and other council services in the amount of \$5,379 (2007 \$2,854) paid by GPACT to City of Greater Geelong.

Business transactions were conducted with Sue Lansdell, who is a medical practitioner. The transactions related to the provision of influenza injections for staff in the amount of \$300 (2007 \$Nil).

The above transactions were undertaken in the ordinary course of business and were at arms length and at normal commercial terms.

Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2008

**18 Financial instruments**

**a) Terms, conditions and accounting policies**

GPACT's accounting policies including terms and conditions of each material class of financial asset, financial liability, both recognised and unrecognised at balance date, are as follows:

| Recognised financial instruments | Note ref | Accounting policy  | Terms and conditions   |
|----------------------------------|----------|--|--|
| (i) Financial assets             |          |  |  |
| Cash assets                      | 13a)     | Cash and Bank deposits are carried at principal amounts. Interest is recognised as it is earned.                                     | All cash and bank balances are at call and have an effective interest rate of 5.9%.  |
| Receivables                      | 8        | Assets are recognised for amounts to be received in the future for services provided to members.                                     | Terms are normally 'Payment within 30 days. Interest may be charged on late payment at the discretion of the Trust at 13.2%. |
| (ii) Financial liabilities       |          |  |  |
| Payables                         | 11       | Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Trust. | Trade liabilities are normally settled on 30 day terms.  |

**b) Interest rate risk**

GPACT's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised are as follows:

| Financial instruments       | Floating interest rate |           | Non-interest bearing |         | Total carrying amount as per balance sheet |           | Weighted average effective interest rate |      |
|-----------------------------|------------------------|-----------|----------------------|---------|--|-----------|--|------|
|                             | 2008                   | 2007      | 2008                 | 2007    | 2008                                       | 2007      | 2008                                     | 2007 |
| (i) Financial assets        |                        |           |                      |         |  |           |  |      |
| Cash assets                 | 1,049,577              | 1,052,256 | 2,100                | 2,100   | 1,051,677                                  | 1,054,356 | 5.9%                                     | 5.5% |
| Receivables                 | -                      | -         | 321,970              | 140,137 | 321,970                                    | 140,137   | n/a                                      | n/a  |
| Total financial assets      | 1,049,577              | 1,052,256 | 324,070              | 142,237 | 1,373,647                                  | 1,194,493 |  |      |
| (ii) Financial liabilities  |                        |           |                      |         |  |           |  |      |
| Payables                    | -                      | -         | 836,215              | 676,481 | 836,215                                    | 676,481   | n/a                                      | n/a  |
| Total financial liabilities | -                      | -         | 836,215              | 676,481 | 836,215                                    | 676,481   |  |      |

**c) Credit risk**

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions of doubtful debts, as disclosed in the balance sheet and notes to the financial statements. GPACT does not have any material credit risk to any single debtor or group of debtors under financial instruments.

## 18 Financial instruments (continued)

### d) Net fair values

The net fair value of GPACT's financial assets and financial liabilities are not expected to be significantly different from each class of asset and liability as disclosed above and recognised in the balance sheet as at 30 June 2008.

### e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, GPACT believes that the following movements are 'reasonably possible' over the next 12 months (base rates are sourced from Bendigo Bank):

A parallel shift of +2 per cent and -2 per cent in market rates (AUD) from year end rates of 6.1%.

#### Market risk exposure

|                           | Interest rate risk                        |                           |          |                           |        |
|---------------------------|---|---------------------------|----------|---------------------------|--------|
|                           | Carrying<br>amount subject<br>to interest | -2%                       |          | +2%                       |        |
|                           |   | 200 base points<br>Profit | Equity   | 200 base points<br>Profit | Equity |
| <b>2008</b>               |   |                           |          |                           |        |
| <b>Financial assets</b>   |   |                           |          |                           |        |
| Cash and cash equivalents | 1,049,577                                 | (20,992)                  | (20,992) | 20,992                    | 20,992 |

## 19 Superannuation

GPACT's obligations for superannuation contributions are recognised as an expense in the operating statement when they are due. Superannuation contributions in respect of GPACT's employees are made to the following superannuation funds in the accumulation and defined benefits categories of membership:

AMP Superleader  
Australian Super Pty Ltd  
B&L Allen Superannuation Fund  
CBus  
Christian Super Pty Ltd  
Colonial First State Investments Limited  
Health Super Pty Ltd  
Health Employees Superannuation Trust Australia  
Host Plus Pty Ltd  
Jill Smith Superannuation Fund  
Just Super Pty Ltd  
Labour Union Cooperative Retirement Fund  
Macquarie Personal Superannuation Plan  
MLC Limited  
MLC Master Key Business Super  
RecruitmentSuper  
UniSuper Management Pty Ltd  
Vision Super Pty Ltd (Local Authorities Superannuation Fund)

#### Accumulation category of membership

In the accumulation category of membership superannuation funds receive employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of employee earnings (9% as required under Superannuation Guarantee Legislation). No further liability accrues to the employer as the superannuation benefits accruing to employees are represented by their share of the net assets of the applicable superannuation fund.

