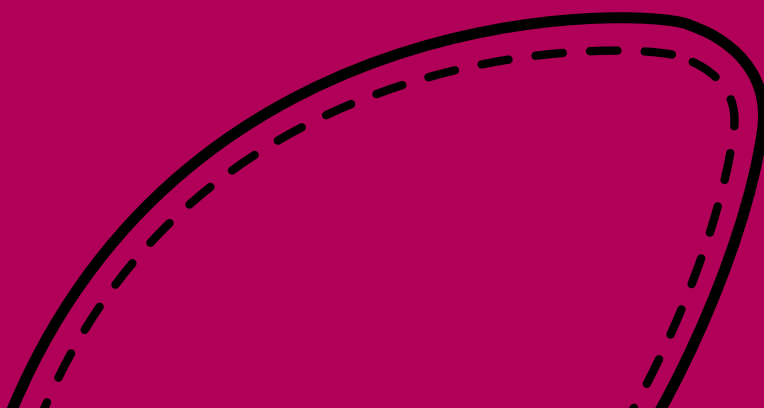
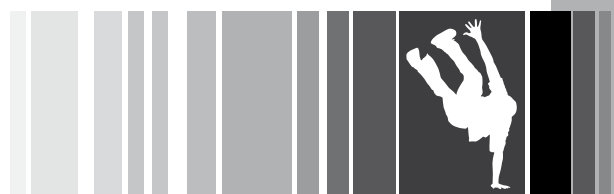


Geelong Performing Arts Centre Trust  
Annual Report 2006-07



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## Chairman's welcome

### Our stage enriches your world...

Welcome to our Annual Report for 2006-07. We have enjoyed yet another exciting year, with a wonderful diversity of performances, resulting in a significant increase in attendances at GPAC to 157,431, and a further 65,623 patrons attending performances at Costa Hall. Increasing attendances and enriching performances represent our core measures of success.

The Trust is delighted with our progress in this fourth year of our five year strategic plan. Our ambitious goals have continued to challenge our staff. Our on-going success is testament to their skills and energy in meeting these challenges.

As part of this strategic plan, GPAC provided critical leadership in planning for the future of Geelong's arts, with the development of the Master Plan for the Geelong Cultural Precinct. In October 2006, the State Government announced a \$500,000 joint Master Plan project in collaboration with the City of Greater Geelong to investigate a number of possible cultural, arts and related projects for the Precinct. We look forward to working with State Government and the City over the coming year to progress this visionary development.

GPAC is a Victorian Government agency and relies on the support of the State Government, Minister Lynne Kosky MP and former Minister Mary Delahunty MP 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 2006-07 underlines the continued realisation of the Government's arts policy, Creative Capacity+.

I thank all Trust members for their work and commitment to GPAC this year; in particular, thank you to John Bugg and Lynden Costin who retired from the Trust this year. Both were energetic members who made substantial contributions to GPAC.

Our customer surveys attest to the devotion of GPAC staff to provide high standards of customer and technical service and I also extend a warm and grateful thanks to General Manager, Sally Beck for her leadership and support.

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

GPAC's operations are guided by four well established goals in our Strategic and Business plans. In 2006-07 we set out to build on the success of our 25th birthday celebrations, improve our operations and continue to provide the greater Geelong region with an outstanding experience of performing arts.

223,054 audience members enjoyed a wide range of performances at GPAC venues and the Costa Hall. This increase from last year of 13% was driven by strong venue hire activity as many artists recognised the substantial audience base in Geelong for live entertainment.

Our venues maintained their strong level of use with an increase in occupancy in the Blakiston Theatre and a slight drop in the Ford Theatre. The venue diaries are increasingly well managed to maximise usage and respond to competing needs of community users. Strategies to target seasonal down times were developed.

Our local performing arts companies, schools and dance schools continued to perform an entertaining variety of drama, musicals and concerts. Highlights of the year included Beauty and the Beast by Lyric Theatre, Rent by GMCC, GSODA Junior's The Lion, the Witch and the Wardrobe and Footloose by St Joseph's College.

The VicHealth program was extended for a further year acknowledging the important role of the arts in mental health and well being of our community. We commenced establishing a Living Library, provided professional development training for our Multicultural Folk Sunday performers and presented forums for the business and government community about the importance of arts and culture for a healthy and vibrant community.

GPAC programs continued to attract healthy audiences and subscriber levels. A highlight was the partnership with the Arts Centre and Melbourne International Arts Festival to

present two festival shows and international artists, Kanazawa Orchestra Ensemble and Daniel Bernard Roumain. Geelong audiences enthusiastically responded to the innovation and artistic excellence of these performances.

The Management team has contributed to the development of a Master Plan for the Geelong Cultural Precinct managed by Major Projects Victoria. Other significant business projects for the year included the development of a new three-year Strategic Plan, Corporate Marketing Plan and our fourth-generation Enterprise Agreement.

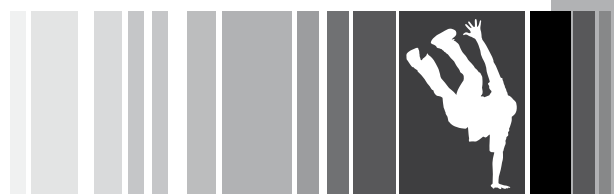
This year we bid farewell to staff members, Chris Andrews, Robyn Birrell, Shanti Fagan, Sean Gearon, Justin Hagebols, Keith Halfpenny, Sarah Heywood, Ratidzo Mambo, Kevin Pope and Vanessa Schernickau. And we welcomed Donna Aston, Claire Biscombe, Michael Decann, Sharna Gollogly and Dean Taylor. Our staff continued to provide excellent customer service and outstanding performance.

Essential to the success of our programs is the generous support of our many partners and stakeholders who share our vision to make the Geelong region renowned for its creativity, energy and engagement of the Arts. We thank them for their ongoing support.

I also thank our Trust members for their ongoing voluntary contribution to the leadership of GPAC.



**Sally Beck**  
General Manager





## This year's highlights

1. A significant increase this year in audience levels across comedy, dance, theatre musicals and concerts saw attendances at GPAC venues rise to 157,431 and a further 65,623 at Costa Hall.
2. In partnership with the State Government and City of Greater Geelong, GPAC commenced work on the Master Plan for the Cultural Precinct.
3. GPAC's commitment to the local community manifested with programs for mentorship, multicultural arts, business forums and school programs in association with Vic Health.
4. GPAC's dedication to continuous business improvement produced the signing of a new staff enterprise agreement, a corporate marketing plan, the review of key programs and an improved staffing structure.
5. Jonathon Schuster, a Geelong local won the Triple J Raw comedy heat at GPAC and then went on to take the national final of this event at Melbourne Town Hall.

## What our customers say

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% whereas 99% was achieved. Here are some responses:

"Being a senior citizen I am thankful to the GPAC staff for their ongoing cheerfulness and help and their service in making my and other senior persons outings to GPAC so pleasurable. Nothing is too much trouble for them. With thanks."

"Although this was a school production, on this (as I am one of the organisers) and any other occasion I have always found the standard of service to be excellent!"

"Great place to bring young children. I enjoy bringing my grandchildren to the theatre. I hope it encourages them to take an interest in singing, dancing and acting. Well done!"



Melbourne Symphony Orchestra - Photo courtesy MSO & Mark Wilson.

## Our Vision

To make the Geelong region 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 Goals

GPAC's ambition is captured by four overarching goals, to:

1. develop art and community
2. expand our audiences and activities
3. contribute to our region's innovation
4. ensure outstanding services and spaces

## 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.



## In partnership

GPAC gratefully acknowledges the State of Victoria for its generous support. We thank Minister for the Arts Lyn Kosky MP, former Minister Mary Delahunty MP, and our local parliamentarians for their ongoing interest, encouragement and advocacy of GPAC.

### Government Partners



### Program Sponsors

#### Theatre Season



australia's aluminium

#### Education



australia's aluminium

#### Community Access



#### Family Magic



#### Musical Mornings



### Acts of Support



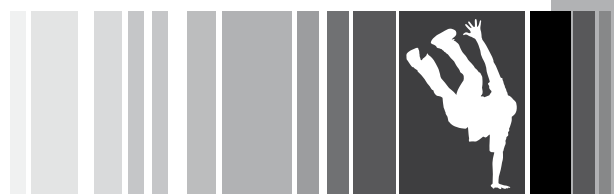
## Alcoa Theatre Season Sponsors



## Green Room Club Members



Mr David and Mrs Angela Smith  
Tufan Chakir and Adrienne Stephens



# Goal 1

## Develop art and community

GPAC maintained its strong connection to local and community producers and arts organisations throughout the Greater Geelong region providing diverse, rich and innovative programs that enable wide access to a variety of art experiences. Support and assistance was made available to local art organisations through the use of our facilities, professional advice and mentoring. Reduced venue hire charges were also offered.

### Promoting mental health and wellbeing

The VicHealth and GPAC relationship entered its final year of funding through the Audience Access Scheme and will cease in December 2007. With the engagement of a VicHealth Program Coordinator, GPAC worked to build socially inclusive arts programs for adults and children who were potentially isolated, as well as a number of socially inclusive multicultural projects.

Together with a broad range of non-arts organisations including local councils, schools, leading community support organisations and training providers, GPAC targeted individuals and groups who might not otherwise have access to performing arts due to barriers such as visual impairment, being socially or rurally isolated or from low socio-economic backgrounds.

New initiatives in the past year included:

**The Living Library**  
GPAC has established a steering committee to set up and launch Geelong's own Living Library.

**Alcoa Celebrate All Abilities Festival**  
We will be partnering with Alcoa All Abilities Festival at the end of 2007 providing a venue for events and activities throughout the festival.

**Multicultural Professional Development**  
The past year has seen the Folk program extended through a series of development workshops providing opportunities for participants to engage with professionals in performance, technical and marketing related fields.

Continuing and ongoing initiatives include

**Artists in Schools program**  
The Artists in Residence Program provided a strong link to two primary schools in need of further assistance with arts support. Vic Health funding supports four other Artist in Residence Programs through the Education Program.

### Audio description

GPAC and Vic Health in association with Vision Australia provided audio description to our visually impaired theatre audiences.

### Forum Series

VicHealth funding enabled a series of forums specifically exploring the benefits of the arts in relation to Mental Health and Wellbeing.

The *Arts + Business = Healthy Geelong*, business breakfast with Harold Mitchell AO highlighted for local business professionals the value to mental health and well being inherent in contributions to the arts. The *My House is Your House* forum with Robyn Archer AO offered that the arts is a socially inclusive entity, catering to a diverse range of needs, individuals and/or communities.

### Folk Multicultural Sundays

A series of Folk events have engaged more than 15 cultural groups from the Geelong region and an audience of over 1000. This program is run in partnership with Diversitat.

### Ticket allocation

In 2006-07 VicHealth funds have allowed for 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.

## Education community

E-Pulse, our Education liaison advisory group, continued to provide advice about curriculum development, feedback on the development of GPAC programs and input to the Master Plan while also acting as ambassadors for our organisation in the school community.

