

Geelong Performing
Arts Centre Trust
Annual Report
2008-09



**geelong
performing
artscentre**

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This annual report
 printed on 100% carbon
 neutral paper.

Chairman's welcome

Our stage enriches your world...

Welcome to our Annual Report for the 2008-09 financial year. I trust you will enjoy reading this report, just as I hope you have enjoyed our shows at GPAC during this time.

We have lived through an exceptional year with many wonderful performances on our stages, and long awaited announcements about GPAC and the Geelong Arts Precinct.

Whether it was *The Boy From Oz* or *Circus Oz*, The Wiggles, Pete Murray or the Melbourne Symphony Orchestra, the breadth, depth and diversity of performance was remarkable. And we witnessed wonderful examples of art imitating life with the prophetic arrival of *McReele* from Ensemble Theatre as Barack Obama raced towards the Presidency and the extraordinary portrayal of grief in STC's *The Year of Magical Thinking* as we all came to grips with the unfathomable impact of Black Saturday.

We were pleased to welcome home Back to Back Theatre with *Food Court*, the tour de force that sold out at its premiere in the Melbourne International Festival.

The development and expansion of the Arts Precinct, involving GPAC, the Geelong Gallery, Geelong Library and Heritage Centre, Old Courthouse Building as well as civic buildings, is arguably the most significant major project for the Geelong region over the next three to five years. GPAC has worked intensively over this year to finalise the GPAC Redevelopment Business Case and worked with our precinct colleagues, the City of Greater Geelong and State Government agencies to plan and develop opportunities for the precinct as a whole.

As part of this process, we were delighted to learn in May this year that the Victorian Government had allocated \$3 million for Stage 1 of the GPAC redevelopment. This will commence the refurbishment of the Ford Theatre, with a focus on audience amenity and comfort. The planned refurbishment will respond to current audience expectations, the theatricality of the space itself and changes in industry standards.

As the only regionally based agency of the seven Victorian Government arts agencies we welcome the support of the Victorian Government through the Minister for the Arts, Lynne Kosky MP, and Arts Victoria. We maintain a close working relationship with the Minister and our local parliamentary members and thank them for their ongoing support.

I also thank our community supporters and sponsors, particularly Alcoa Australia as Principal Sponsor of our Theatre Season, Bendigo Community Banks, sponsor of our Education Program, and the Commonwealth Government for the support received through its Playing Australia touring subsidy which ensures Geelong and the region enjoy the best theatre productions available from across the nation.

Our outstanding successes this year, in the context of difficult economic and climatic conditions, are clear evidence of the commitment and skill of our GPAC staff. They deliver extraordinary service to patrons, performers and venue hirers alike. I also thank our General Manager, Jill Smith, and her management team for their leadership throughout the year. Finally, I thank my fellow Trust members for their continued commitment to GPAC and their wise governance of GPAC's business.

I look forward to welcoming you to GPAC in the coming year.



Tim Orton
Chairman GPAC Trust

General Manager's report

This year has seen GPAC continue to build its reputation as one of Australia's leading performing arts centres, presenting a wonderfully diverse range of programs that inspired, challenged and entertained.

With more than 1500 performances, events and other arts activities taking place in our venues GPAC is a vibrant hub in Geelong's Arts Precinct, a precinct which attracts close to 500,000 visitors a year.

GPAC's Alcoa Theatre Season included major work from across the nation. It ranged from Geelong's own internationally acclaimed Back to Back Theatre to Victorian Opera and Circus Oz returning from Christmas in Milan to dazzle us in Geelong with their *30th Birthday Bash*. Australian playwrights also shined with *Ninety*, a premiere by Joanna Murray-Smith, *The Spook* by Melissa Reeve, and *Brilliant Monkey* by Al Dukes. And we welcomed two theatre legends - Toni Lamond in her autobiographical work *Times of My Life* and a return season of *Menopause the Musical* - the musical that continues to entertain.

Complimenting the Alcoa Theatre Season are our Musical Mornings program for seniors, education and family programs, the shaken+stirred series showcasing the work of our independent artists and small to medium companies and one-off programs including *Raw Comedy* and film screenings through the Melbourne International Film Festival.

And of course we also welcomed a broad range of events across music, dance and comedy with annual seasons of our local companies including Footlight Production's *The Boy From Oz* and Geelong Lyric Theatre Society's *Oliver* as well as schools and community groups from across the region.

GPAC's reputation for first class service has also been achieved with further increases in staff, customer and hirer satisfaction. Staff members are also involved with a range of committees including our *Acting Green* Team that is working hard to reduce GPAC's carbon footprint through the implementation of our Environmental Strategy.

We welcomed the State Government's \$3 million commitment to upgrade the Ford Theatre as Stage 1 of the redevelopment of GPAC and look forward to the completion of the Redevelopment Business Case, a key part of the Arts Precinct Masterplan. We thank Arts Victoria, Major Projects Victoria, the City of Greater Geelong and the community at large for their work and support on these major capital projects.

GPAC's success is due to the exceptional dedication of staff, Trust members, volunteers and support from an extensive number of corporate and government partners. Thank you also to our artistic partners including the companies whose performances grace our stages and Playing Australia, Regional Arts Victoria and Arts on Tour who manage many of the touring productions.

Special thanks also go to our audiences - who come from the wider G21 region including Surf Coast, Colac Otway and Golden Plains Shires, the Borough of Queenscliffe and beyond including Melbourne and as far away as Mildura.

Next year holds great promise for GPAC as we strive to highlight the many cultures in our region, encourage all ages to embrace the performing arts and begin the refurbishment of the centre.



Jill Smith
General Manager



Brilliant Monkey
Photo: Wendy McDougall

In the spotlight

1. The Alcoa Theatre Season audiences exceeded the 08-09 target by 8%.
2. Having premiered their new work, *Food Court* that spellbound Melbourne International Festival audiences, Back to Back Theatre Company returned to their home, Geelong for their first main-stage season in GPAC's Ford Theatre.
3. In May 2009 the Victorian Government allocated \$3 million for Stage 1 of the GPAC redevelopment. The Ford Theatre, will be refurbished, responding to audience expectations regarding amenity and comfort.
4. GPAC regularly surveys customers and venue hirers to gauge their level of satisfaction for the service they receive from our staff. This year the target for 'satisfied customers' was 98%, and we achieved 99% and for venue hirers the target was 75% and 86% was achieved.

Here are some responses

"High quality, diverse programs, well done"

"We are lucky to have GPAC in Geelong - always excellent service and entertainment"

"Everything I've been to at GPAC Ford Theatre has been excellent - I especially like the fact that even if you sit in the last row you can see really well"

"Great Bendigo Bank Family Magic kids program"

"The service was fantastic - I booked my tickets over the phone and I received them the following day. At past shows the service has been fantastic."