## 19 Superannuation (continued)

### Defined benefits category of membership

GPACT makes employer contributions to the defined benefits category of Local Authorities Superannuation Fund (Vision Super).

Vision Super's Defined Benefit Plan is a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to reliably allocate benefit liabilities, assets and costs between employers. As provided under Paragraph 32 (b) of AASB 119, GPACT does not use defined benefit accounting for these contributions.

GPACT makes employer contributions to the defined benefits category of Vision Super at rates determined by the Trustee on the advice of Vision Super's actuary. On the basis of the results of the most recent full actuarial investigation conducted by the fund's actuary as at 31 December 2005, the Trustee has determined that the current funding arrangements are adequate for the expected Defined Benefit Plan liabilities. GPACT makes the following contributions:

- 9.25% of member's salaries (9.25% in 2007)
- the difference between resignation and retrenchment benefits paid to any retrenched employees plus contribution tax (same as 2007)

### Accounting standard disclosure

Vision Super's liability for accrued benefits was determined by the fund's actuary at 30 June 2007 pursuant to the requirements of Australian Accounting Standard AAS25 as follows:

|  | 30 June 2007 |
|--|--------------|
|  | \$'000       |
| Net market value of assets                     | 4,102,154    |
| Accrued benefits (per accounting standards)    | 3,923,436    |
| Difference between assets and accrued benefits | 178,718      |
| Vested benefits                                | 3,572,589    |

The financial assumptions used to calculate the Accrued Benefits for the defined benefit category of Vision Super were:

|                       |           |
|-----------------------|-----------|
| Net investment return | 8.0% p.a. |
| Salary inflation      | 5.5% p.a. |
| Price inflation       | 3.0% p.a. |

Details of contributions paid to superannuation funds during the year and contributions payable at 30 June 2008 are as follows:

|   | 2008    | 2007    |
|---|---------|---------|
|   | \$      | \$      |
| Contributions paid to superannuation funds    | 135,881 | 116,267 |
| Contributions payable to superannuation funds | -       | -       |

## 20 Remuneration of auditors

Victorian Auditor General's Office  
Audit of the financial report

|        |        |
|--------|--------|
| 13,200 | 12,700 |
|--------|--------|

## 21 Subsequent events

GPACT has no material or significant events occurring after the reporting date.

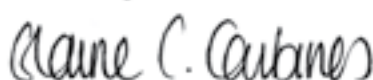
**Geelong Performing Arts Centre Trust  
Chairman's, Accountable Officer's and Chief Finance Officer's Declaration**

We certify that the attached financial report for Geelong Performing Arts Centre Trust has been prepared in accordance with Standing Direction 4.2 of the *Financial Management Act 1994*, applicable Financial Reporting Directions, Australian accounting standards and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and notes forming part of the financial report, presents fairly the financial transactions during the year ended 30 June 2008 and financial position of Geelong Performing Arts Centre Trust as at 30 June 2008.

We are not aware of any circumstances which would render any particulars included in the financial report to be misleading or inaccurate.

We authorise the attached financial report for issue on 18 September 2008



Elaine Carbines  
Deputy Chair of the Trust



Jill Smith  
Accountable Officer



Tineke Barry  
Chief Finance Officer

18 September 2008





Victorian Auditor-General's Office

## INDEPENDENT AUDITOR'S REPORT

### To the Trustees, Geelong Performing Arts Centre Trust

#### *The Financial Report*

The accompanying financial report for the year ended 30 June 2008 of the Geelong Performing Arts Centre Trust which comprises an operating statement, balance sheet, statement of changes in equity, cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the chairman's, accountable officer's and chief finance officer's declaration has been audited.