## Multicultural community

In conjunction with Diversitat, GPAC has engaged a Community Liaison Officer. This position is funded by Arts Victoria under the Community Support Fund.

Through this position GPAC was able to build a culturally and linguistically diverse (CALD) community database, develop a venue hire kit for CALD communities, link CALD communities to existing GPAC programs and events and continue to build audiences from within CALD communities.



Alcoa Theatre Season opening night.

## Supporting local groups

For many organisations in the Greater Geelong region fundraising is an integral part of their success and in 2006-07 GPAC supported local organisations to fundraise through donating over \$11,000 of tickets to shows.

The not-for-profit schools, clubs and community groups supported, included

- Little River Playgroup
- Oxfam Geelong
- United Way Geelong
- Rainbow Riders
- Karingal Community Living
- Geelong Gymnastics Centre

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 and packaging and assembly.

GPAC continues to support this important local enterprise by using the mail house unit for all its direct mail marketing.

## Engaging local performing arts

Through the Community Access Program (CAP), sponsored by the Geelong Advertiser Group, GPAC provides reduced venue and equipment hire rates. This means that local producers and arts community groups can utilise GPAC's professional theatres and staff to assist in producing their own shows. In 2006-07 this included performances of:-

The Lion, The Witch And The Wardrobe  
Rent  
Beauty And The Beast  
Fame  
Anything Goes  
Hits Of The Blitz



## Goal 2

### Expand our audiences and activities

In 2006-07, attendances at GPAC surpassed 157,000 with a further 65,000 patrons attending performances at Costa Hall. The Alcoa Theatre Season maintained a strong presence and programs such as VicHealth and Musical Mornings continued to engage new audiences and provide increased access to our venues. GPAC's charter is to build on audiences by providing diverse programs that appeal to a broad range of patrons. We also strive to encourage as many local companies and producers as possible to utilise the centre.

### Alcoa Theatre Season

Our anniversary year ended with a bang and 2007 again saw subscriptions increase significantly. GPAC continues to build relationships with outstanding theatre companies and artists throughout the length and breadth of the country.

During the past year we have had the pleasure of presenting an extremely varied range of work. Highlights include The Shoe-Horn Sonata with Belinda Giblin and Maggie Kirkpatrick and Six Dance Lessons in Six Weeks with the inimitable Nancye Hayes and Todd McKenney. Both productions were not only critical but also financial successes. Another production of note was The Messiah from Hothouse Theatre. This work, written by the esteemed English playwright Patrick Barlow, was a comedy of epic proportions with a cast of thousands i.e. three. Expressions Dance Company's Virtually Richard<sup>3</sup> also received a great response from our patrons.

### Alcoa Education Program

The Alcoa Education Program had a successful year with attendance figures rising beyond 12,000. The program maintains its vibrancy and remains progressive. The program was reviewed and evaluated in relation to engagement with students and connection to the curriculum and integrated learning experiences. We are also strongly connected to the Victorian Essential Learning Standards.

The 60th Geelong Schools Music and Movement Festival was a highlight of the year with almost 4,000 young people taking part in the event. This week long Festival showcased performances by students ranging in age from 5 – 18yrs on the Ford stage.

The Alcoa Poppykettle Festival was held in March, and attracted over 3,500 patrons. The Festival program provided opportunities for students to participate in workshops, attend concerts and perform. The Festival will be extended to a three day event in 2008. The

Geelong Art Gallery have a strong connection with Poppykettle and continue to work with GPAC to deliver some aspects of the program.

Preschool, Primary and Secondary aged children were offered an inspiring range of theatre performances throughout the year. These included Jackie French's Hilters Daughter by Monkey Baa, Romeo and Juliet and Macbeth by Bell Shakespeare.

Other highlights included the Take Over Program, where students are mentored and challenged as they produce, perform and Take Over the Blakiston Theatre. The Kudos Encouragement Awards Night provided an opportunity to raise the profile of the performing arts in education. This event was process driven with a strong emphasis on teamwork and support, culminating in the Awards Night.

### Bendigo Bank Family Magic

Family Magic continued to garner a great response from our audiences. 2007 saw a change in the brochure design which allowed for the addition of a showbag as a bonus for becoming a subscriber. Highlights of the year include Who Sank the Boat by Patch Theatre and Hidden Dragons by Barking Gecko. Speaking of dragons, the Family Magic Dragon is currently incubating and will be hatched early in 2008.

### Musical Mornings

The past year has seen the continued partnership with the Victorian Government's Seniors Card and Create Geelong for our Musical Mornings program. This program has a solid subscriber base and standouts included Judy Glenns' Melba and Moncrieff, Dusty, Doris and Me and the Oklahoma concert performance.

### Dance

Splash!dance Festival 2006 saw improvements in the delivery, participation and attendance at the major events of this year's festival. In particular, the Studio Showcase and the Choreographic Competition had solid audiences.

GPAC also continues to be the venue of choice for many local callisthenic groups and dance school performances and competitions throughout the year.

## International Series

GPAC's partnership with Melbourne International Arts Festival [MIAF] continued in 2006. Daniel Bernard Romaine and Orchestra Ensemble Kanazawa, a Victorian Arts Centre production presented during MIAF, both received a fantastic response from GPAC audiences.

## Local companies

GPAC continued to build and nurture relationships with local companies such as Lyric Theatre who had a critical triumph with *Beauty and The Beast* and GSODA's epic *The Lion, The Witch and The Wardrobe*. GMCC's *Rent* was a stylish production which worked extremely well in the intimate setting of the Blakiston Theatre. We also continued to build on our relationship with Doorstep Ensemble to provide venue and technical support for their production of *The Last Five Years*.

## Comedy

Comedy is clearly still a laughing matter and our audiences love it! Over the course of the year we have had everyone from Chopper to D-Cupperty. Jonathon Schuster, a Geelong local won the Triple J Raw comedy heat at GPAC and then went on to take the final of this event at Melbourne Town Hall. Danny Bhoy, Scared Weird Little Guys and Ross Noble all performed to great acclaim.

## Music

The past year found a number of seminal artists passing through our venues. From The Church to The Platters and Xavier Rudd to Isla Grant, GPAC continues to be the destination of choice for international, national and local bands and musicians.

## Film

Our partnership with the Melbourne International Film Festival continued in 2006 and while houses were not huge there was an excellent response in particular to *Women of the Sun...25 Years Later* and *A Weekend In The Country: A History of the Meredith Music Festival*.

## Arts in the Park

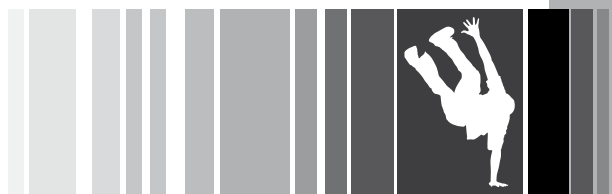
Held on the March long weekend, this City of Greater Geelong initiative, showcased a wide spectrum of artists and art forms as well as giving people an opportunity to tour local arts venues.

GPAC provided entertainment and tours of the venue and will work with the Arts Precinct and Central Geelong Marketing to grow and expand this successful arts event.

## GPAC online

As a key strategy of the 2007–10 Corporate Marketing Plan, was a major rebuild of the GPAC web site. This was undertaken to provide faster and easier on-line booking services and more efficient navigation to all the vital information on the Site.

Reports show a significant rise in customer usage since the relaunch in April this year. GPAC is committed to providing 'best practice' on-line services to all its customers by acting on feedback and regularly updating services and information at [www.gpac.org.au](http://www.gpac.org.au).



## Shows and events at GPAC

### Bendigo Bank Family Magic Season

Hidden Dragons  
The Little Mermaid  
The Water Show  
The Lion The Witch and The Wardrobe  
Who Sank The Boat?

### Classes

Anne Carrick  
Break Dancing  
Geelong Talent & Event Management  
Impetus Dance  
Infinite Dance  
Joining the Chorus  
Stepping Stones  
Val Hannah School of Dance

### Concerts

Aerosport Allstars  
Andy Pobjoy  
Australian Pop Choir Concert  
Bannockburn Primary School Concert  
Belmont High School Spring Concert  
Bob Mintzer In Concert With Christian College  
Christian College Dance Evening  
Christian College House Music Concert  
Christian College Music Evening  
Christ The King You Can't Stop The Music  
Clonard College The Brigidine Music Festival  
COGG Holiday Programme  
COGG Concert of the Decade  
COGG New Adventure Island  
Daniel Bernard Roumain  
Folk Multicultural Sundays  
Geelong Concert Band  
Geelong Folk Club  
Geelong Grammar Christmas In June  
Geelong Harmony Chorus  
Geelong Lithuanian Concert  
Geelong Fashion Parade  
Groove 4 Reconciliation  
Herne Hill Primary School Spectacular

### Comedy

Arj Barker  
Ben Elton  
Chopper's Harden the F\*\*K Up Australia  
Comedy Roadshow  
Danny Bhoy  
D-Cuppetry  
David Strassman  
Ed Byrne  
Eddy Perfect  
Kevin Bloody Wilson  
Puppetry of the Penis  
Pam Ayres  
Raw Comedy  
Ross Noble  
Scared Weird Little Guys

Highton Rotary Star Search  
Humphrey  
I Walk The Line Tribute To Johnny Cash  
Isla Grant  
Juan Martine  
Kanazawa Chamber Orchestra  
Lee Kernaghan  
Melbourne Symphony Orchestra  
Mister Whiskers  
New Years Eve At GPAC  
Ocean Grove Primary School Concert  
Queen Its a Kinda Magic  
Songbird A Tribute to Eva Cassidy  
Sons Of Korah  
St Anthony's Primary School Lara  
Taiko  
The Church  
The Fairies  
The Platters  
The Geelong College Foundation Concert  
The Song Room  
Wakakirri  
Wish on A Star - Secret Kids Business  
Xavier Rudd

## Dance

Bellarine Academy Of Dance  
Bellarine Calisthenics  
Choreographic Competition  
Christian College Dance Evening  
Debbie Lee School Of Dancing Concert  
Diversitat Dance Event  
DMC Danceworks Concert  
East Side Calisthenics  
Eurhythmic Drill Team  
First Steps Dance Concert  
Geelong Ballet Centre  
Geelong Calisthenics Concert  
Hightone Dance Academy  
Imperial Russian Dance Company's Flying Tzars  
Impetus Dance

Kc Dance Company  
Keryn Louise Rayner School Of Dance  
Multicultural Event  
New Talent Group Concert  
Ocean Grove Callisthenics  
One Night In Buenos Aires  
Regional Callisthenics  
Room2move Youth Dance Company Headspace  
Sandra Clack Ballet School  
splash!dance Showcase Performance  
Tap Hi Dance Studio  
Ultimate Dance  
Val Hannah School Of Dance  
Westcoast Callisthenics  
Wingrove Callisthenics

## Alcoa Education Program

Geelong Schools Music and Movement Festival  
Hidden Dragons  
Hitler's Daughter  
Kudos Awards  
Poppykettle Festival  
Red Mouth Workshop  
Romeo and Juliet  
Takeover Workshops & Performances  
Teachers Personal Development  
Who Sank The Boat