"Love your venue - very intimate. Have seen some of my favourite performers up close, can't recommend it highly enough. Staff are always fantastic on phone bookings and very prompt with tickets"

"We come here all the time and love it. Music programs pre-show are very enjoyable"

"I enjoyed the show immensely - it was a great delight to me to see so many people enjoying the music - I went home feeling renewed! Keep up the good work"

"We enjoy all the shows we book for and appreciate the diversity available to suit all tastes. Thank you GPAC"

"We receive emails from you and appreciate this. The staff at GPAC are excellent."

"Fantastic internet service and promptness in sending tickets. With great shows like this it's a great excuse for a weekend in Geelong."

"We have been coming along to GPAC and love that you can give us wonderful, varied shows without going to Melbourne."

"The service all added to a perfectly entertaining evening."

"Service is great - keep it up, service is friendly and helpful - venue is clean but theatre is looking tired"

Our Vision

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

Our Mission

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

We aim to:

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

Our Credo

Our stage enriches your world.

Our Values

Passion

We are passionate about the performing arts.

Customer Service

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

Teamwork

We are positive and professional and rely on great teamwork demonstrated by mutual respect and open and honest communication.

Safety

We provide a secure and environmentally sound facility to ensure the safety of staff and customers.

Our Goals

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

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

Menopause The Musical
 Photo: Regina King



Our partners

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

GOVERNMENT PARTNERS

**ARTS
VICTORIA**



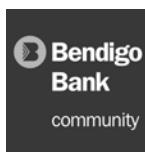
PROGRAM SPONSORS

Theatre Season



australia's aluminium

Education



Community Access



Musical Mornings



Family Magic



GREEN ROOM CLUB MEMBERS



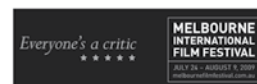
ALCOA THEATRE SEASON SPONSORS



ACTS OF SUPPORT



GEELONG GALLERY



Goal 1

To provide excellent staff and venues

Our most valuable resource

GPAC has an enviable reputation for customer service and the ongoing development of its skilled and dedicated staff. Throughout the year staff meetings, together with our staff newsletter *Stanza* and the steady flow of emails, ensured strong and reliable communication for all staff. Training in emergency procedures, first aid, information technology and customer service are part and parcel of everyday activity.

Learning the ropes

Looking to the future we encourage young people, particularly school, TAFE and university students, to learn performing arts skills at GPAC. During the year 35 secondary students participated in work experience through our Education Program. A Deakin University student also participated in work experience in the marketing department.

The Take Over Program running over 3 months attracted students ranging from years 9 – 12. This year we had a record number of students who took part in the program. Tours offered to school and community groups are becoming increasingly popular including tailored tours offered to specific groups. Collaborative tours continue with the Geelong Gallery who build student gallery shows around our theatre performances.

Excellent venues

GPAC received positive responses to regular venue hirer surveys, with 86% of hirers rating their experience at GPAC as either very good or excellent. These results are a credit to GPAC staff across all operational areas. In 2008-09 Arts Victoria's, Arts and Cultural Facilities Maintenance Fund provided \$307,500 for works including building and plant improvements, equipment upgrades and carpet replacement.

New equipment purchases included moving lights

and a digital audio console, significantly improving the hirer and visitor experience.

Occupational health and safety (OH&S)

Safety improvements were also inherent in the new carpet and lighting upgrades. Subsequently, these items were removed from the risk register. The proposed redevelopment will also address issues of public safety, OH&S and current industry and audience expectations in terms of ambience and theatre comfort.

GPAC has an established OH&S framework, which is underpinned by the GPAC Safety Plan. The plan includes seven overarching goals to ensure the safety of employees and visitors. The safety plan is a framework for all OH&S matters, risk management strategies, incident reporting and ongoing evaluation and training.

All findings from the December 2007 Victorian Managed Insurance Authority *Site Risk Survey* have been responded to and where necessary integrated into the safety plan and risk register. In addition, GPAC has engaged the services of a specialist contractor to provide an external audit approach to the overall compliance of essential services maintenance.

2008-09 staff training included theatre technical skills, compliance and OH&S related training including emergency procedures and fire safety training, incident reporting, elevated work platform, electrical test and tag and first aid training to appropriate staff. Ongoing organisational training needs have been identified and also, incorporated into the GPAC Safety Plan.

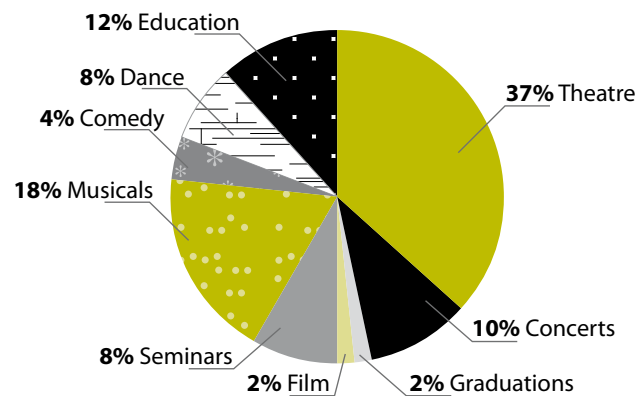
Performance Indicator	Target 2008-09	Actual 2008-09	Actual 2007-08
Number of workplace injuries			
–resulting in under excess workcover claims	0	2	2
Number of workplace injuries			
–resulting in workcover claims	0	0	0
Number of risks eliminated from the risk register	5	7	21
Number of OH&S committee meetings held	4	5	4

How our venues are used

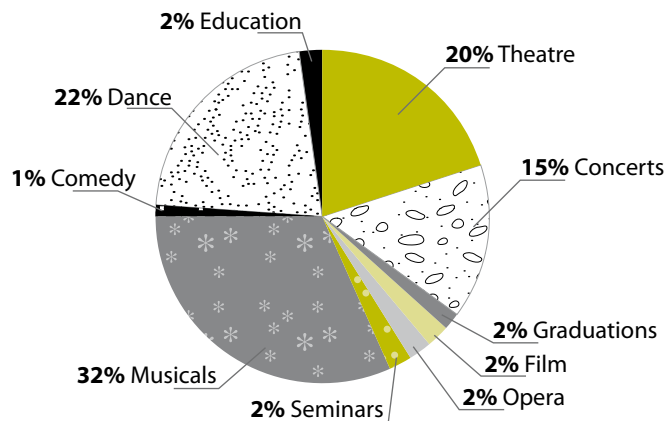
Our major venues continued to be well utilised in 2008-09. Occupancy rates do not include a measure for maintenance as this is scheduled around activity.