#### *The Trustees' Responsibility for the Financial Report*

The Trustees of the Geelong Performing Arts Centre Trust are responsible for the preparation and the fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the financial reporting requirements of the *Financial Management Act 1994*. This responsibility includes:

- establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

#### *Auditor's Responsibility*

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Trustees, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

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Level 24, 35 Collins Street, Melbourne Vic. 3000

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*Auditing in the Public Interest*

# VAGO

Victorian Auditor-General's Office

## Independent Auditor's Report (continued)

### *Matters Relating to the Electronic Presentation of the Audited Financial Report*

This auditor's report relates to the financial statements published in both the annual report and on the website of the Geelong Performing Arts Centre Trust for the year ended 30 June 2008. The Trustees of the Geelong Performing Arts Centre Trust are responsible for the integrity of the web site. I have not been engaged to report on the integrity of the web site. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the Geelong Performing Arts Centre Trust web site.

### *Independence*

The Auditor-General's independence is established by the Constitution Act 1975. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

### *Auditor's Opinion*

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Geelong Performing Arts Centre Trust as at 30 June 2008 and its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations), and the financial reporting requirements of the *Financial Management Act 1994*.

MELBOURNE  
23 September 2008

  
D D R Pearson  
Auditor-General

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*Auditing in the Public Interest*

## Procedures under Section 68 for Handling Disclosures under the WHISTLEBLOWERS PROTECTION ACT 2001

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### 1. Statement of support to whistleblowers

GPAC is committed to the aims and objectives of the *Whistleblowers*

*Protection Act 2001* (the Act). It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct.

### 2. Purpose of these procedures

These procedures establish a system for reporting disclosures of improper conduct or detrimental action by GPAC and its employees. The system enables such disclosures to be made to the protected disclosure coordinator or to one of the nominated protected disclosure officers. Disclosures may be made by employees or by members of the public. These procedures are designed to complement normal communication channels between supervisors and employees.

### 3. Objects of the Act

The *Whistleblowers Protection Act 2001* commenced operation on 1 January 2002. The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies. The Act provides protection to whistleblowers who make disclosures in accordance with the Act, and establishes a system for the matters disclosed to be investigated and rectifying action to be taken.

### 4. Definitions of key terms

Three key concepts in the reporting system are improper conduct, corrupt conduct and detrimental action. Definitions of these terms are set out below.

#### 4.1 Improper conduct

A disclosure may be made about improper conduct by a public body or public official. Improper conduct means conduct that is corrupt, a substantial mismanagement of public resources, or conduct involving substantial risk to public health or safety or to the environment. The conduct must be serious enough to constitute, if proved, a criminal offence or reasonable grounds for dismissal.

#### Examples

*To avoid closure of a town's only industry, an environmental health officer ignores or conceals evidence of illegal dumping of waste.*

*An agricultural officer delays or declines imposing quarantine to allow a financially distressed farmer to sell diseased stock.*

*A building inspector tolerates poor practices and structural defects in the work of a leading local builder.*

#### 4.2 Corrupt conduct

Corrupt conduct means:

- Conduct of any person (whether or not a public official) that adversely affects the honest performance of a public officer's or public body's functions;
- The performance of a public officer's functions dishonestly or with inappropriate partiality;
- Conduct of a public officer, former public officer or a public body that amounts to a breach of public trust;

- Conduct by a public officer, former public officer or a public body that amounts to the misuse of information or material acquired in the course of the performance of their official functions; or
- A conspiracy or attempt to engage in the above conduct.

#### Examples

*A public officer takes a bribe or receives a payment other than his or her wages or salary in exchange for the discharge of a public duty.*

*A public officer favours unmeritorious applications for jobs or permits by friends and relatives.*

*A public officer sells confidential information.*

### 4.3 Detrimental action

The Act makes it an offence for a person to take detrimental action against a person in reprisal for a protected disclosure. Detrimental action includes:

- Action causing injury, loss or damage;
- Intimidation or harassment; and
- Discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession trade or business, including the taking of disciplinary action.

#### Examples

*A public body refuses a deserved promotion of a person who makes a disclosure.*

*A public body demotes, transfers, isolates in the workplace or changes the duties of a whistleblower due to the making of a disclosure.*

*A person threatens, abuses or carries out other forms of harassment directly or indirectly against the whistleblower, his or her family or friends.*

*A public body discriminates against the whistleblower or his or her family and associates in subsequent applications for jobs, permits or tenders.*

### 5. The reporting system

#### 5.1 Contact person at GPAC

Disclosures of improper conduct or detrimental action by GPAC or employees may be made to following Protected Disclosure Officer:

Simon Guthrie  
GPAC Trustee  
GPAC  
50 Little Malop Street  
Geelong, Vic 3220

All correspondence, phone calls and emails from internal or external whistleblowers will be referred to the officer. Where a person is contemplating making a disclosure and is concerned about approaching the protected disclosure coordinator or a protected disclosure officer in the workplace, he or she can call the officer and request a meeting in a discreet location away from the workplace.