## Musical Mornings

A Swinging Christmas  
Best of British  
Dean & Jerry Show  
Dusty, Doris and Me  
Kamahl  
Melba, Judy Glen  
Oklahoma Concert  
Simon Gallaher  
Sylvie Paladino  
The Great Australian Songbook

## Film

Bethany Film Festival Turtles Can Fly  
Bethany Film Festival Yesterday  
Bethany Film Festival Agatha and the Storm  
Bethany Film Festival Downfall  
Bethany Film Festival Ten Canoes  
Make A Wish Foundation The Secret  
Melbourne International Film Festival

## Musicals

Bayside Entertainment, Beat on Broadway  
Bayside Entertainment, Hitz of the Blitz  
Christian College, Me & My Girl  
Doorstep Ensemble, The Last Five Years  
GMCC, Fame  
GMCC, Rent  
GSODA Juniors, Rewind  
GSODA Juniors, The Lion the Witch & the Wardrobe  
Kardinia International College, One World  
Lyric Theatre Society, Beauty & the Beast  
Lyric Theatre Society, Anything Goes  
Medimime, Cinderella  
Music Box Theatre Company, The Little Mermaid  
St Joseph's College, Footloose  
Youngstars2, Wizard Of Oz



## Seminars, meetings and conferences

Accident Compensation Commission  
Alcoa Christmas Party  
Alcoa Management Meetings  
Assemblies of God Conference  
Breast Feeding Association Conference  
Buy Local Launch  
Careers Night  
Creating Community Conversations  
Geelong Nightlife Forum  
Geelong Regional Library - Barry Jones  
Geelong Regional Library - William McInnes  
Gordon Graduations  
Gordon TAFE - Annual Stress Buster  
Having Your Say Conference  
Home Haemodialysis Workshop  
Income Solutions Client Christmas Party  
Income Solutions Seminar

Its Your Move  
Mainstreet Conference  
Newcomb Secondary College Awards  
NIDA Workshops  
Oberon High School Awards  
Obesity Satellite Conference  
Sacred Heart College Speech Night  
Second Australian & New Zealand  
St. Joseph's College Showcase 2005  
The Bollie Awards  
Transplant Games Opening Ceremony  
United Way Head of the River Launch  
Wesley Health Management  
Worksafe  
World Vision Seminar  
Western Heights Secondary College Awards  
Western Heights Secondary College Graduations

## Alcoa Theatre Season

Theatre Season Launch 2006  
Melbourne Theatre Company, Entertaining Mr Sloane  
La Boite Theatre Company, James and Johnno  
Bell Shakespeare, Macbeth  
Bell Shakespeare, Romeo and Juliet  
CDP, Shoe-Horn Sonata  
The Ensemble Theatre in association with CDP, Six Dance Lessons In Six Weeks  
Soulmates, Perth Theatre Company  
The Messiah, Hothouse Theatre  
Virtually Richard<sup>3</sup>, Expressions Dance Company

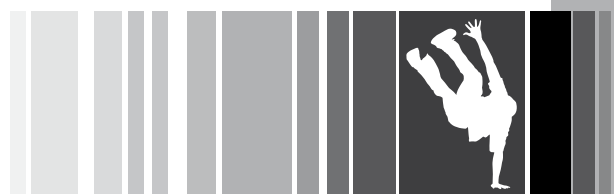
## Opera

Melbourne Opera Madame Butterfly  
Melbourne Opera Barber of Seville

## Our Box Office at your service

In addition to selling tickets for the shows that take place at GPAC venues, GPAC Box Office delivers a consistently high level of service for a range of events that take place outside GPAC. In 2006-07 GPAC provided ticketing services for the following shows and events.

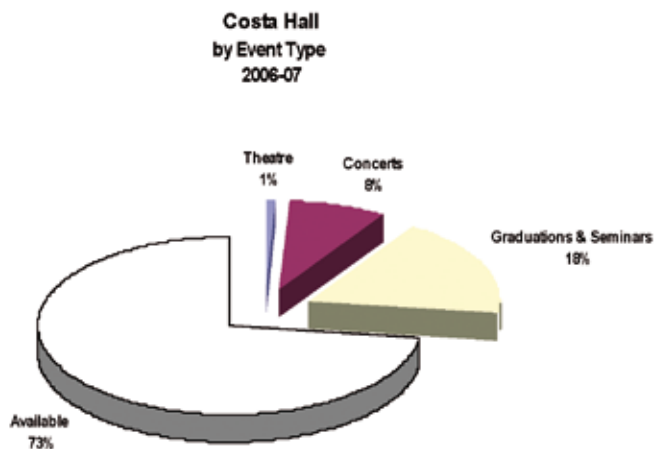
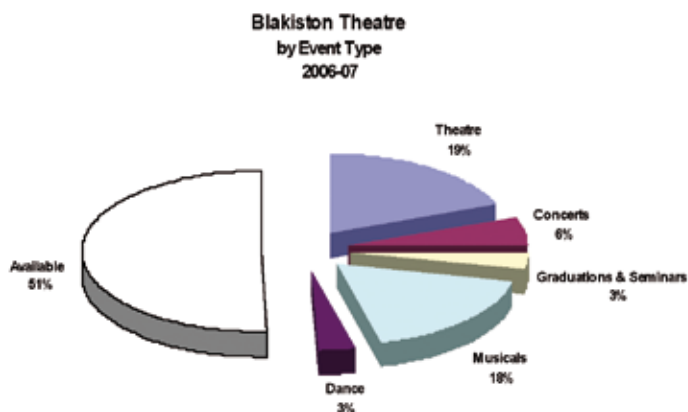
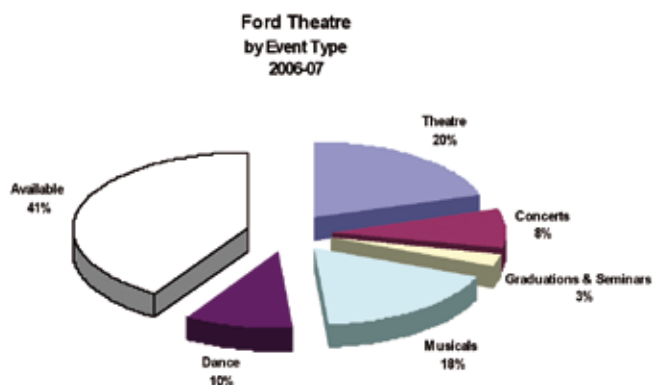
Acorn Productions, Absolutely 80s  
 Acorn Productions, Brian Cadd  
 Acorn Productions, Cotton, Keays & Morris  
 Acorn Productions, Daryl Braithwaite  
 Acorn productions, Doug Parkinson  
 Acorn Productions, Frankie J Holden  
 Acorn Productions, Glen Shorrock  
 Acorn Productions, James Blundell  
 Acorn Productions, James Reyne  
 Acorn Productions, Joe Camilleri  
 Acorn Productions, Jon English  
 Acorn Productions, Mark Seymour  
 Acorn Productions, Mental As Anything  
 Acorn Productions, Queen - Champions of the World  
 Acorn Productions, Renee Geyer  
 Acorn Productions, Richard Clapton  
 Acorn Productions, Ross Wilson  
 Acorn Productions, Russell Morris  
 Acorn Productions, Wendy Stapleton  
 Celtic Festival committee, Celtic Festival 2007  
 Cindy Esler, Sarah Straker Lives Benefit Dinner  
 Diversitat, The Jungle Ball  
 E.F.A., Dressage and Jumping with the Stars  
 E.F.A., Melbourne International 3 Day Event  
 Geelong Botanic Gardens, Music in the Gardens Series  
 Geelong Repertory Company, Gary's House  
 Geelong Repertory Company, Harvey  
 Geelong Repertory Company, Little Shop of Horrors  
 Geelong Repertory Company, The Glass Menagerie  
 Geelong Repertory Company, Shephard & Stoppard  
 Geelong Winegrowers Association, Toast to the Coast  
 Minya Winery, Summer Music Concert Series  
 Queenscliff Lighthouse Theatre Group Inc., Annie The Musical  
 Scotchmans Hill Winery, Romeo & Juliet  
 TEAM Troop Events and Management, Ron Clarke Classic



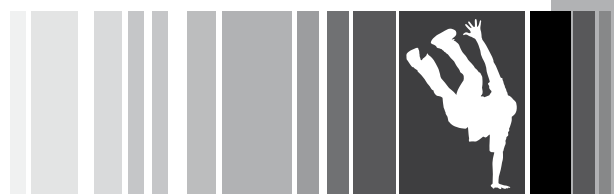
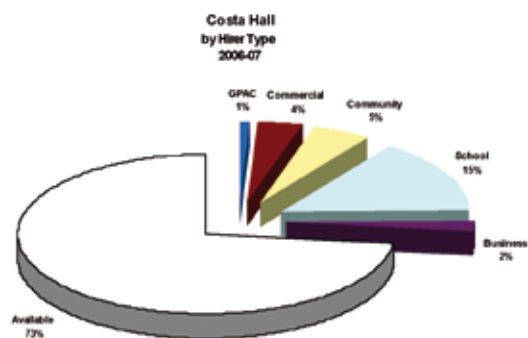
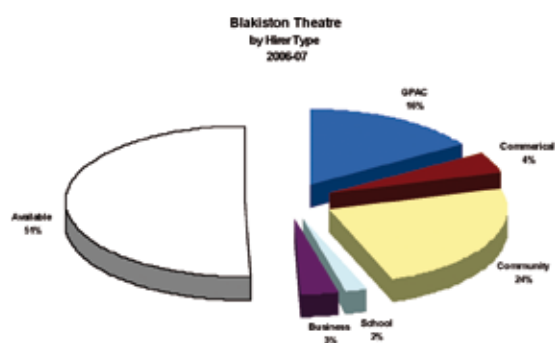
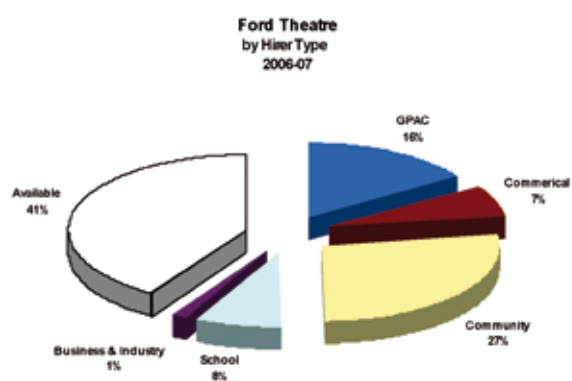
## How our venues are used

Our major venues continued to be well utilised in 2006-07. 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



## Theatre usage by Hirer Type





Blakiston Theatre.

## Goal 3

### Contribute to our region's innovation

#### Geelong Cultural Precinct Master Plan

In October 2006, the State Government announced a \$500,000 joint Master Plan project by the State Government and the City of Greater Geelong (CoGG) to investigate a number of possible cultural, arts and commercial projects for the city.