Types of events in each theatre

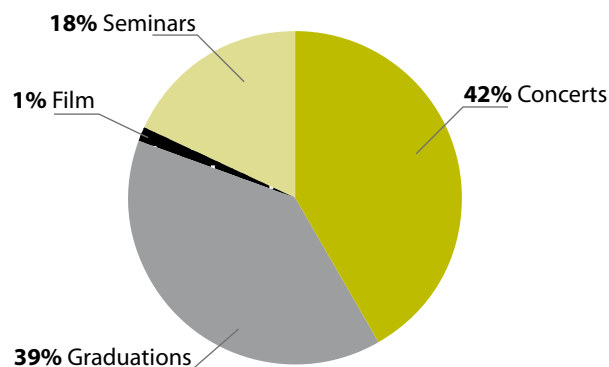
Blakiston Theatre by event type



Ford Theatre by event type

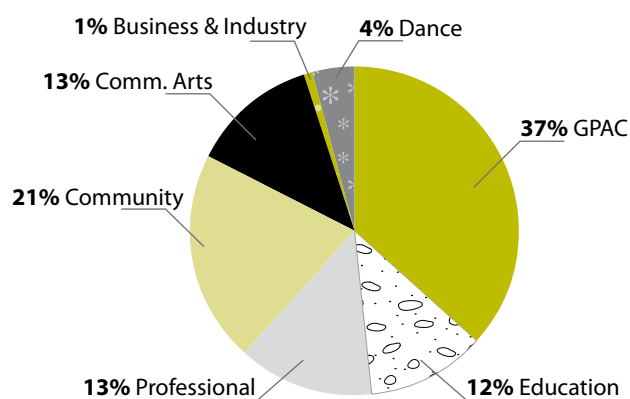


Deakin's Costa Hall by event type

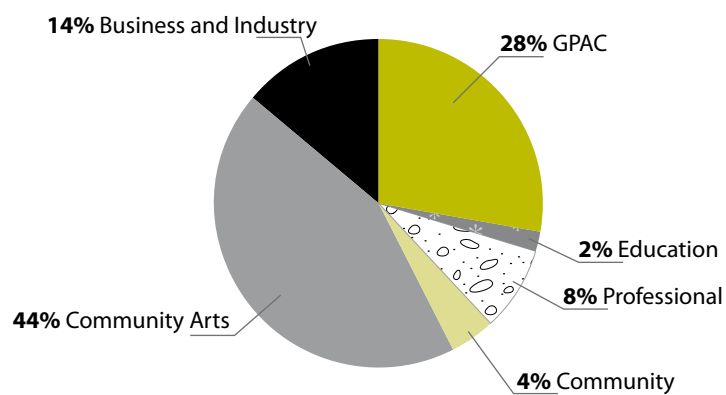


Types of hirers in each theatre

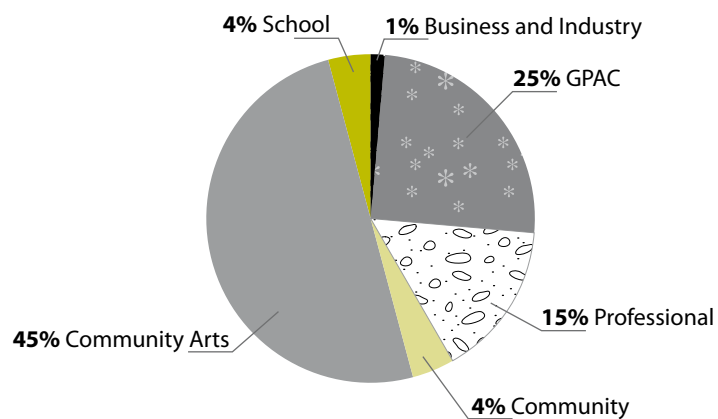
Blakiston Theatre by hirer type



Ford Theatre by hirer type



Deakin's Costa Hall by event type



Goal 2

To expand our activities and audiences

GPAC presents Alcoa Theatre Season

In 2008-09 GPAC continued to build on and develop new relationships with theatre companies, arts centres and festivals throughout Australia. These included Back to Back, MTC, STC, Company B and Malthouse Theatre Company. These relationships add to the diversity and quality of the shows we program into the season.

The diversity of the 08-09 program was delightful and included Toni Lamond in her one-woman autobiographical show *Times Of My Life*, the very timely *McReele* from Ensemble Theatre and closing the 2008 season *Ninety* by Joanna Murray-Smith, a work that explored the complexities of marriage and which proved to be a hit with theatre goers during its sell-out season.

2009 opened with an abundance of activity including Circus Oz's *30th Birthday Bash* proving to be very popular with holiday makers. Back to Back's *Food Court (with the Necks)* has since been internationally acclaimed. And Victorian Opera wowed audiences with their full-scale production of *Don Giovanni*.

Alcoa GPAC Education Program 2008 and Bendigo Community Banks GPAC Education Program 2009

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

A successful funding application to the Department of Education and Early Childhood Development, resulted in confirmation of triennial funding for the GPAC Education Program.

The programs across the year included *Poppykettle Children's Festival* and *Geelong Schools Music and Movement Festival* (GSMMF). Now in its 62nd year, the week-long GSMMF included more than 2,000 primary and secondary students with performances ranging from prep singing groups, brass bands, rock bands, VCE dance, solo performers to string orchestras. There were a number of live theatre performances programmed specifically for schools audiences attracting a significant number of students and techers to the venue. These shows also appeared in 'Bendigo Bank Family Magic'.

Bendigo Bank Family Magic

The high quality performances continued this year with a diverse range of shows on offer to children and families including *Emily Loves to Bounce* produced by the ever popular Patch Theatre Company, *Little Big Shots* International Children's Film Festival and music by the legendary Peter Combe. The 2009 program began with the hilarious work *Check Out* from Polyglot Puppet Theatre, followed by the exquisitely presented *The Grimstones - Hatched*, a story told with beautifully handcrafted marionettes.

shaken+stirred

The season included three works: *Glow* a choreographic essay by Chunky Move artistic director Gideon Obarzanek and interactive software creator Frieder Weiss; *The Pitch* by Peter Houghton, a hilarious satire about the trials and tribulations of trying to crack the big time in Hollywood; and finally *The Burlesque Hour* from Finucane and Smith, a piece that proved to be a huge success with Geelong audiences in both its initial and return seasons.

Musical Mornings

The Musical Mornings program is an essential part of the GPAC calendar for Geelong's seniors. Highlights included *The Sound of Julie Andrews* with Helen Donaldson, Jonathon Welch and *Vienna, Waltz of my Dreams* with Annalisa Kerrigan.

GPAC welcomed

Dance

Dance, in its many forms, is a significant part of GPAC's annual program.

Touring dance productions included *Noche Flamenca*, *Rhythm & Runners* and the highly physical *Divine Performing Arts* with gloriously colorful and exhilarating performances of classical Chinese dance.

The Geelong dance scene is flourishing. More than 30 dance performances were presented on GPAC's main stages by community schools and groups. These included ballet, contemporary, jazz and tap. The Geelong Dance Network with the support of GPAC presented the *splash!dance* Festival. The festival continues to offer networking and professional development opportunities to the broader dance community. The Junior Showcase and the Choreographic Competition again were the highlight of the festival.

Theatre and musicals

GPAC provides considerable support to our local companies via reduced venue costs and significant marketing support through the Community Access Program, sponsored by Geelong Advertiser Group. Footlight Productions presented *The Boy From Oz* in the Ford Theatre to record audiences. Lyric Theatre's *Oliver* and GSODA's *Aladdin The Rock Panto* were also crowd favourites during the year. Medimime, a Geelong theatre company made up of medical professionals, presented *Red Riding Hood*. Of particular note was Geelong Repertory Theatre Company's *The Write Stuff* playwriting competition.