#### 5.2 Alternative contact persons

A disclosure about improper conduct or detrimental action by GPAC or its employees may also be made directly to the Ombudsman:

The Ombudsman Victoria  
Level 22, 459 Collins Street  
Melbourne Victoria 3000  
(DX 210174)

Internet: [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au)  
 Email: [ombudvic@ombudsman.vic.gov.au](mailto:ombudvic@ombudsman.vic.gov.au)  
 Tel: 9613 6222  
 Toll Free: 1800 806 314

## **6. Roles and responsibilities**

### **6.1 Employees**

Employees are encouraged to report known or suspected incidences of improper conduct or detrimental action in accordance with these procedures.

All employees of GPAC have an important role to play in supporting those who have made a legitimate disclosure. They must refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. Furthermore, they should protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.

### **6.2 Protected Disclosure Officer**

Protected disclosure officer will:

- Be a contact point for general advice about the operation of the Act for any person wishing to make a disclosure about improper conduct or detrimental action;
- Make arrangements for a disclosure to be made privately and discreetly and, if necessary, away from the workplace;
- Receive any disclosure made orally or in writing (from internal and external whistleblowers);
- Commit to writing any disclosure made orally;
- Impartially assess the allegation and determine whether it is a disclosure made in accordance with Part 2 of the Act (that is, a protected disclosure);
- Take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential; and
- Forward all disclosures and supporting evidence to the protected disclosure coordinator.

### **6.3 Protected disclosure coordinator**

The protected disclosure coordinator has a central clearinghouse role in the internal reporting system. He or she will:

- Receive all disclosures forwarded from the protected disclosure officers;
- Receive all phone calls, emails and letters from members of the public or employees seeking to make a disclosure;
- Impartially assess each disclosure to determine whether it is a public interest disclosure;
- Refer all public interest disclosures to the Ombudsman;
- Be responsible for carrying out, or appointing an investigator to carry out, an investigation referred to the public body by the Ombudsman;
- Be responsible for overseeing and coordinating an investigation where an investigator has been appointed;
- Appoint a welfare manager to support the

whistleblower and to protect him or her from any reprisals;

- Advise the whistleblower of the progress of an investigation into the disclosed matter;
- Establish and manage a confidential filing system;
- Collate and publish statistics on disclosures made;
- Take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential; and
- Liaise with the chief executive officer of the public body.

### **6.4 Investigator**

The investigator will be responsible for carrying out an internal investigation into a disclosure where the Ombudsman has referred a matter to the public body. An investigator may be a person from within an organisation or a consultant engaged for that purpose.

### **6.5 Welfare manager**

The welfare manager is responsible for looking after the general welfare of the whistleblower. The welfare manager will:

- Examine the immediate welfare and protection needs of a whistleblower who has made a disclosure and seek to foster a supportive work environment;
- Advise the whistleblower of the legislative and administrative protections available to him or her;
- Listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure; and
- Ensure the expectations of the whistleblower are realistic.

## **7. Confidentiality**

GPAC will take all reasonable steps to protect the identity of the whistleblower. Maintaining confidentiality is crucial in ensuring reprisals are not made against a whistleblower. The Act requires any person who receives information due to the handling or investigation of a protected disclosure, not to disclose that information except in certain limited circumstances. Disclosure of information in breach of section 22 constitutes an offence that is punishable by a maximum fine of 60 penalty units (\$6000) or six months imprisonment or both.

The circumstances in which a person may disclose information obtained about a protected disclosure include:

- Where exercising the functions of the public body under the Act;
- When making a report or recommendation under the Act;
- When publishing statistics in the annual report of a public body; and
- In criminal proceedings for certain offences in the Act.

However, the Act prohibits the inclusion of particulars



in any report or recommendation that is likely to lead to the identification of the whistleblower. The Act also prohibits the identification of the person who is the subject of the disclosure in any particulars included in an annual report.