Minister for Major Projects, Mr John Lenders made the announcement in Geelong and stated that possible infrastructure developments to be explored included:

- an upgraded performing arts centre (Geelong Performing Arts Centre)
- a convention and exhibition centre
- a new civic centre

- related development (e.g. updated arts gallery, library, hotel) and
- the future of State Government office buildings in Geelong.

The master plan will evaluate these issues and make recommendations including the staging of any building works. Both State Government and City of Greater Geelong are contributing \$250,000 each to fund the plan which is being managed by Major Projects Victoria, with a steering committee of various stakeholders.

GPAC's leadership was crucial in bringing various stakeholders together to commit to the vision of a redeveloped cultural precinct, which resulted in this announcement. We are now actively contributing to the Master Plan project, meeting with consultants, attending workshops and providing advice, expertise and feedback on various proposals and ideas.



# Goal 4

## Ensure outstanding services and spaces

### Managing the business

GPAC has a long held reputation for the highest levels of customer service and continues to support its skilled and dedicated staff. During 2006-07 general staff meetings and a new email communication system ensured an inclusive approach to keeping all staff informed. Staff were kept up to date with training in first aid, emergency procedures, the whistleblowers legislation, theatre technical skills, information technology and customer service.

GPAC's fourth generation enterprise agreement became operative on 30 March 2007 for a three year period. It delivered a 3% pay increase each year and initiatives include a 0.75% performance increment per year, the formation of a staff consultation committee, the ability to salary sacrifice superannuation and a commitment to review remuneration structures. The major operational improvement and saving was the shift from weekly to fortnightly payroll.

A number of business structures and processes were reviewed and improved including restructures of the Box Office and Venue Operations Departments, reorganisation of GPAC's archival records storage and the electronic linking of accounting, venue management and ticketing software systems.

### Learning the ropes

Providing opportunities for young people to learn about the arts supports the future of the industry. During the year GPAC had 49 secondary students on work experience and a full-time Administration and Marketing Trainee.

### 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.

The year saw the purchase of new data projection equipment and upgrades to theatre lighting and air conditioning. Through funding made available by Arts Victoria's, Arts and Cultural Maintenance Fund, disabled access for performers was significantly improved by the construction of a disabled dressing room and installation of a wheelchair lift.

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

GPAC's OH&S framework ensures the safety of every employee and visitor. The framework includes incident reporting, safety induction, emergency procedures training, a risk register and the OH&S committee. GPAC's commitment to OH&S is active and on-going.

| Performance Indicator                             | Target 2006-07 | Actual 2006-07 |
|---|----------------|----------------|
| Number of workplace injuries                      | 0              | 1              |
| Number of risks eliminated from the risk register | 0              | 0              |
| Number of OH&S committee meetings held            | 3              | 2              |



## Output statements 2006-07

| Performance Indicator   | 2006-07<br>Target | 2006-07<br>Actual | 2006-07<br>% Achieved | 2005-06<br>Actual |
|---|-------------------|-------------------|-----------------------|-------------------|
| <b>Goal 1</b>   |                   |                   |                       |                   |
| <b>To develop arts and community</b>                            |                   |                   |                       |                   |
| <b>Community arts buzz</b>                                      |                   |                   |                       |                   |
| Number of partnership projects                                  | 6                 | 10                | 167%                  | 9                 |
| Number of education, outreach or regional development programs  | 13                | 13                | 100%                  | 14                |
| Members, friends and volunteers                                 | 132               | 160               | 121%                  | 145               |
| Value of sponsored venue rental & expenses                      | \$40,000          | \$46,382          | 116%                  | \$33,481          |
| Value of ticket give-aways                                      | \$12,000          | \$11,316          | 94%                   | \$12,067          |
| <b>Arts programs - the capital city experience</b>              |                   |                   |                       |                   |
| GPAC theatre programs attendances comprising -                  | 39,000            | 40,333            | 103%                  | 44,459            |
| - Theatre Season  | 18,000            | 18,871            | 105%                  | 18,940            |
| - Musical Mornings  | 12,000            | 12,483            | 104%                  | 13,058            |
| - Family Magic  | 3,000             | 2,477             | 83%                   | 3,449             |
| - One-off shows/events  | 6,000             | 6,502             | 108%                  | 9,012             |
| GPAC education programs attendances                             | 10,000            | 12,050            | 121%                  | 12,950            |
| <b>Goal 2</b>   |                   |                   |                       |                   |
| <b>To expand audiences and activities</b>                       |                   |                   |                       |                   |
| <b>Maximum audience attendance</b>                              |                   |                   |                       |                   |
| Total attendance at GPAC  | 160,000           | 157,431           | 98%                   | 144,638           |
| Total attendance at Costa Hall                                  | 79,606            | 65,623            | 82%                   | 52,550            |
| Total attendances at GPAC and Costa Hall                        | 239,606           | 223,054           | 93%                   | 197,188           |
| Attendances at GPAC by hirer type comprising -                  | 160,000           | 157,431           | 98%                   | 144,638           |
| GPAC theatre programs   | 39,000            | 40,333            | 103%                  | 44,459            |
| GPAC education programs   | 10,000            | 12,050            | 121%                  | 12,950            |
| Venue hire shows and events - community                         | 94,000            | 84,698            | 90%                   | 76,681            |
| Venue hire shows and events - commercial                        | 17,000            | 20,350            | 120%                  | 10,548            |
| Total attendances at GPAC by art form / event type comprising - | 160,000           | 157,431           | 98%                   | 144,638           |
| - Theatre   |                   | 32,099            |                       | 37,713            |
| - Comedy  |                   | 6,820             |                       | 3,164             |
| - Classes   |                   | 24,412            |                       | 22,545            |
| - Dance   |                   | 17,452            |                       | 12,922            |
| - Opera   |                   | 1,399             |                       | 2,985             |
| - Musical   |                   | 24,935            |                       | 19,318            |
| - Film  |                   | 3,425             |                       | 2,880             |
| - Concerts  |                   | 26,210            |                       | 20,360            |
| - Seminars & Conferences  |                   | 6,919             |                       | 7,151             |
| - Graduations & Awards  |                   | 1,710             |                       | 2,650             |
| - GPAC Education Program  |                   | 12,050            |                       | 12,950            |

| Performance Indicator                          | 2006-07<br>Target | 2006-07<br>Actual | 2006-07<br>% Achieved | 2005-06<br>Actual |
|--|-------------------|-------------------|-----------------------|-------------------|
| <b>Maximum bright nights</b>                   |                   |                   |                       |                   |
| Venue hire income                              | \$285,000         | \$312,676         | 110%                  | \$289,196         |
| Number of main theatre performances            | 300               | 324               | 108%                  | 260               |
| Occupancy                                      |                   |                   |                       |                   |
| - Ford Theatre                                 | 75%               | 59%               | 78%                   | 61%               |
| - Blakiston Theatre                            | 50%               | 49%               | 99%                   | 30%               |
| - Costa Hall                                   | 40%               | 27%               | 70%                   | 38%               |
| <b>Happy customers and satisfied producers</b> |                   |                   |                       |                   |
| Customer satisfaction                          | 98%               | 99%               | 101%                  | 99%               |
| On-line access                                 | 72,000            | 148,636           | 206%                  | 80,062            |

### Goal 3

#### To contribute to our region's innovation

|                             |   |   |                             |
|-----------------------------|---|---|-----------------------------|
| Redevelopment plan progress | Funding announcement for GPAC redevelopment | Cultural Precinct Master Plan funding secured | SKM Scoping Study completed |
|-----------------------------|---|---|-----------------------------|

#### Supporting innovative engagement in the arts

|                         |   |   |      |   |
|-------------------------|---|---|------|---|
| New innovation programs | 3 | 3 | 100% | - |
|-------------------------|---|---|------|---|

### Goal 4

#### To ensure outstanding services and spaces

#### Ensuring economic sustainability

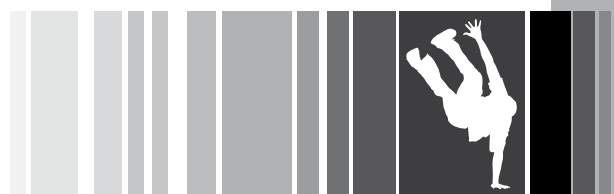
|  |           |           |      |                        |
|--|-----------|-----------|------|------------------------|
| Total sponsorship                          | \$320,000 | \$328,771 | 103% | \$320,268              |
| End of year financial result               | \$63,880  | \$112,051 | 175% | \$52,257               |
| Number of new business processes developed | 3         | 3         | 100% | New measure in 2006-07 |

#### Ensuring skilled staff

|                                       |     |     |      |     |
|---------------------------------------|-----|-----|------|-----|
| Number of training sessions delivered | 250 | 272 | 109% | 250 |
|---------------------------------------|-----|-----|------|-----|

#### Summary of financial results with previous four year comparisons

|   | 2007<br>\$'000 | 2006<br>\$'000 | 2005<br>\$'000 | 2004<br>\$'000 | 2003<br>\$'000 |
|---|----------------|----------------|----------------|----------------|----------------|
| Revenue from Government                 | 889            | 862            | 763            | 1,143          | 729            |
| Other revenue                           | 2,295          | 2,174          | 2,049          | 1,677          | 1,918          |
| Total revenue                           | 3,184          | 3,036          | 2,812          | 2,820          | 2,647          |
| Results from operating activities       | (129)          | (199)          | (265)          | (5)            | (285)          |
| Net cash flow from operating activities | 472            | 54             | 119            | 285            | 103            |
| Total assets                            | 20,498         | 18,249         | 18,444         | 18,620         | 15,486         |
| Total liabilities                       | 924            | 784            | 781            | 691            | 754            |



## Corporate governance

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, effective December 2006. Formerly the Minister was Mary Delahunty MP.

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), Tim Orton, Simon Guthrie

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
- Cost effectiveness

### Community Relations and Marketing Subcommittee

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 Subcommittee

Julie Dyer (Chair), Lynden Costin, Richard East.

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 Subcommittee

Simon Guthrie (Chair), Andrew Dunbabin, Kate Torpey.

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.

## GPAC Trust (June 2007)

**Tim Orton**  
Chair - GPAC  
Trust, Finance  
Subcommittee,  
Community  
Relations and  
Marketing  
Subcommittee



**Janet Bond**  
Community  
Relations and  
Marketing  
Subcommittee  
(Chair)



**Elaine Carbines**  
Community  
Relations and  
Marketing  
Subcommittee



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



**Julie Dyer**  
Deputy Chair,  
Programming  
Subcommittee  
(Chair)



**Richard East**  
Programming  
Subcommittee



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



**Sue Lansdell**  
Community  
Relations and  
Marketing  
Subcommittee



**Peter McMullin**  
Community  
Relations and  
Marketing  
Subcommittee



**Kate Torpey**  
Audit  
Subcommittee



Trust Members John Bugg and Lynden Costin retired from the Trust in December 2006.