GPAC also makes available venue, technical and marketing support for Doorstep Ensemble, Geelong Repertory Theatre Company and Essential Theatre. These companies continue to deliver high quality productions and development opportunities thanks to the support of GPAC.

Comedy

It's been a busy year of comedy, with shows including the *Sydney Comedy Festival Showcase* and many highly popular comedians such as Tim Minchin, Akmal, Jimeoin, Danny Bhoy and Raymond Crowe appearing at GPAC venues.

One of the highlights of the year was the regional competition of The Melbourne International Comedy Festival's *Raw Comedy*. The 2009 regional winners were Mark McDonald and Crystal-Rae Wright.

Music

GPAC is the venue of choice for national and international musical artists touring across the nation. The past year has seen fantastic Australian talent such as David Campbell, Josh Pyke, Paul Kelly, Pete Murray and Rhonda Burchmore. International acts Toni Childs, Treorchy Male Choir, Isla Grant and Antal Szalai & His Gypsy Band delivered dynamic and uplifting performances.

On a classical note, the MSO continues to shine with increased attendances at Deakin's Costa Hall. The Australian Pops Orchestra and Australian Youth Orchestra also performed at Deakin's Costa Hall.

2008 has also seen GPAC appointed to manage the *Geelong Advertiser Music Scholarship Competition* with the finals concert presented at Deakin's Costa Hall.

For the kids

This year has been particularly impressive with touring productions including Scooby Doo's *Stage Fright*, Hi-5, The Fairies, *The New Dorothy The Dinosaur Show* and *The Wiggles Go Bananas*. This impressive list of family productions ensured that the children of Geelong were kept happy.

Goal 3

To develop art and community

GPAC places a high priority on building significant relationships and partnerships with the greater Geelong arts community and independent producers. Built on the understanding that GPAC is a cultural asset and community resource of considerable standing in the greater Geelong region, sixty per cent of GPAC's venue hire is activity by local and community groups.

Community Access Program (CAP)

Thanks to Geelong Advertiser Group, the CAP scheme provides access to our facilities at a reduced rate. The program also offers marketing support, professional advice and mentoring for local arts organisations. These are an indispensable adjunct to our core business of managing the centre.

Audio Description

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

Multicultural Development

In conjunction with Diversitat, GPAC provides venues for multicultural activities as diverse as the launch of Pako Festa to film, concerts and seminars. GPAC is committed to increasing access to the arts for all cultures in the region.

Diversitat in partnership with GPAC was successful in securing support from the State Government's Community Support Fund to expand the Musical Mornings program for the next three years to include multicultural artists and audiences.

These programs will help communities celebrate their heritage and traditions and increase understanding across communities. Audiences will share an inclusive cultural experience in a safe and respectful environment.

GPAC online

www.gpac.org.au

GPAC's website is where our customers, no matter where they are based, can book tickets and stay up-to-date with GPAC activities. Continuously refreshed, the website provides everything you need to book shows from subscribing to the Alcoa Theatre

Season to a concert at Deakin's Costa Hall, all from the comfort of your own home. Of course our staff are also pleased to help you book a show either by phone (03) 5225 1200 or by visiting us at the box office in Little Malop Street.

Disability Action Plan

The GPAC Disability Action Plan is currently being developed. There were, however, significant achievements in this area during 08/09.

Reducing barriers to persons with a disability accessing goods, services and facilities: in partnership with Vision Australia we delivered an Audio Described performance of *The Spook*, *Menopause the Musical*, Medimime – *Red Riding Hood*. In partnership with Vic Deaf we delivered signed performances of *Sky Works* – *Grimstones* – *Hatched*.

Reducing barriers to persons with a disability obtaining and maintaining employment: all GPAC direct mail marketing initiatives are processed by Karingal.

Promoting inclusion and participation in the community of persons with a disability: inclusion of Back to Back production Food Court in the Alcoa Theatre Season 2009

Achieving tangible changes in attitudes and practices which discriminate against people with a disability: participation in the Agency DAP network meetings held at Arts Victoria and in DAP training conducted by the Office of Disability.

Ticket allocation

Raising necessary funds is an essential part of many not-for-profit organisations such as schools, sporting clubs and local charities. GPAC provided tickets to the value of over \$10,500 this year for these well deserved organisations including:

- United Way
- Red Cross
- Barwon Health Volunteers
- Meredith Primary school
- Breast Cancer Research Foundation
- OxFam Geelong
- Geelong Hospital
- Ukrainian Community School
- Whittington Kindergarten
- Corio South Primary School
- Heartkids Geelong
- Bellarine Secondary College

Goal 4

To increase financial resources

In spite of the challenges faced due to the economic climate during 2008-09 the financial result for the year was a pleasing surplus of \$33,792 (before depreciation). Financially this compares well to the previous year which showed a deficit of \$(47,632).

The challenges are evident in the total income figure for 2008-09 which is \$3.3 million compared to \$3.5 million in 2007-08.

Despite these difficulties, GPACT's venue hire business remained strong. Although Theatre Season attendances in 2008-09 at close to 20,000 exceeded target by 8%, they were below those achieved in 2007-08.

Sponsorship support continues to contribute substantial funds to programming and education events. New sponsors included VicRoads, Bendigo Community Bank and Tuckers Bereavement and Funeral Services. Alcoa continued its long standing partnership with GPACT through its Theatre Season naming rights triennial agreement. Notably 2008-09 attracted individual Theatre Season show sponsorships for eleven shows compared to seven shows in 2007-

08. Actuals for 2007-08 and the target for 2008-09 both include over \$90,000 in funding for the Bounce Circus and Physical Theatre Festival and Poppykettle Children's Festival. Both of these events were postponed in 2008-09 and therefore these funds were not accessed.

Close monitoring during the year ensured that expenditure was also reduced to achieve the surplus, including the postponement of some shows and a reduction in the number of performances offered. While this was not the Trust nor Management's preferred position it was clearly a necessary response to a difficult year.

On a positive note, programming included a new programming stream, shaken + stirred, presenting the work of small to medium Australian performing arts companies and independent artists.

GPACT welcomed an injection of capital funds from government of \$307,500 via the Arts and Cultural Facilities Maintenance Fund.



Goal 5

To contribute to our region's creativity and future

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

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

Work on the implementation of the Arts Precinct Masterplan has now commenced. In the May 2008 budget the State Government provided \$7.9 million for business case planning for GPAC and the Geelong Library and Heritage Centre along with the refurbishment of the Old Courthouse Building. The State Government announced an additional \$3 million in May 2009 for Stage 1 of the GPAC refurbishment – focusing on the Ford Theatre and adjacent spaces.

This is great news for GPAC, the precinct and the Geelong region - in particular for all those who have helped champion the cause.

These plans offer the arts organisations involved a rare opportunity to imagine a future with much broader programming options, greater collaboration across art forms, improved utilisation of state-of-the-art facilities and greater community access.