GPAC will ensure all files, whether paper or electronic, are kept in a secure room and can only be accessed by the protected disclosure coordinator, protected disclosure officer, the investigator or welfare manager (in relation to welfare matters). All printed material will be kept in files that are clearly marked as a Whistleblower Protection Act matter, and warn of the criminal penalties that apply to any unauthorised divulging information concerning a protected disclosure. All electronic files will be produced and stored in a separate secure designated directory and be given password protection which is accessible only by the protected disclosure coordinator. All materials relevant to an investigation, such as tapes from interviews, will also be stored securely with the whistleblower files. GPAC will not email documents relevant to a whistleblower matter and will ensure all phone calls and meetings are conducted in private.

#### **8. Collating and publishing statistics**

The protected disclosure coordinator will establish a secure register to record the information required to be published in the annual report, and to generally keep account of the status of whistleblower disclosures. The register will be confidential and will not record any information that may identify the whistleblower.

The register will contain the following information:

- The number and types of disclosures made to public bodies during the year;
- The number of disclosures referred to the Ombudsman for determination as to whether they are public interest disclosures;
- The number and types of disclosed matters referred to the public body by the Ombudsman for investigation;
- The number and types of disclosures referred by the public body to the Ombudsman for investigation;
- The number and types of investigations taken over from the public body by the Ombudsman;
- The number of requests made by a whistleblower to the Ombudsman to take over an investigation by the public body;
- The number and types of disclosed matters that the public body has declined to investigate;
- The number and types of disclosed matters that were substantiated upon investigation and the action taken on completion of the investigation; and
- Any recommendations made by the Ombudsman that relate to the public body.

#### **9. Receiving and assessing disclosures**

##### **9.1 Has the disclosure been made in accordance with Part 2 of the Act?**

Where a disclosure has been received by the protected disclosure officer or by the protected disclosure coordinator, he or she will assess whether

the disclosure has been made in accordance with Part 2 of the Act and is, therefore, a protected disclosure.

##### **9.1.1 Has the disclosure been made to the appropriate person?**

For the disclosure to be responded to by GPAC, it must concern an employee, member or officer of GPAC. If the disclosure concerns an employee, officer or member of another public body, the person who has made the disclosure must be advised of the correct person or body to whom the disclosure should be directed. (See the table in 5.2). If the disclosure has been made anonymously, it should be referred to the Ombudsman.

##### **9.1.2 Does the disclosure contain the essential elements of a protected disclosure?**

To be a protected disclosure, a disclosure must satisfy the following criteria:

- Did a natural person (that is, an individual person rather than a corporation) make the disclosure?
- Does the disclosure relate to conduct of a public body or public officer acting in their official capacity?
- Is the alleged conduct either improper conduct or detrimental action taken against a person in reprisal for making a protected disclosure?
- Does the person making a disclosure have reasonable grounds for believing the alleged conduct has occurred?

Where a disclosure is assessed to be a protected disclosure, it is referred to the protected disclosure coordinator. The protected disclosure coordinator will determine whether the disclosure is a public interest disclosure. Where a disclosure is assessed not to be a protected disclosure, the matter does not need to be dealt with under the Act. The protected disclosure officer will decide how the matter should be responded to in consultation with the protected disclosure coordinator.

##### **9.2 Is the disclosure a public interest disclosure?**

Where the protected disclosure officer or coordinator has received a disclosure that has been assessed to be a protected disclosure, the protected disclosure coordinator will determine whether the disclosure amounts to a public interest disclosure. This assessment will be made within 45 days of the receipt of the disclosure. In reaching a conclusion as to whether a protected disclosure is a public interest disclosure, the protected disclosure coordinator will consider whether the disclosure shows, or tends to show, that the public officer to whom the disclosure relates:

- Has engaged, is engaging or proposes to engage in improper conduct in his or her capacity as a public officer; or
- Has taken, is taking or proposes to take detrimental action in reprisal for the making of the protected disclosure.

Where the protected disclosure coordinator concludes that the disclosure amounts to a public interest disclosure, he or she will:



1. Notify the person who made the disclosure of that conclusion; and
2. Refer the disclosure to the Ombudsman for formal determination as to whether it is indeed a public interest disclosure.

Where the protected disclosure coordinator concludes that the disclosure is not a public interest disclosure, he or she will:

1. Notify the person who made the disclosure of that conclusion; and
2. Advise that person that he or she may request the public body to refer the disclosure to the Ombudsman for a formal determination as to whether the disclosure is a public interest disclosure, and that this request must be made within 28 days of the notification.