### Trust member meeting attendance 2006-07

| Member's Name            | Actual / Possible to date | Member's Name    | Actual / Possible to date |
|--------------------------|---------------------------|------------------|---------------------------|
| Tim Orton, Chair         | 9/10                      | Elaine Carbines* | 0/0                       |
| Julie Dyer, Deputy Chair | 9/10                      | Sue Lansdell     | 9/10                      |
| Janet Bond               | 8/10                      | Lynden Costin    | 4/6                       |
| Richard East             | 8/10                      | Peter McMullin   | 2/10                      |
| John Bugg                | 5/6                       | Andrew Dunbabin  | 7/10                      |
| Simon Guthrie            | 8/10                      | Kate Torpey      | 8/10                      |

\*Elaine Carbines was appointed in June 07



## Staff employed during 2006-07

() denotes previous incumbent

### Management

|   |              |                 |
|---|--------------|-----------------|
| General Manager                         | Sally Beck   |                 |
| Community Relations & Marketing Manager | Jon Mamonski |                 |
| Customer Services Manager               | Tina Rettke  |                 |
| Finance Manager                         | Tineke Barry |                 |
| Program Manager                         | Donna Aston  | (Robyn Birrell) |
| Venue Operations Manager                | Jamie Stahl  |                 |

### Administration

|   |                    |                     |
|---|--------------------|---------------------|
| Accountant                                | Angela Yao         |                     |
| Administration and Marketing Trainee      | Claire Biscoombe   | (Shanti Fagan)      |
| Assistant Accountant                      | Wendy Jones        |                     |
| Personal Assistant to the General Manager | Sharna Gollogly    | (Sarah Heywood)     |
| Program Coordinator                       | Una McAlinden      |                     |
| Project Co-ordinators                     | Terry Jaensch      | Vanessa Schernickau |
|   | Kathy Simson       |                     |
| Venue Operations Coordinator              | Angela Blackney    |                     |
| Venue Operations Assistant                | Angelique Woodyard |                     |

### Box Office

|                       |                 |                |
|-----------------------|-----------------|----------------|
| Box Office Supervisor | Kim Hodgkinson  |                |
| Box Office Staff      | Linda Allen     | Stacey Baldwin |
|                       | Hayley Duffield | Karen Garratt  |
|                       | Ratidzo Mambo   | Mark McCabe    |
|                       | Jenny Waugh     |                |

### Cleaning

|                |                   |                     |
|----------------|-------------------|---------------------|
| Head Cleaner   | Gordon Hutchinson |                     |
| Cleaning Staff | Debra Jones       | Kevin Pope          |
|                | Suzana Saplamaeva | Anne Maree Villanti |

### Front of House

|                           |                       |                  |
|---------------------------|-----------------------|------------------|
| Front of House Supervisor | Allanah Clifford      |                  |
| Front of House Staff      | Kimberlee Bone        | Mykel Brown      |
|                           | Brian Brylow          | Betty Clarke     |
|                           | Lynda Clifford        | Jonathan Dredge  |
|                           | Gillian Fillman       | Maree Ford       |
|                           | Val Foster            | Ineke Geue       |
|                           | Catherine Johnson     | Lachlan Joyce    |
|                           | Dianne Kibbis         | Sandra Lovell    |
|                           | Tobie Newman          | Carolyn O'Neill  |
|                           | Eril Rankin-Stubbings | Ruth Sutherland  |
|                           | Peter Treloar         | Jazmin Tweeddale |
|                           | Peter Wills           | Nola Wright      |

### Stage Door

|                  |                 |                 |
|------------------|-----------------|-----------------|
| Stage Door Staff | Sean Gearon     | Keith Halfpenny |
|                  | Sarah McPherson | Gerry Morrison  |
|                  | Gill Morrison   |                 |

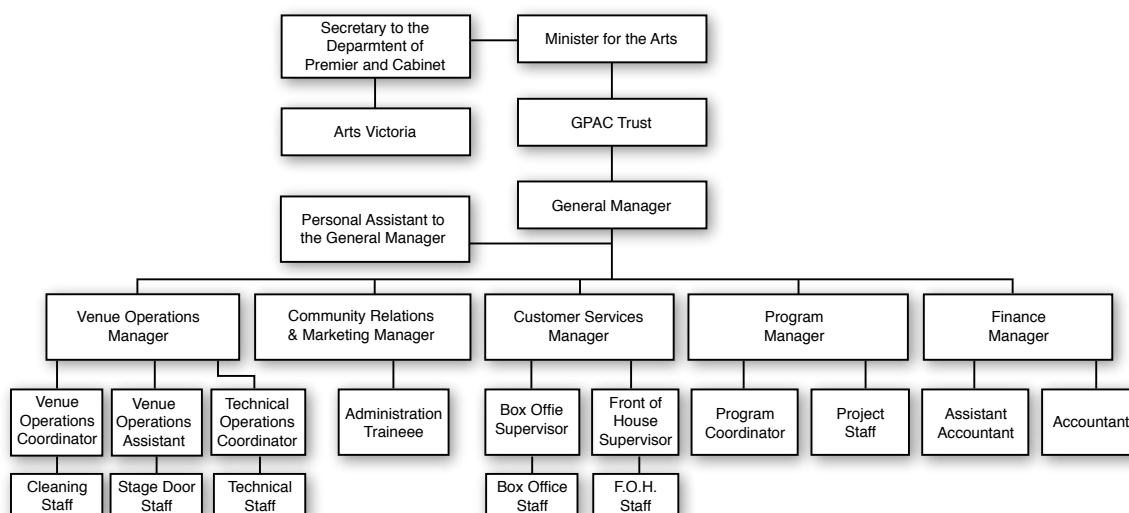
### Technical

|                                  |                 |                    |
|----------------------------------|-----------------|--------------------|
| Technical Operations Coordinator | Donald Shaw     |                    |
| Head Technician                  | Martin Schmidt  |                    |
| Supervising Technicians          | Laszlo Domonkos | Shane Haugh        |
| Technical Staff                  | Chris Andrews   | Peter Balfour      |
|                                  | Simon Bray      | Merryn Butterfield |
|                                  | Lex DeVries     | Michael Decann     |
|                                  | Nathan Gili     | Justin Hagebols    |
|                                  | Rohan King      | Robert Madden      |
|                                  | Vanessa Manteit | Dino Rotis         |
|                                  | Nick Russell    | Dean Taylor        |

### Contractors

|                        |                    |
|------------------------|--------------------|
| GPAC Café and Catering | Artistic Catering  |
| Marketing & Publicity  | MooMedia Australia |

## Organisational chart



## Staff data

|                 | 2006-07 |        |       |     | 2005-06 |        |       |     |
|-----------------|---------|--------|-------|-----|---------|--------|-------|-----|
| Employment type | Male    | Female | Total | EFT | Male    | Female | Total | EFT |
| Ongoing         | 8       | 14     | 22    | 16  | 10      | 15     | 25    | 15  |
| Casual          | 23      | 30     | 53    | 13  | 22      | 35     | 57    | 16  |
| Total           | 31      | 44     | 75    | 29  | 32      | 50     | 82    | 31  |

During 2005-06 ongoing EFT decreased to 15 while numbers of staff increased to 25 due to delays in replacement in staff who had resigned during the year and the combining of 2 part-time positions into one full-time position.

## Anniversaries

During 2006-07 Keith Halfpenny joined the group of people who have been employed at GPAC for ten years or more.



## 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)

### 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
- Geelong by The Bay Tourism
- Geelong Chamber of Commerce
- Geelong Major Events Committee
- Geelong Regional Alliance (G21)



GPAC staff.





GPAC main entrance, Little Malop Street.

## Other information

### 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
- 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 staff receive training relevant to their work.

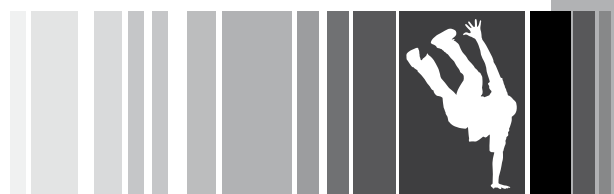
### Industrial relations

No days were lost through industrial disputation.

### Enterprise agreement

Staff are employed under the Geelong Performing Arts Centre Enterprise Agreement 2007-10.

The fourth generation Geelong Performing Arts Centre Enterprise Agreement 2007-10 was lodged with the Australian Government Workplace Authority on 22 July 2007 with an operative date of 30 March 2007 for a three year period. The agreement delivered an annual 3% wage increase, an annual 0.75% performance increment, improved terms and conditions of employment and secured commitment to strategies which will deliver GPAC's vision and objectives.



## Other information

### Compliance with Building Act 1993

#### **Mechanisms to ensure that buildings conform with Building Standards**

All building works undertaken on behalf of GPAC that require a building permit under the Building Act 1993 are certified by a building surveyor as conforming with building regulations.

#### **Major works projects (greater than \$50,000)**

One major works project subject to an occupancy permit was undertaken during the financial year relating to back stage disability access.

#### **Major works (greater than \$50,000) not subject to certification of plans, mandatory inspections of the works and issue of Occupancy Permits of Final Certificate**

Nil.

#### **Mechanisms for inspection, reporting, scheduling and carrying out of rectification and maintenance works on existing buildings include:**

- Provision of and management of maintenance service contracts.
- Building inspections, liaison with tenants and responses to issues identified through an internal incident reporting system.
- Commissioning formal condition, maintenance and compliance reports on buildings.

#### **Number of buildings conforming with Building Standards**

At 30 June 2007 the GPAC Trust owned three buildings. A Strategic Facility Plan prepared by Allom Lovell & Associates in August 2003 included a Building Code Assessment report prepared by Philip Chun and Associates. All buildings conformed with relevant regulation, codes and standards at the time of construction however the report has identified matters of non-compliance with current relevant regulation, codes and standards and has recommended reviews and improvements.

#### **Number of buildings that have been brought into conformity during the reporting period**

Nil

#### **Number of cases and circumstances where registered building practitioners became deregistered**

Nil

### **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 2007 GPACT engaged ten consultants at a total value of \$112,056.

### **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 (formerly Geelong Ethnic Communities Council), who has employed a community liaison officer, Kathy Simson to work on projects 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. Energy reduction has been identified as an important aspect of redevelopment plans which are currently being examined by Government.

### **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. For the year ended 30 June 2007 no applications were received.

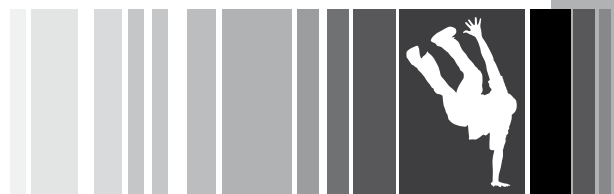
The Trust produces the following regular publications:

- Annual Report
- Fortnightly 'What's On' e-mail bulletins

FOI requests should be directed to the General Manager, 50 Little Malop Street Geelong VIC 3220. In accordance with the Freedom of Information Act 1982, a \$21.50 application fee must accompany all requests.