For the region it is about innovation, employment, economic development and liveability.

The end result will be an arts precinct that is unique in Australia, renowned as a model of artistry, energy, innovation and sustainability, to which other regional centres should aspire.



GPAC's Poppykettle Children's Festival
Photo: Ferne Millen

Shows and events at GPAC

Comedy

A List Entertainment presents

- Mark Watson
- Danny Bhoy
- Jimeoin
- Akmal
- Raymond Crowe

Mac Killop Family Services and Tripod

Navel Enterprises presents Tim Minchin -
Ready for this?

Raw Comedy

Sydney Comedy Festival *Cracker Comedy Showcase*

Concerts

A One Night Stand with Eddie Perfect

& the Doorstep Ensemble

Antal Szalai & His Gypsy Band

Artist Network presents Tommy Flemming

Australian Pops Orchestra

Australian Youth Orchestra

Bannockburn Primary School Concert

Billions Australia presents CW Stoneking

Carter & Carter *A Taste Of Tamworth*

Christ The King Primary School *Movie Madness*

Christian College House Music Concert

Christian College Music Evening

City of Greater Geelong presents –

Concert Of The Decade

Cliff And The Shadows Show

Divine Performing Arts 2009 World Tour

Elvis Tribute Show with Barry White Tribute

Essential Theatre - *Stage Days 2008*

Geelong Advertiser Music Scholarship Competition

Geelong College Foundation Concert

Geelong Concert Band presents *A Musical Journey*

Geelong Eisteddfod

Geelong Windband Showcase

Gordon & Stahl presents

- Louise Morrissey
- Mary Duff
- Isla Grant

Herne Hill Primary School Concert

Hi 5 Productions presents Hi 5

Mario Maiolo presents Divine Divas

Melbourne Symphony Orchestra

Ocean Grove Primary School presents –

Planes Trains & Automobiles

Pete Murray *The Eureka Tour*

Premier Artists present Toni Childs

Retfar Entertainment presents Drum Tao

Rhonda Burchmore *Pure Imagination Tour*

Rock Down The Clock

Rotary Club of Highton presents Starsearch

Select Music presents Josh Pyke

Song Room presents *I hear voices in the air*

St Anthony's Primary School Concert

St Marys Primary School Concert

The Choir Of Hope & Inspiration

The Fairies in *A Fairy Merry Christmas*

The Harbour Agency presents

– David Campbell

– Paul Kelly

The New Dorothy the Dinosaur Show

The Wiggles Go Bananas

Treorchy Male Choir

Unwritten Marina Sinadinos Concert

Wish Upon A Star

World Youth Day Concert

Dance

Aerosport Allstars

Anne Carrick Dance School presents –

High School Musical

Barwon Calisthenics

Bellarine Academy Of Dance

Christian College Dance Evening

Dance Fever Concert

Debbie Lee Dance School Concert

DMC Danceworks Concert

East Side Calisthenics Concert

First Steps Dance Concert

GAPA End Of Year Concert

Geelong Ballet

Geelong Calisthenics Concert

Geelong Dance Network presents –

splash!dance Festival

GTEM Dance Concert *STARPOWER*

Hightone Dance Academy Concert

Impetus Dance Concert

Infinite Dance present *iDance*

Jordan Punsalang - Mid Year Concert

Jordan's Dance Central presents –

Showdance 7: Eccentricity

Jordan's Dance Central *Showdance Six*

KC Dance Concert

Kerryn Louise Dance Concert

MG Presents *Noche Flamenca*

Michelle Slater Performing Arts presents –

Rhythm & Runners

Ocean Grove Calisthenics Concert

Sandra Clack Ballet School Concert

Tap High Dance Studio presents *SHOWTIME*

Val Hannah School Of Dance Concert
Westcoast Calisthenics Concert
Wingrove Calisthenics Concert

Film

Bethany Film Festival 2009

- *I've Loved You So Long*
- *Bitter & Twisted*
- *The Grocer's Son*

Bethany Film Festival 2008

- *Black Book*
- *Candy*
- *Running with Scissors*

City of Greater Geelong *Shootout Festival*

Melbourne International Film Festival

Graduations and Awards

Alcoa Apprentice Awards Night
Bellarine Secondary College Awards
Belmont High Awards
Bollie Awards
Christian College Awards
Christian College Graduations
Clonard College Graduations
Corio Bay Secondary College Graduations
Deakin Awards Ceremony
Deakin Graduations
Geelong College Graduations
Geelong Summer Music Camp
Gordon TAFE Graduations
Grovedale College Awards
Kardinia International College Graduations
Lara Secondary College Awards
Matthew Flinders Awards
Newcomb High Awards
Newcomb High Graduations
Oberon High Awards
Sacred Heart Speech Night
St Ignatius presents *Mosaic*
St. Joseph's College Graduations
Western Heights Awards
Western Heights Graduations

Musicals

Christian College presents *Fiddler on the Roof*
Church Of The JC Latterday Saints presents *The Garden*
Footlight presents *The Boy from Oz*
Geelong College presents *Sweet Charity*

GSODA Juniors presents *Aladdin the Rock Panto*

GSODA Juniors presents *Reel To Real*

Lyric Theatre Society presents *Oliver*

Medimime presents *Red Riding Hood*

Sacred Heart presents *Hooray for Hollywood!*

St Josephs College presents *Seussical the Musical*

Seminars and Conferences

Assemblies Of God Victorian Conference
Deakin High Degree Research Induction Lecture
Deakin Open Day
Deakin World Vision
Department of Education
Geelong Careers Expo
Geelong Library presents
- Di Morrissey
- Books Alive 2008
- Mary Moody
Geelong Tertiary Information Service
Income Solutions Client Evening
Rotary Club 9790 Conference
Valid Having your Say Conference

Theatre

AEG presents *Scooby Doo in Stage Fright*
Essential Theatre presents *A Midsummer Night's Dream*
Geelong Repertory Theatre Company - *The Write Stuff*
Mister Whiskers
Screen Actors Extravaganza

Meetings

Accident Compensation
Activist Voices
Barwon Water Meeting
Arts Precinct Leadership Group
Department of Human Services
Department of Primary Industry
Kingman Consulting
Lady Gowrie Child Centre
Middle Days Workshop
Mountain Bike Riders
People At Work
Positive Women Launch
TAC Meeting
The Laminex Group
Wesley Health Management

Classes

Anne Carrick Classes
Geelong Talent & Event Management
Impetus
Infinite Dance

Joining The Chorus
Jordan Dance Central
Stepping Stones
Val Hannah School of Dance
Community Singing CD Launch
Essential Theatre Rehearsals

GPAC Alcoa Theatre Season

The Spook
Times Of My Life
Mc Reece
Ninety
Circus Oz
Food Court
The Year of Magical Thinking
Brilliant Monkey
Menopause
Don Giovanni

Bendigo Bank Family Magic program

Emily Likes to Bounce
Little Big Shots
Peter Combe
Check Out
The Grimstones - Hatched

shaken+stirred

The Pitch
Burlesque Hour
Glow

Musical Mornings

Annie Get Your Gun
Judy & Liza
David Scheel
The Sound of Julie Andrews
A Swinging Christmas
Jonathon Welsh
Pirates of Penzance
Vienna, Waltz of my Dreams
The Australian Army Band
La Prima Opera

Alcoa Education Program 2008/ Bendigo Banks Education Program 2009

Emily Likes To Bounce
Little Big Shots International Children's Film Festival
Geelong Schools Music and Movement Festival
Poppykettle Children's Festival
Takeover Skills Day
Takeover Wise Up Day
Takeover Performances
Checkout!
The Grimstones - Hatched



Our Box Office at your service

In addition to selling tickets for the shows at GPAC venues, box office delivers a consistently high level of service for a range of events that take place outside GPAC. In 2008-09 GPAC provided ticketing services for the following shows and events.