In either case, the protected disclosure coordinator will make the notification and the referral within 14 days of the conclusion being reached by the public body. Notification to the whistleblower is not necessary where the disclosure has been made anonymously.

## **10. Investigations**

### **10.1 Introduction**

Where the Ombudsman refers a protected disclosure to GPAC for investigation, the protected disclosure coordinator will appoint an investigator to carry out the investigation. The objectives of an investigation will be:

- To collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment;
- To consider the information collected and to draw conclusions objectively and impartially;
- To maintain procedural fairness in the treatment of witnesses and the person who is the subject of the disclosure; and
- To make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.

### **10.2 Terms of reference**

Before commencing an investigation, the protected disclosure coordinator will draw up terms of reference and obtain authorisation for those terms by the Secretary of the Department. The terms of reference will set a date by which the investigation report is to be concluded, and will describe the resources available to the investigator to complete the investigation within the time set. The protected disclosure coordinator may approve, if reasonable, an extension of time requested by the investigator. The terms of reference will require the investigator to make regular reports to the protected disclosure coordinator who, in turn, is to keep the Ombudsman informed of general progress.

### **10.3 Investigation plan**

The investigator will prepare an investigation plan for approval by the protected disclosure coordinator. The plan will list the issues to be substantiated and

describe the avenue of inquiry. It will address the following issues:

- What is being alleged?
- What are the possible findings or offences?
- What are the facts in issue?
- How is the inquiry to be conducted?
- What resources are required?

At the commencement of the investigation, the whistleblower should be:

- Notified by the investigator that he or she has been appointed to conduct the investigation;
- Asked to clarify any matters; and
- Provide any additional material he or she might have.

The investigator will be sensitive to the whistleblower's possible fear of reprisals and will be aware of the statutory protections provided to the whistleblower.

### **10.4 Natural justice**

The principles of natural justice will be followed in any investigation of a public interest disclosure. The principles of natural justice concern procedural fairness and ensure a fair decision is reached by an objective decision maker. Maintaining procedural fairness protects the rights of individuals and enhances public confidence in the process.

GPAC will have regard to the following issues in ensuring procedural fairness:

- The person who is the subject of the disclosure is entitled to know the allegations made against him or her and must be given the right to respond. (This does not mean the person must be advised of the allegation as soon as the disclosure is received or the investigation has commenced);
- If the investigator is contemplating making a report adverse to the interests of any person, that person should be given the opportunity to put forward further material that may influence the outcome of the report and that person's defence should be fairly set out in the report;
- All relevant parties to a matter should be heard and all submissions should be considered;
- A decision should not be made until all reasonable inquiries have been made;
- The investigator or any decision maker should not have a personal or direct interest in the matter being investigated;
- All proceedings must be carried out fairly and without bias. Care should be taken to exclude perceived bias from the process; and
- The investigator must be impartial in assessing the credibility of the whistleblowers and any witnesses. Where appropriate, conclusions as to credibility should be included in the investigation report.

### **10.5 Conduct of the investigation**

The investigator will make contemporaneous notes of all discussions and phone calls, and all interviews with witnesses will be taped. All information gathered

in an investigation will be stored securely. Interviews will be conducted in private and the investigator will take all reasonable steps to protect the identity of the whistleblower. Where disclosure of the identity of the whistleblower cannot be avoided, due to the nature of the allegations, the investigator will warn the whistleblower and his or her welfare manager of this probability.

It is in the discretion of the investigator to allow any witness to have legal or other representation or support during an interview.

#### **10.6 Referral of an investigation to the Ombudsman**

The protected disclosure coordinator will make a decision regarding the referral of an investigation to the Ombudsman where, on the advice of the investigator:

- The investigation is being obstructed by, for example, the non-cooperation of key witnesses; or
- The investigation has revealed conduct that may constitute a criminal offence.

#### **10.7 Reporting requirements**

The protected disclosure coordinator will ensure the whistleblower is kept regularly informed concerning the handling of a protected disclosure and an investigation.

The protected disclosure coordinator will report to the Ombudsman about the progress of an investigation. Where the Ombudsman or the whistleblower requests information about the progress of an investigation, that information will be provided within 28 days of the date of the request.

### **11. Action taken after an investigation**

#### **11.1 Investigator's final report**

At the conclusion of the investigation, the investigator will submit a written report of his or her findings to the protected disclosure coordinator. The report will contain:

- The allegation/s;
- An account of all relevant information received and, if the investigator has rejected evidence as being unreliable, the reasons for this opinion being formed;
- The conclusions reached and the basis for them; and
- Any recommendations arising from the conclusions.