The subject and the date range of the information sought should be indicated as precisely as possible. Where a request does not identify the document(s) requested, the applicant will be advised and given an opportunity to consult with officers in order to reformulate the request.

The types of documents that are not accessible under FOI are detailed in Part IV of the Freedom of Information Act 1982. Such documents will be identified in GPAC's response to a request and reasons for the exempt status will be given. Under the Act an applicant can appeal a decision to Internal Review, which will be conducted by the Principal Officer. Further appeals to the Ombudsman or the Administrative Appeal Tribunal can be made under Part VI of the Act.



Other publications produced by the Trust are marketing materials for the Trust's annual entrepreneurial ventures, which are obtained from box office.

Charges for access to documents will be in accordance with the Freedom of Information Act 1982. The Act specifies that access to information be provided at the lowest reasonable cost.

Under the Freedom of Information (Access Charges) Regulations 2004 the following charges will apply:

- application Fee: \$21.50 per application
- photocopy Fee: \$0.20 per A4 page
- search Fees (identification and location of documents): \$20.00 per hour or part of an hour
- supervision Fees (where a document is inspected at GPAC): \$5.00 per quarter hour or part quarter hour
- deposits (in cases where charges will be substantial): \$25.00 or 50% of the calculated charge, whichever is the lesser amount

Charges other than the application fee may be waived if the request is a routine request or if the request is for access to a document relating to the personal affairs of the applicant. The application fee may be waived or reduced if payment of the fee would cause hardship for the applicant.

It is the aim of the FOI to make the maximum amount of information available promptly and inexpensively. FOI requests should be as specific as possible so that the request can be processed efficiently.

#### **Relevant information**

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.

## 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 55–61 of this Annual Report

For the year 2006-07:

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

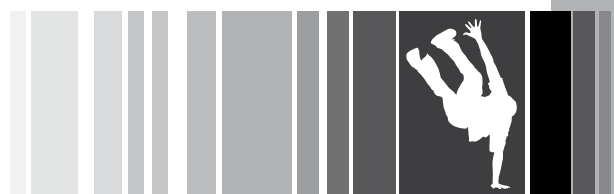
GPAC has made no request under section 74 of the Act to the Ombudsman to investigate disclosed matters during the year

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

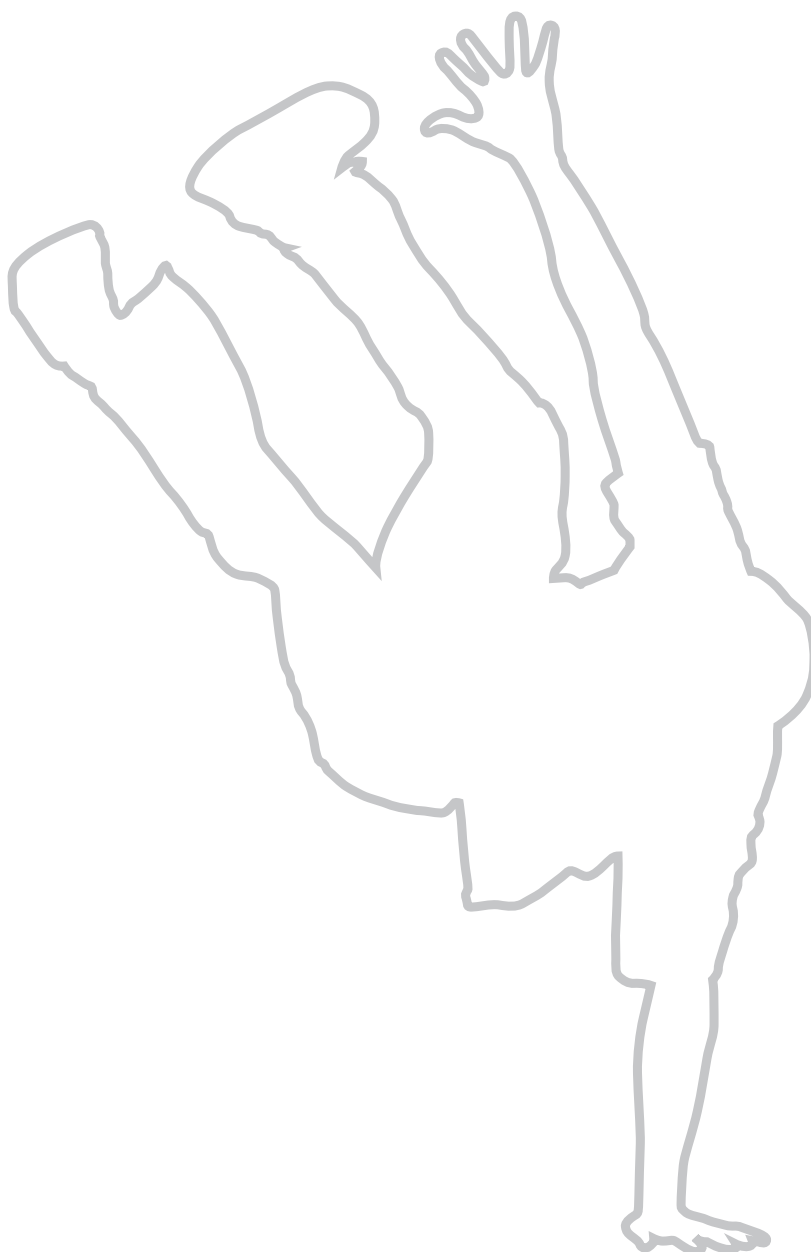
There have been no disclosed matters that were substantiated on investigation. There has been no action required to be undertaken arising from an investigation, since there have been no investigations

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



## Financial statements



Geelong Performing Arts Centre Trust  
Operating statement  
For the financial year ended 30 June 2007

|                                   |      | 2007             |                      |                  | 2006             |                      |                  |
|-----------------------------------|------|------------------|----------------------|------------------|------------------|----------------------|------------------|
|                                   | Note | \$<br>Operations | \$<br>Infrastructure | \$<br>Total      | \$<br>Operations | \$<br>Infrastructure | \$<br>Total      |
| <b>Income</b>                     |      |                  |                      |                  |                  |                      |                  |
| <b>Government grants</b>          |      |                  |                      |                  |                  |                      |                  |
| Department of Premier and Cabinet | 2    | 768,333          | 89,411               | 857,744          | 748,175          | 82,438               | 830,613          |
| Department of Education           |      | 31,000           |                      | 31,000           | 31,160           |                      | 31,160           |
| <b>Trading income</b>             |      |                  |                      |                  |                  |                      |                  |
| Box office                        | 3    | 703,900          |                      | 703,900          | 688,653          |                      | 688,653          |
| Booking fees                      |      | 362,956          |                      | 362,956          | 307,338          |                      | 307,338          |
| Venue hire                        | 4    | 799,513          |                      | 799,513          | 750,499          |                      | 750,499          |
| Sponsorship and fundraising       |      | 199,938          |                      | 199,938          | 192,268          |                      | 192,268          |
| VicHealth                         |      | 78,114           |                      | 78,114           | 49,983           |                      | 49,983           |
| Catering commission               |      | 46,951           |                      | 46,951           | 43,165           |                      | 43,165           |
| Management fees                   |      | 41,000           |                      | 41,000           | 54,500           |                      | 54,500           |
| <b>Other income</b>               |      |                  |                      |                  |                  |                      |                  |
| Interest                          |      | 52,073           |                      | 52,073           | 63,697           |                      | 63,697           |
| Other                             |      | 10,654           |                      | 10,654           | 23,744           |                      | 23,744           |
| <b>Total income</b>               |      | <b>3,094,432</b> | <b>89,411</b>        | <b>3,183,843</b> | <b>2,953,182</b> | <b>82,438</b>        | <b>3,035,620</b> |
| <b>Expenses</b>                   |      |                  |                      |                  |                  |                      |                  |
| <b>Human resources</b>            |      |                  |                      |                  |                  |                      |                  |
| Salaries and related expenses     |      | 1,580,064        |                      | 1,580,064        | 1,553,910        |                      | 1,553,910        |
| Consultants                       |      | 112,056          |                      | 112,056          | 98,237           |                      | 98,237           |
| Staff development                 |      | 25,413           |                      | 25,413           | 14,486           |                      | 14,486           |
| <b>Trading</b>                    |      |                  |                      |                  |                  |                      |                  |
| GPAC programs                     | 6    | 569,651          |                      | 569,651          | 564,946          |                      | 564,946          |
| Education programs                | 6    | 29,225           |                      | 29,225           | 29,648           |                      | 29,648           |
| Marketing                         |      | 24,685           |                      | 24,685           | 29,382           |                      | 29,382           |
| Operating                         |      | 160,876          |                      | 160,876          | 152,381          |                      | 152,381          |
| <b>Buildings and facilities</b>   |      |                  |                      |                  |                  |                      |                  |
| Repairs and maintenance           |      | 184,542          |                      | 184,542          | 153,373          |                      | 153,373          |
| Utilities                         |      | 98,535           |                      | 98,535           | 103,840          |                      | 103,840          |
| Depreciation                      |      |                  | 328,832              | 328,832          |                  | 325,035              | 325,035          |
| Net loss on disposal of assets    | 5    |                  | 2,080                | 2,080            |                  | 8,606                | 8,606            |
| <b>Administration and finance</b> |      |                  |                      |                  |                  |                      |                  |
| Administration                    |      | 95,927           |                      | 95,927           | 96,277           |                      | 96,277           |
| Information technology            |      | 22,268           |                      | 22,268           | 20,330           |                      | 20,330           |
| Audit                             | 20   | 12,700           |                      | 12,700           | 13,300           |                      | 13,300           |
| Bad and doubtful debts            |      | (1,500)          |                      | (1,500)          | 1,510            |                      | 1,510            |
| Insurance                         |      | 63,938           |                      | 63,938           | 64,577           |                      | 64,577           |
| Lease expenses                    |      | 4,001            |                      | 4,001            | 4,728            |                      | 4,728            |
| <b>Total expenses</b>             |      | <b>2,982,381</b> | <b>330,912</b>       | <b>3,313,293</b> | <b>2,900,925</b> | <b>333,641</b>       | <b>3,234,566</b> |
| <b>Net result for the period</b>  |      | <b>112,051</b>   | <b>(241,501)</b>     | <b>(129,450)</b> | <b>52,257</b>    | <b>(251,203)</b>     | <b>(198,946)</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 2007