Acorn Productions

- James Reyne
- Fab Four Beatles Tribute
- *Some Day I'll Have Money*
- An Evening with Rick Price (Studio)
- *Achtung Baby* U2 Tribute show
- Shane St James
- Brian Cadd & Russell Morris
- An Afternoon with Mark Seymour
- Black Sorrows
- *Girls Girls Girls*
- *The Eagles Story*
- Cotton Keays & Morris
- *Walkin The Line* Johnny Cash & June Carter Show
- Bobby Flynn
- Melinda Schneider
- Mental as anything

Across the borders Colum Sands

Cavalier Art School holiday workshops
Ekko Creatives school holiday program
Equestrian Federation of Australia
Dressage and Jumping with the Stars

Equestrian Federation of Australia

Melbourne 3 Day Event
Friends of Botanic Gardens

- Donegal Express
- The Jazz Connection
- Hot Club Swing
- Geelong Concert Band

Friends of the MSO Flinders Quartet

Geelong Chamber Music Society Series 2009
Geelong Repertory Theatre Company

- *Blood of the Lamb*
- *Dracula*
- *Popular Mechanicals*
- *The Write Stuff*

Geelong Wine Growers Association *Toast to the Coast*

Minya Winery *Minya By Moonlight*

Music at the Basilica inc *Music At the Basilica*

Musicbox Theatre Company *Cinderella*

Oakdene Vineyards *Shakespeare in the Vines*

National Celtic Festival Portarlington

Queenscliff Lighthouse Theatre Group *The Sound of Music*

Room2Move Dance Company *The Violin*

Sacred Heart College Pro Arte Chamber Orchestra

Output statements 2008-09

Performance Indicator	2008-09 Target	2008-09 Actual	2008-09 % Achieved	2007-08 Actual
Goal 1				
To provide excellent staff and venues				
Staff satisfied with employment at GPAC	80%	89%	111%	87%
Staff satisfaction - staff training program attendances	275	243	88%	305
Customer satisfaction	98%	99%	101%	99%
Hirer satisfaction	75%	86%	115%	82%
Number of new business processes developed	3	4	133%	3
Goal 2				
To expand expand our activities and audiences				
Occupancy				
Ford Theatre	65%	67%	103%	69%
Blakiston Theatre	55%	34%	62%	42%
Costa Hall	35%	31%	89%	27%
Total attendances				
At GPAC	160,000	147,700	92%	169,117
At Costa Hall	70,000	69,498	99%	59,135
At GPAC and Costa Hall	230,000	217,198	94%	228,252
Attendances by hirer type (at GPAC)				
Total attendance at GPAC by hirer type <i>comprising:</i>	160,000	147,700	92%	169,117
GPAC theatre programs	39,754	36,680	92%	49,338
GPAC education programs*	12,800	7,887	62%	12,844
Venue hire shows and events - community	90,000	86,319	96%	89,702
Venue hire shows and events - commercial	17,446	16,814	96%	17,233
Attendances at GPAC theatre programs by product type				
Theatre Season	18,363	19,883	108%	24,820
Musical Mornings	11,802	10,997	93%	11,950
Family Magic**	3,303	1,859	56%	4,794
One-off shows/events*	6,286	3,941	63%	7,774
Education program*	12,800	7,887	62%	12,844
Attendances by art form/event type (at GPAC)				
Total attendances at GPAC by art form/event type <i>comprising:</i>	160,000	147,700	92%	169,117
Theatre		22,792		20,547
Comedy		3,331		4,534
Classes		27,550		27,897
Dance		18,712		17,723
Opera		1,391		1,496
Musical		24,195		37,606
Film		3,273		2,385
Concerts		27,676		28,126
Seminars & Conferences		8,086		7,455
Graduations & Awards		2,807		4,186
GPAC Education Program*		7,887		12,844
Festivals*		-		4,318

Performance Indicator	2008-09 Target	2008-09 Actual	2008-09 % Achieved	2007-08 Actual
Goal 2 - continued				
Attendances by output group				
Total attendances at GPAC by output group <i>comprising:</i>	160,000	147,700	92%	169,117
Community engagement activities	7,000	2,692	38%	6,321
Community use of facilities	90,000	85,358	95%	89,702
Education programs - students	11,500	7,479	65%	11,534
Education programs - teachers professional development	30	17	57%	18
Programming - externally produced / presented mainstage performances	17,446	16,489	95%	17,233
Programming - self or co-produced / presented mainstage performances	34,024	35,665	105%	44,309
Number of performances in Ford & Blakiston theatres	330	306	93%	328
Online access	175,000	249,938	143%	206,136
Goal 3				
To develop art and community				
Number of initiatives developed or delivered	16	15	94%	14
Volunteer hours	1,400	1,409	101%	1,984
Waived venue hire charges	\$60,000	\$82,443	137%	\$61,952
Ticket giveaways	\$10,000	\$10,756	108%	\$7,575
Goal 4				
To increase financial resources				
End of year financial result - operating surplus / - deficit	\$34,848	\$33,792	97%	-\$47,632
Percentage of operating income from non-government sources	79%	75%	95%	77%
Venue hire income	\$375,869	\$342,952	91%	\$342,019
Total sponsorship income* comprising:	\$468,700	\$365,521	78%	\$392,852
- Cash	\$320,970	\$217,587	68%	\$246,716
- In-kind	\$147,730	\$147,934	100%	\$146,136
Goal 5				
To contribute to our region's creativity and future				
Progress of Arts Precinct Masterplan	Arts Precinct final plans and funding ERC '09	\$3 million Stage 1 of GPAC refurbishment Precinct devel- opment No 1 Regional Project	Stage 1 funding achieved in May budget for final planning for GPAC and Geelong Library and refurbis- hment of old Courthouse building	

* A number of 2008-09 targets were not achieved due to the Bounce and Poppykettle festivals being postponed including cash sponsorship, education attendances and one-off show/events attendances.