Where the investigator has found that the conduct disclosed by the whistleblower has occurred, recommendations made by the investigator will include:

- The steps that need to be taken by GPAC to prevent the conduct from continuing or occurring in the future; and
- Any action that should be taken by the [name of public body] to remedy any harm or loss arising from the conduct. This action may include bringing disciplinary proceedings against the person responsible for the conduct, and referring

the matter to an appropriate authority for further consideration.

The report will be accompanied by:

- The transcript or other record of any oral evidence taken, including tape recordings; and
- All documents, statements or other exhibits received by the officer and accepted as evidence during the course of the investigation.

Where the investigator's report is to include an adverse comment against any person, that person will be given the opportunity to respond and his or her defence will be fairly included in the report.

The report will not disclose particulars likely to lead to the identification of the whistleblower.

#### **11.2 Action to be taken**

If the protected disclosure coordinator is satisfied that the investigation has found that the disclosed conduct has occurred, he or she will recommend to the Secretary the action that must be taken to prevent the conduct from continuing or occurring in the future. The protected disclosure coordinator may also recommend that action be taken to remedy any harm or loss arising from the conduct.

The protected disclosure coordinator will provide a written report to the Premier, Minister for Multicultural Affairs, Minister for Arts or the Minister for Women's Policy (whichever is appropriate), the Ombudsman and the whistleblower setting out the findings of the investigation and any remedial steps taken.

Where the investigation concludes that the disclosed conduct did not occur, the protected disclosure coordinator will report these findings to the Ombudsman and to the whistleblower.

### **12. Managing the welfare of the whistleblower**

#### **12.1 Commitment to protecting whistleblowers**

GPAC is committed to the protection of genuine whistleblowers against detrimental action taken in reprisal for the making of protected disclosures. The protected disclosure coordinator is responsible for ensuring whistleblowers are protected from direct and indirect detrimental action, and that the culture of the workplace is supportive of protected disclosures being made.

The protected disclosure coordinator will appoint a welfare manager to all whistleblowers who have made a protected disclosure. The welfare manager will:

- Examine the immediate welfare and protection needs of a whistleblower who has made a disclosure and where the whistleblower is an employee, seek to foster a supportive work environment;
- Advise the whistleblower of the legislative and administrative protections available to him or her;
- Listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure;
- Keep a contemporaneous record of all aspects of the case management of the whistleblower

including all contact and follow-up action; and

- Ensure the expectations of the whistleblower are realistic.

All employees will be advised that it is an offence for a person to take detrimental action in reprisal for a protected disclosure. The maximum penalty is a fine of 240 penalty units (\$24,000) or two years imprisonment or both. The taking of detrimental action in breach of this provision can also be grounds for making a disclosure under the Act and can result in an investigation.

Detrimental action includes:

- Causing injury, loss or damage;
- Intimidation or harassment; and
- Discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business (including the taking of disciplinary action).

### **12.2 Keeping the whistleblower informed**

The protected disclosure coordinator will ensure the whistleblower is kept informed of action taken in relation to his or her disclosure, and the time frames that apply. The whistleblower will be informed of the objectives of an investigation, the findings of an investigation, and the steps taken by GPAC

to address any improper conduct that has been found to have occurred. The whistleblower will be given reasons for decisions made by GPAC in relation to a protected disclosure. All communication with the whistleblower will be in plain English.

### **12.3 Occurrence of detrimental action**

If a whistleblower reports an incident of harassment, discrimination or adverse treatment that would amount to detrimental action taken in reprisal for the making of the disclosure, the welfare manager will:

- Record details of the incident;
- Advise the whistleblower of his or her rights under the Act; and
- Advise the protected disclosure coordinator or chief executive officer of the detrimental action.

The taking of detrimental action in reprisal for the making of a disclosure can be an offence against the Act as well as grounds for making a further disclosure. Where such detrimental action is reported, the protected disclosure coordinator will assess the report as a new disclosure under the Act. Where the protected disclosure coordinator is satisfied that the disclosure is a public interest disclosure, he or she will refer it to the Ombudsman. If the Ombudsman subsequently determines the matter to be a public interest disclosure, the Ombudsman may investigate the matter or refer it to another body for investigation as outlined in the Act.