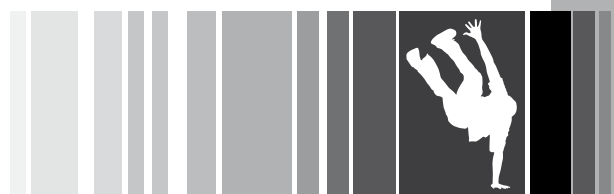
|                                | Note  | 2007<br>\$        | 2006<br>\$        |
|--------------------------------|-------|-------------------|-------------------|
| <b>Current assets</b>          |       |                   |                   |
| Cash and cash equivalents      | 13(a) | 1,054,356         | 824,930           |
| Receivables                    | 8     | 127,158           | 247,004           |
| Inventories                    |       | 2,000             | 2,000             |
| Other                          | 9     | 78,004            | 76,670            |
| Total current assets           |       | 1,261,518         | 1,150,604         |
| <b>Non-current assets</b>      |       |                   |                   |
| Receivables                    | 8     | 12,979            | -                 |
| Property plant and equipment   | 10    | 19,223,531        | 17,097,933        |
| Total non-current assets       |       | 19,236,510        | 17,097,933        |
| <b>Total assets</b>            |       | <b>20,498,028</b> | <b>18,248,537</b> |
| <b>Current liabilities</b>     |       |                   |                   |
| Payables                       | 11    | 676,481           | 556,623           |
| Provisions                     | 12    | 210,255           | 201,073           |
| Total current liabilities      |       | 886,736           | 757,696           |
| <b>Non-current liabilities</b> |       |                   |                   |
| Provisions                     | 12    | 37,164            | 26,088            |
| Total non-current liabilities  |       | 37,164            | 26,088            |
| <b>Total liabilities</b>       |       | <b>923,900</b>    | <b>783,784</b>    |
| <b>Net assets</b>              |       | <b>19,574,128</b> | <b>17,464,753</b> |
| <b>Equity</b>                  |       |                   |                   |
| Contributed capital            | 7(a)  | 6,749,905         | 6,749,905         |
| Reserves                       | 7(b)  | 12,819,056        | 10,580,231        |
| Accumulated surplus            | 7(c)  | 5,167             | 134,617           |
| <b>Total equity</b>            | 7(d)  | <b>19,574,128</b> | <b>17,464,753</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 2007

|   | Note | 2007<br>\$               | 2006<br>\$               |
|---|------|--------------------------|--------------------------|
| <b>Total equity at beginning of financial year</b>        | 7(d) | 17,464,753               | 17,663,699               |
| Gain/(loss) on property revaluation                       |      | <u>2,238,825</u>         | <u>-</u>                 |
| <b>Net income recognised directly in equity</b>           | 7(b) | 2,238,825                | -                        |
| Net result for the period                                 |      | <u>(129,450)</u>         | <u>(198,946)</u>         |
| <b>Total recognised income and expense for the period</b> | 7(c) | (129,450)                | (198,946)                |
| <b>Total equity at the end of the financial year</b>      | 7(d) | <u><b>19,574,128</b></u> | <u><b>17,464,753</b></u> |
| 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 2007

|  | Note  | 2007<br>\$       | 2006<br>\$     |
|--|-------|------------------|----------------|
| <b><i>Cash flows from operating activities</i></b>                       |       |                  |                |
| Receipts from government   |       | 888,744          | 861,773        |
| Receipts from other entities   |       | 2,362,872        | 2,013,967      |
| Payments to suppliers and employees                                      |       | (2,811,050)      | (2,829,938)    |
| Goods and services tax recovered from the ATO                            |       | 199,631          | 170,301        |
| Goods and services tax paid to the ATO                                   |       | (232,180)        | (225,982)      |
| Interest received  |       | 52,073           | 63,697         |
| Net cash provided by operating activities                                | 13(b) | 460,090          | 53,818         |
| <b><i>Cash flows from investing activities</i></b>                       |       |                  |                |
| Payments for property plant and equipment                                |       | (217,685)        | (403,029)      |
| Payments for investments   |       | (12,979)         | -              |
| Proceeds from sale of property plant and equipment                       |       | -                | -              |
| Net cash used in investing activities                                    |       | (230,664)        | (403,029)      |
| Net increase (decrease) in cash held                                     |       | 229,426          | (349,211)      |
| Cash and cash equivalents at the beginning of the financial year         |       | 824,930          | 1,174,141      |
| <b><i>Cash and cash equivalents at the end of the financial year</i></b> | 13(a) | <b>1,054,356</b> | <b>824,930</b> |

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

## 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 26 September 2007.

### 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 2007 and the comparative information presented for the year ended 30 June 2006.

#### (a) Reporting entity

The financial report is for GPACT as a single entity.

#### Non-current assets

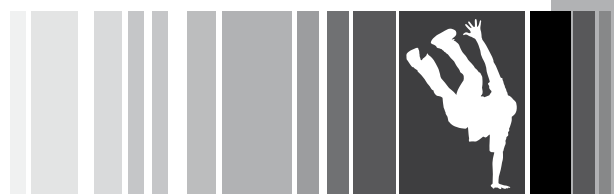
All non-current assets controlled by GPACT are reported in the balance sheet.

#### (b) Objectives and funding

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

1. develop art and community
2. expand audiences and activities
3. contribute to the region's innovation
4. ensure outstanding services and spaces

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, its 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.

**(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:

**Output revenue**

Revenue from outputs GPACT provides to Government is recognised when those outputs have been delivered and the Minister for the Arts has certified delivery of those outputs in accordance with specified performance criteria.

**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 2006-2007. GPACT has reviewed all accounting standards that apply after 30 June 2007 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 2007

|  | 2007<br>\$    | 2006<br>\$    |
|--|---------------|---------------|
| <b>2 Department of Premier and Cabinet</b>   |               |               |
| Current  |               |               |
| Operations   | 756,333       | 743,000       |
| Capital  |               |               |
| Arts and Cultural Maintenance Fund   | 89,411        | 82,438        |
| Other  |               |               |
| Guarantee Against Loss   | 12,000        | 5,175         |
|  | <hr/> 857,744 | <hr/> 830,613 |
| <b>3 Box office</b>  |               |               |
| Box office   | <hr/> 703,900 | <hr/> 688,653 |
| GPACT presented 42 productions and projects (2006 – 42) during the period covered by these accounts covering both GPAC and education programs. |               |               |
| <b>4 Venue hire</b>  |               |               |
| Venue rental   |               |               |
| Ford theatre   | 110,277       | 109,561       |
| Blakiston theatre  | 28,116        | 18,705        |
| Foyer, gallery, studios  | 59,984        | 50,064        |
| Rental income – commercial and retail areas  | 32,358        | 31,099        |
| Venue labour and other recoveries  | 568,778       | 541,070       |
|  | <hr/> 799,513 | <hr/> 750,499 |
| <b>5 Asset disposals</b>   |               |               |
| Proceeds on disposal   | -             | -             |
| Written down value   | (2,080)       | (8,606)       |
| Net loss on disposal of assets   | <hr/> (2,080) | <hr/> (8,606) |

**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 \$865,460 (2006 \$817,821) by intra-entity charges of \$295,809 (2006 \$252,875) to give a net cost of \$569,651 (2006 \$564,946).
- To reduce the cost of Education programs from the full cost of \$71,252 (2006 \$67,608) by intra-entity charges of \$42,027 (2006 \$37,960) to give a net cost of \$29,225 (2006 \$29,648).

Total intra-entity charges of \$337,836 (2006 \$299,867) comprise venue hire costs of \$286,648 (2006 \$259,022), booking fees of \$21,892 (2006 \$16,144) and other income of \$29,296 (2006 \$24,701).



Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2007

|  | 2007<br>\$ | 2006<br>\$ |
|--|------------|------------|
| <b>7 Movements in equity</b>   |            |            |
| (a) Contributed capital  |            |            |
| Balance 1 July   | 6,749,905  | 6,749,905  |
| Balance 30 June  | 6,749,905  | 6,749,905  |
| (b) Reserve – asset revaluation  |            |            |
| Balance 1 July   | 10,580,231 | 10,580,231 |
| Revaluation increments   | 2,238,825  | -          |
| Balance 30 June  | 12,819,056 | 10,580,231 |
| (c) Accumulated surplus  |            |            |
| Balance 1 July   | 134,617    | 333,563    |
| Net result for the period  | (129,450)  | (198,946)  |
| Balance 30 June  | 5,167      | 134,617    |
| (d) Total equity   |            |            |
| Balance 1 July   | 17,464,753 | 17,663,699 |
| Total changes in equity recognised in the Operating Statement  | 2,109,375  | (198,946)  |
| Balance 30 June  | 19,574,128 | 17,464,753 |
| (e) Nature and purpose of reserves   |            |            |
| 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 1(m). |            |            |
| <b>8 Receivables</b>   |            |            |
| Current receivables  |            |            |
| Trade debtors  | 87,036     | 242,664    |
| Sundry debtors   | 28,101     | 5,840      |
| Investment - Gooligulch Productions Pty Ltd  | 12,021     | -          |
| Allowance for doubtful debts   | -          | (1,500)    |
|  | 127,158    | 247,004    |
| Non-current receivables  |            |            |
| Investment - Gooligulch Productions Pty Ltd  | 12,979     | -          |
| <b>9 Other assets</b>  |            |            |
| Prepayments  | 78,004     | 76,670     |

Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2007

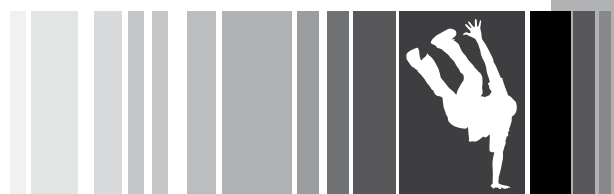
|   | 2007<br>\$        | 2006<br>\$        |
|---|-------------------|-------------------|
| <b>10 Property plant and equipment</b>              |                   |                   |
| Land at independent valuation 2007                  | 4,333,000         | 2,600,000         |
| Buildings at independent valuation 2007             | 13,831,680        | 13,329,680        |
| Building improvements at independent valuation 2007 | 300,000           | 200,000           |
| Building improvements at cost                       | -                 | 520,557           |
| Less accumulated depreciation                       | -                 | (368,083)         |
|   | <u>14,131,680</u> | <u>13,682,154</u> |
| Plant and equipment at cost                         | 1,495,733         | 1,431,365         |
| Less accumulated depreciation                       | (736,882)         | (615,586)         |
|   | <u>758,851</u>    | <u>815,779</u>    |
| Total property plant and equipment                  | <u>19,223,531</u> | <u>17,097,933</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 2005          | 2,600,000        | 13,520,849        | 907,696             | 17,028,545        |
| Additions                               | -                | 346,935           | 56,094              | 403,029           |
| Disposals                               | -                | -                 | (8,606)             | (8,606)           |
| Depreciation                            | -                | (185,630)         | (139,405)           | (325,035)         |
| 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 30 June 2007         | <u>4,333,000</u> | <u>14,131,680</u> | <u>758,851</u>      | <u>19,223,531</u> |

Property plant and equipment subject to operating leases

|                               | Independent valuation 2007 | Accumulated depreciation | Depreciation expense for the year |
|-------------------------------|----------------------------|--------------------------|-----------------------------------|
| Building                      |                            |                          |                                   |
| Historical buildings (Zone A) | <u>1,387,000</u>           | <u>-</u>                 | <u>30,242</u>                     |



Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2007

|                         | 2007<br>\$     | 2006<br>\$     |
|-------------------------|----------------|----------------|
| <b>11 Payables</b>      |                |                |
| Current                 |                |                |
| Trade creditors         | 260,317        | 177,768        |
| Tickets sold in advance | 283,940        | 223,085        |
| Income in advance       | 86,046         | 130,466        |
| GST and PAYG liability  | 46,178         | 25,304         |
|                         | <u>676,481</u> | <u>556,623</u> |

|   |                |                |
|---|----------------|----------------|
| <b>12 Provisions</b>                    |                |                |
| Current                                 |                |                |
| Annual Leave                            | 93,680         | 92,762         |
| Long Service Leave                      | 116,575        | 108,311        |
|   | <u>210,255</u> | <u>201,073</u> |
| Non-current                             |                |                |
| Long Service Leave                      | 37,164         | 26,088         |
| Aggregate carrying amount of provisions | <u>247,419</u> | <u>227,161</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 2006  | 92,762        | 134,399               | 227,161        |
| Leave accrued                   | 84,054        | 32,131                | 116,185        |
| Leave taken                     | (83,136)      | (12,791)              | (95,927)       |
| Carrying amount at 30 June 2007 | <u>93,680</u> | <u>153,739</u>        | <u>247,419</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:

|               | 2007<br>\$       | 2006<br>\$     |
|---------------|------------------|----------------|
| Cash on hand  | 2,100            | 2,100          |
| Cash at bank  | 327,421          | 266,830        |
| Term deposits | 724,835          | 556,000        |
|               | <u>1,054,356</u> | <u>824,930</u> |

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

|  |                |               |
|--|----------------|---------------|
| Result from ordinary activities                    | (129,450)      | (198,946)     |
| Add(less) non-cash items                           |                |               |
| (Profit)loss on sale of assets                     | 2,080          | 8,606         |
| Depreciation                                       | 328,832        | 325,035       |
| Changes in operating assets and liabilities        |                |               |
| Increase(decrease) in payables                     | 119,858        | (8,698)       |
| Increase in provisions                             | 20,258         | 11,817        |
| (Increase)decrease in receivables                  | 119,846        | (96,183)      |
| Increase in other assets                           | (1,334)        | 12,187        |
| Net cash inflow(outflow) from operating activities | <u>460,090</u> | <u>53,818</u> |

Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2007

|      |      |
|------|------|
| 2007 | 2006 |
| \$   | \$   |

#### 14 Operating leases

##### (a) Operating lease commitments

Lease commitments for non-cancellable operating lease payable.

|   |              |              |
|---|--------------|--------------|
| Within one year                                   | 4,001        | 4,001        |
| Later than one year but not later than five years | 12,003       | 16,004       |
|   | <hr/> 16,004 | <hr/> 20,005 |

##### (b) Operating lease receivables

Lease payments receivable from leasing out office space and from shop rentals.

|   |              |             |
|---|--------------|-------------|
| Within one year                                   | 19,339       | 1,301       |
| Later than one year but not later than five years | 1,695        | -           |
|   | <hr/> 21,034 | <hr/> 1,301 |

#### 15 Contingent liabilities

There are no contingent liabilities.

#### 16 Unspent government capital grants

At 30 June 2007 GPACT holds \$44,835 in unspent capital grants relating to the Creating Place and Space grant. These funds must be spent on capital assets relating to building safety and disability access in accordance with the terms and conditions of the grant agreement.



Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2007

## 17 Responsible persons

During 2006-07 the Ministers responsible for GPACT were Minister for the Arts, Mary Delahunty MP up to 1 December 2006 and upon the change to a new government from that date, Minister for the Arts, Lynne Kosky MP. 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  |
| Julie Dyer      | Deputy Chair, Chair Programming Subcommittee            | On-going appointment  |
| Simon Guthrie   | Chair Audit and Risk Subcommittee, Finance Subcommittee | On-going appointment  |
| Andrew Dunbabin | Chair Finance Subcommittee, Audit and Risk Subcommittee | Term concluded<br>31 December 2006<br>Reappointed 29 May 2007 |
| Janet Bond      | Chair Community Relations and Marketing Subcommittee    | On-going appointment  |
| Richard East    | Programming Subcommittee                                | Term concluded<br>31 December 2006<br>Reappointed 29 May 2007 |
| Lynden Costin   | Programming Subcommittee                                | Term concluded<br>31 December 2006                            |
| Kate Torpey     | Audit and Risk Subcommittee                             | On-going appointment  |
| John Bugg       | Community Relations and Marketing Subcommittee          | Term concluded<br>31 December 2006                            |
| Sue Lansdell    | Community Relations and Marketing Subcommittee          | On-going appointment  |
| Peter McMullin  | Community Relations and Marketing Subcommittee          | On-going appointment  |
| Elaine Carbines | Community Relations and Marketing Subcommittee          | Appointed 26 June 2007  |

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

Sally Beck                      General Manager

### 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.

No Accountable Officer or executive officer received remuneration over \$100,000.

### 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 the development of a marketing plan and an employee survey in the amount of \$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 \$11,550 (2006 \$42,500) paid by City of Greater Geelong to GPACT, venue hire and catering services in the amount of \$9,693 (2006 \$21,559) paid by City of Greater Geelong to GPACT and rates, permits and other council services in the amount of \$2,854 (2006 \$6,569) paid by GPACT to City of Greater Geelong.

Business transactions were conducted with The Courthouse Youth Arts Centre, of which Ms Lynden Costin was the General Manager. Ms Costin served on the GPACT Trust until 31 December 2006. During this period venue charges made by The Courthouse Youth Arts Centre to GPACT were in the amount of \$40 (2006 \$54).

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

## 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  | Accounting policy  | Terms and conditions  |
|----------------------------------|-------|--|---|
| (i) Financial assets             |       |  |   |
| Cash assets                      | 13(a) | 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 5.5%.   |
| 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 |      |
|-----------------------------|------------------------|---------|----------------------|---------|--|-----------|--|------|
|                             | 2007                   | 2006    | 2007                 | 2006    | 2007                                       | 2006      | 2007                                     | 2006 |
| (i) Financial assets        |                        |         |                      |         |  |           |  |      |
| Cash assets                 | 1,052,256              | 822,830 | 2,100                | 2,100   | 1,054,356                                  | 824,930   | 5.5%                                     | 5.2% |
| Receivables                 | -                      | -       | 140,137              | 247,004 | 140,137                                    | 247,004   | n/a                                      | n/a  |
| Total financial assets      | 1,052,256              | 822,830 | 142,237              | 249,104 | 1,194,493                                  | 1,071,934 |  |      |
| (ii) Financial liabilities  |                        |         |                      |         |  |           |  |      |
| Payables                    | -                      | -       | 676,481              | 556,623 | 676,481                                    | 556,623   | n/a                                      | n/a  |
| Total financial liabilities | -                      | -       | 676,481              | 556,623 | 676,481                                    | 556,623   |  |      |

### (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.

### (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 2007.



## 19 Superannuation

GPACT makes superannuation contributions in respect of its employees to the following superannuation funds in the accumulation and defined benefits categories of membership:

AMP Superleader  
AustralianSuper Pty Ltd (formerly STA and Australian Retirement Super)  
B&L Allen Superannuation Fund  
CBus  
Christian Super Pty Ltd  
Host Plus Pty Ltd  
Just Super Pty Ltd  
Vision Super Pty Ltd (Local Authorities Superannuation Fund)  
Labour Union Cooperative Retirement Fund  
MLC Limited  
MLC Master Key Business Super  
RecruitmentSuper  
UniSuper Management Pty Ltd

### 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.

### 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 2006, 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 2006)
- the difference between resignation and retrenchment benefits paid to any retrenched employees plus contribution tax (same as 2006)

Vision Super's liability for accrued benefits was determined in the 31 December 2006 actuarial review pursuant to the requirements of Australian Accounting Standard AAS25 as follows:

|  | 31 December 2006<br>\$'000 |
|--|----------------------------|
| Net market value of assets                     | 3,443,686                  |
| Accrued benefits (per accounting standards)    | 3,319,598                  |
| Difference between assets and accrued benefits | 124,088                    |
| Vested benefits                                | 3,040,443                  |

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. |

Geelong Performing Arts Centre Trust  
Notes to the financial report  
For the year ended 30 June 2007

|  | 2007 | 2006 |
|--|------|------|
|  | \$   | \$   |

## 20 Remuneration of auditors

Victorian Auditor General's Office  
Audit of the financial report

12,700

13,300

## 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**

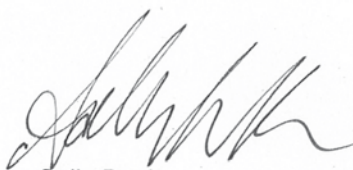
We certify that the attached financial statements for Geelong Performing Arts Centre Trust have been prepared in accordance with Standing Direction 4.2 of the *Financial Management Act* 1994, applicable Financial Reporting Directions, Australian accounting standards and other mandatory professional reporting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

We further state that, in our opinion, the information set out in the Operating Statement, Balance Sheet, Statement of Recognised Income and Expense, Cash Flow Statement and Notes to and forming part of the financial statements, presents fairly the financial transactions during the year ended 30 June 2007 and financial position of Geelong Performing Arts Centre Trust as at 30 June 2007.

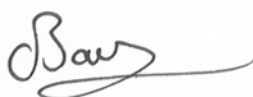
We are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



Tim Orton  
Chairman of the Trust



Sally Beck  
Accountable Officer



Tineke Barry  
Chief Finance Officer

26 September 2007



## INDEPENDENT AUDIT REPORT

### Geelong Performing Arts Centre Trust

#### To the Members of the Parliament of Victoria and the Trustees

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

This auditor's report for the financial year ended 30 June 2007 relates to the financial report of the Geelong Performing Arts Centre Trust included on its web site. 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 below. 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 this web site.

##### *The Financial Report*

The accompanying financial report for the year ended 30 June 2007 of the Geelong Performing Arts Centre Trust which comprises the 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 Responsibility of the Trustees 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 Trustees 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 Trust'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.

## Independent Audit Report (continued)

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

### *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. The Auditor-General, his staff and delegates comply 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 2007 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  
27 September 2007

  
D.D.R. Pearson  
Auditor-General

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**

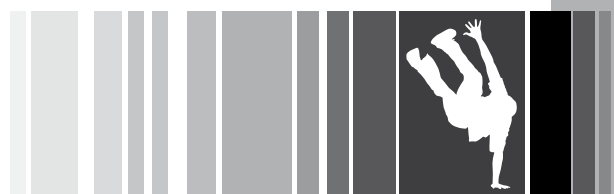
The protected disclosure coordinator will make a decision regarding the referral of an investigation to the Ombudsman where, on the advice of the investigator:

- 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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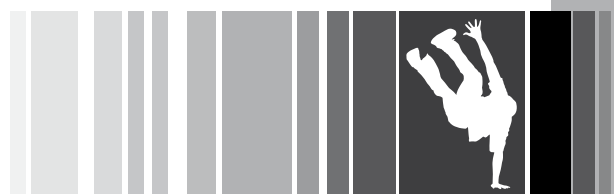
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Todd McKenney and Nancye Hayes in Ensemble Theatre and CDP's *Six Dance Lessons in Six Weeks*.



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