**Family Magic attendances in 2007-08 related to eight shows while attendances in 2008-09 related to five shows.

Corporate Governance

GPAC Trust Members

Tim Orton
 Trust chair, finance
 sub-committee



Elaine Carbines
 Trust deputy chair;
 community relations
 and marketing sub-
 committee (chair)



Janet Bond
 Community relations
 and marketing
 sub-committee,
 programming sub-
 committee



Kelly Clifford
 Programming sub-
 committee (chair
 from Dec 08)



Peter Dorling
 Audit and risk
 sub-committee,
 community relations
 and marketing sub-
 committee



Andrew Dunbabin
 Finance sub-
 committee chair,
 audit and risk sub-
 committee



Julie Dyer
 Programming sub-
 committee (chair
 until Dec 08)



Richard East
 Programming sub-
 committee



Simon Guthrie
 Audit and risk
 sub-committee
 chair, finance sub-
 committee



Sue Lansdell
 Community relations
 and marketing sub-
 committee



Peter McMullin
 Community relations
 and marketing
 sub-committee,
 programming sub-
 committee (from
 Dec 08)



Trust member meeting attendance 2008-09

Member's Name	Actual / Possible to date	Member's Name	Actual / Possible to date
Tim Orton, Chair	7/8	Richard East	7/8
Elaine Carbines, Deputy Chair	7/8	Simon Guthrie	4/8
Janet Bond	4/6	Sue Lansdell	6/8
Kelly Clifford	7/8	Peter McMullin	4/8
Peter Dorling	6/8		
Andrew Dunbabin	5/8		
Julie Dyer*	3/3		

*Julie Dyer's term concluded on 31/12/08

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

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

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

Trust Sub-committees and terms of reference

Audit and risk sub-committee

Simon Guthrie (chair), Andrew Dunbabin, Peter Dorling, Jill Smith and Tineke Barry.

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

Finance sub-committee

Andrew Dunbabin (chair), Tim Orton, Simon Guthrie, Jill Smith and Tineke Barry.

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

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

Community relations and marketing sub-committee

Elaine Carbines (chair), Sue Lansdell, Peter McMullin, Peter Dorling, Janet Bond, Jill Smith and Jon Mamonski.

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

Programming sub-committee

Kelly Clifford (chair), Richard East, Janet Bond, Peter McMullin, Jill Smith and Tanya Bennett.

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 sub-committee to support programming activities.

Staff employed during 2008-09

() denotes previous incumbent

Management

General Manager
 Community Relations and Marketing Manager
 Customer Services Manager
 Finance and Administration Manager
 Program Manager
 Venue Operations Manager

Jill Smith (Sally Beck)
 Jon Mamonski
 Tina Rettke
 Tineke Barry
 Tanya Bennett (Donna Aston)
 Jamie Stahl

Administration

Accountant
 Assistant Accountant
 Personal Assistant to the General Manager
 Program Coordinator
 Project Coordinators
 Venue Operations Coordinators

Darren Jones
 Wendy Jones
 Sharna Gollogly
 Una McAlinden
 Fiona Grieg
 Angela Blackney
 Marian McDonald
 Angelique Woodyard

Box Office

Box Office Supervisor
 Box Office Staff

Kim Hodgkinson
 Linda Allen
 Jessica Fraser
 Mark McCabe
 Karen Walton
 Haley Duffield
 Karen Garratt
 Caroline Symons
 Jenny Waugh

Cleaning

Head Cleaner
 Cleaning Staff

Gordon Hutchinson
 Doug Abbott
 Suzana Saplamaeva
 Anne Maree Villanti
 Debra Jones
 Aleida Sherwell

Front of House

Front of House Supervisor
 Front of House Staff

Allanah Clifford
 Alan Beck
 Kimberlee Bone
 Jonathan Dredge
 Gillian Fillman
 Val Foster
 Julie Haugh
 Catherine Johnson
 Dianne Kibbis
 Attel Martschinke
 Genine McCorkell
 Tobie Newman
 Eril Rankin-Stubbings
 Peter Treloar
 Peter Wills
 Myrna Bennett
 Betty Clarke
 Shanti Fagan
 Kathy Frittoli
 Ineke Geue
 Anna Ingles
 Lachlan Joyce
 Sandra Lovell
 Tania McCallum
 Maree Mensinga
 Carolyn O'Neill
 Ruth Sutherland
 Liz Webster

Stage Door

Stage Door Staff

Janiene Bond
 David Horne
 Gerry Morrison
 Michelle Sheills
 Michael Demetriou
 Sarah McPherson
 Gill Morrison

Technical

Technical Operations Coordinator
 Head Technician
 Supervising Technicians

Technical Staff

Donald Shaw
 Martin Schmidt
 Laszlo Domonkos
 Robert Maddern
 Peter Balfour
 Merryn Butterfield
 Lex DeVries
 Nathan Gili
 Rohan King
 Shane Lee
 Daniel Neagle

Shane Haugh
 Dino Rotis
 Dustin Bennett
 Michael de Cann
 Jay Fagan
 Kelvin Harman
 Sally Laver
 Vanessa Manteit
 Patrick Scaddan

Contractors

GPAC Café and Catering
 Marketing and Publicity

Artistic Catering
 MooMedia Australia

Welcomes

Tanya Bennett

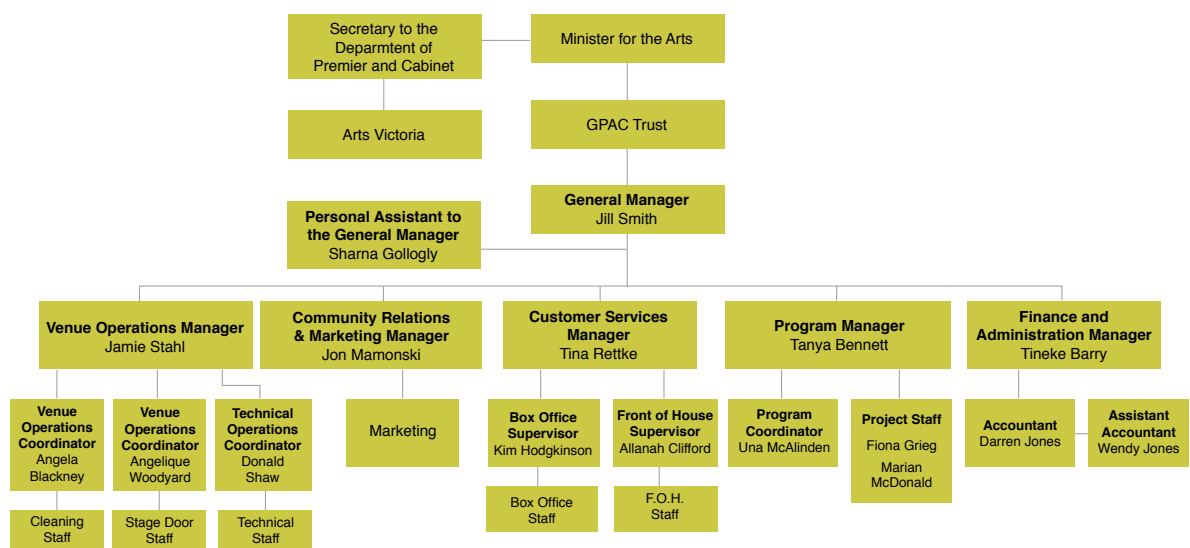
... and farewells

Donna Aston, Alan Beck, Sally Beck, Janiene Bond, Michael Demetriou, Jessica Fraser, Kathy Frittoli, Fiona Greig, David Horne, Nola Wright