### **12.4 Whistleblowers implicated in improper conduct**

Where a person who makes a disclosure is implicated in misconduct, GPAC

will handle the disclosure and protect the whistleblower from reprisals in accordance with the Act, the Ombudsman's guidelines and these

procedures. GPAC acknowledges that the act of whistleblowing should not shield whistleblowers from the reasonable consequences flowing from any involvement in improper conduct. Section 17 of the Act specifically provides that a person's liability for his or her own conduct is not affected by the person's disclosure of that conduct under the Act. However, in some circumstances, an admission may be a mitigating factor when considering disciplinary or other action. The Secretary of the Department will make the final decision on the advice of the protected disclosure coordinator as to whether disciplinary or other action will be taken against a whistleblower. Where disciplinary or other action relates to conduct that is the subject of the whistleblower's disclosure, the disciplinary or other action will only be taken after the disclosed matter has been appropriately dealt with. In all cases where disciplinary or other action is being contemplated, the Secretary of the Department must be satisfied that it has been clearly demonstrated that:

- The intention to proceed with disciplinary action is not causally connected to the making of the disclosure (as opposed to the content of the disclosure or other available information);
- There are good and sufficient grounds that would fully justify action against any non-whistleblower in the same circumstances; and
- There are good and sufficient grounds that justify exercising any discretion to institute disciplinary or other action.

The protected disclosure coordinator will thoroughly document the process including recording the reasons why the disciplinary or other action is being taken, and the reasons why the action is not in retribution for the making of the disclosure. The protected disclosure coordinator will clearly advise the whistleblower of the proposed action to be taken, and of any mitigating factors that have been taken into account.

### **13. Management of the person against whom a disclosure has been made**

GPAC recognises that employees against whom disclosures are made must also be supported during the handling and investigation of disclosures. GPAC will take all reasonable steps to ensure the confidentiality of the person who is the subject of the disclosure during the assessment and investigation process. Where investigations do not substantiate disclosures, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the disclosure will remain confidential. The protected disclosure coordinator will ensure the person who is the subject of any disclosure investigated by or on behalf of a public body is:

- Informed as to the substance of the allegations;
- Given the opportunity to answer the allegations before a final decision is made;
- Informed as to the substance of any adverse comment that may be included in any report arising from the investigation; and has
- His or her defence set out fairly in any report.

Where the allegations in a disclosure have been investigated, and the person who is the subject of the disclosure is aware of the allegations or the fact of the investigation, the protected disclosure coordinator will formally advise the person who is the subject of the disclosure of the outcome of the investigation.

GPAC will give its full support to a person who is the subject of a disclosure where the allegations contained in a disclosure are clearly wrong or unsubstantiated. If the matter has been publicly disclosed, the Secretary of GPAC will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.

#### **14. Criminal offences**

GPAC will ensure officers appointed to handle protected disclosures and all other employees are aware of the following offences created by the Act:

1. It is an offence for a person to take detrimental action against a person in reprisal for a protected disclosure being made. The Act provides a maximum penalty of a fine of 240 penalty units (\$24,000) or two years imprisonment or both.
2. It is an offence for a person to divulge information obtained as a result of the handling or investigation of a protected disclosure without legislative authority. The Act provides a maximum penalty of 60 penalty units (\$6,000) or six months imprisonment or both.
3. It is an offence for a person to obstruct the Ombudsman in performing his responsibilities under the Act. The Act provides a maximum penalty of 240 penalty units (\$24,000) or two years imprisonment or both.
4. It is an offence for a person to knowingly provide false information under the Act with the intention that it be acted on as a disclosed matter. The Act provides a maximum penalty of 240 penalty units (\$24,000) or two years imprisonment or both.

#### **15. Review**

These procedures will be reviewed annually to ensure they meet the objectives of the Act and accord with the Ombudsman's guidelines.

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| FDR 22 | Statement on National Competition Policy   | 28     |
| FDR 22 | Details of consultancies over \$100,000  | n/a    |
| FDR 22 | Details of consultancies under \$100,000   | 28     |
| FDR 12 | Disclosure of major contracts  | n/a    |
| FDR 22 | Statement of availability of other information   | 29     |
| FDR 22 | Occupational Health and Safety   | 8      |
| FDR 10 | Disclosure Index   | 60     |
| FDR 25 | Victorian Industry Participation Policy Disclosures  | 28     |

## Financial Statements

### *Financial statements required under Part 7 of the FMA*

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| SDf.2(c) | Compliance with Australian accounting standards and other authoritative pronouncements | 36    |
| SD4.2(c) | Compliance with Ministerial Directions   | 36    |
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## Legislation

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