Staff data

	2008-09				2007-08			
Employment type	Male	Female	Total	EFT	Male	Female	Total	EFT
Ongoing	10	13	23	19	10	13	23	19
Casual	24	42	66	12	29	48	77	12
Total	34	55	89	31	39	61	100	31

Organisational chart



Networks and memberships

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

National

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

State

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

Local

- Committee for Geelong
- Committee for Geelong – Leaders for Geelong Program
- Arts Precinct Leadership Group
- Arts Precinct Collaborative Programming Group
- Arts Precinct Marketing Alliance
- Geelong Club
- Geelong Business Club
- Geelong Business Network
- Geelong Otway Tourism
- Geelong Regional Alliance (G21)
- Geelong Regional Alliance Arts and Cultural Pillar



GPAC's Poppykettle Children's Festival
 Photo: Ferne Millen



GPAC main entrance, Little Malop Street

Other information

Five year financial summary

	2008-09	2007-08	2006-07	2005-06	2004-05
	\$'000	\$'000	\$'000	\$'000	\$'000
Revenue from government	855	856	889	862	763
Other revenue	2,405	2,658	2,295	2,174	2,049
Total revenue	3,260	3,514	3,184	3,036	2,812
Results from operating activities	(386)	(466)	(129)	(199)	(265)
Net cash flow from operating activities	178	(47)	460	54	119
Total assets	20,370	20,446	20,498	18,249	18,444
Total liabilities	1,139	1137	924	784	781

Employment and conduct principles

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

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

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

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

Equal opportunity

GPAC is an equal opportunity employer with 45% of its Trust members and 62% of its employees being female.

Industrial relations

No days were lost through industrial disputation.

Enterprise agreement

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

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

Compliance with Building Act 1993

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

Compliance with National Competition Policy

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

Implementation of the Victorian Industry Participation Policy (VIPPP)

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

Consultancies

During the year ended 30 June 2009 GPACT engaged nine consultants at a total value of \$130,416. None of these nine consultants were individually paid more than \$100,000.

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).

Environment policy

GPAC operates in an area of Australia which is particularly vulnerable to the impact of climate change.

We therefore believe that in delivering on our vision **"to ensure the greater Geelong region is renowned for its creativity, energy and engagement with the arts"** we must lead by example with the introduction of an innovative environmental policy which demonstrates both our commitment to the environment and a significant reduction of our own environmental impact .

We view this as an investment in both the future of our own operations and a more sustainable environment for future generations.

GPAC is committed to minimising the environmental impacts from all aspects of our operations, facilities and programs. We also aim to inspire and encourage our staff and patrons to invest in a sustainable future.

To achieve this, GPAC will:

- Set significant targets to minimise energy consumption, reduce water and paper usage and waste generation;
- Incorporate environmentally sustainable requirements into all purchasing policies and business practices;
- Incorporate environmentally sustainable design into the redevelopment of the Centre
- Promote and report on sustainability achievements with a view to encouraging others in the community to develop and maintain sustainable practices;
- Comply with legislative and policy requirements, and other voluntary environmental commitments;
- Ensure staff and contractors adopt and adhere to environmentally sustainable practices; and
- Continuously review targets and practices

Geelong Performing Arts Centre is aware of the governments 15% energy reduction target and the purchase of 5% Green Power for all Statutory Authorities. Environmentally sustainable design 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 Trust (GPACT).

For the year ended 30 June 2009 no FOI requests were received.

Making a request

Access to documents may be obtained through written request to the Freedom of Information Officer. Section 17 of the Act sets out the formal requirements for making a request. In summary the requirements for making a request are that:

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

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

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

Freedom of information contact

Ms Tineke Barry
 Tel: 03 5225 1212

Access charges may also apply once documents have been processed and a decision on access made; for example photocopying and search and retrieval charges.

Further information regarding Freedom of Information can be found on FOI Online, www.foi.vic.gov.au

Information available on request

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

- (a) a statement that declarations of pecuniary interests have been duly completed by all relevant officers
- (b) details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary
- (c) details of publications produced by the entity about the entity and the places where the publications can be obtained
- (d) details of changes in prices, fees, charges, rates and levies charged by the entity;
- (e) details of any major external reviews carried out on the entity
- (f) details of major research and development activities undertaken by the entity
- (g) details of overseas visits undertaken including a summary of objectives and outcomes of each visit
- (h) details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and the services it provides
- (i) details of assessments and measures taken to improve the occupational health and safety of employees
- (j) a general statement on industrial relations within the entity and details of time lost through industrial accidents and disputes
- (k) a list of major committees sponsored by the entity, the purposes of each committee and the extent to which the purposes have been achieved.

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

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

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

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

Whistleblowers Protection Act 2001

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

The section of the report contains information that is required to be published annually under section 104 of the Whistleblowers Protection Act 2001 ('the Act') is found on pages 52-59 of this Annual Report

For the year 2008-09:

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

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

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

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

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

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

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

Risk management framework

Attestation

I, Tim Orton, Chair, certify that as at 30 June 2009 Geelong Performing Arts Centre Trust has risk management processes in place broadly consistent with the Australian/New Zealand Risk Management Standard and an internal control system is in place that enables management to understand, manage and control risk exposures in significant respects. The Audit and Risk Subcommittee verifies this assurance and that the risk profile of Geelong Performing Arts Centre Trust was critically reviewed in 2008-09.

G P A C
T R U S T
A N N U A L
R E P O R T
2008 - 2009

Financial statements

Geelong Performing Arts Centre Trust
Operating statement
For the financial year ended 30 June 2009

		2009 \$	2008 \$
	Note		
Income			
Government grants			
Department of Premier and Cabinet	2	824,013	824,987
Department of Education		31,000	31,000
Trading income			
Box office	3	721,909	915,770
Booking fees		400,376	426,888
Venue hire	4	899,930	844,625
Sponsorship and fundraising		221,812	255,807
VicHealth		-	45,045
Catering commission		44,553	48,412
Management fees		49,342	45,425
Other income			
Interest		47,166	67,315
Other		19,666	9,038
Total income		3,259,767	3,514,312
Expenses			
Human resources			
Salaries and related expenses		1,754,335	1,832,802
Consultants		130,416	125,329
Staff development		19,863	33,666
Trading			
GPAC programs	5	636,974	777,910
Education programs	5	26,821	68,734
Marketing		18,279	56,861
Operating		150,124	140,241
Buildings and facilities			
Repairs and maintenance		192,235	226,729
Utilities		110,017	103,444
Administration and finance			
Administration		72,640	99,090
Information technology		26,519	22,628
Audit	18	14,375	13,200
Bad and doubtful debts		4,225	-
Insurance		64,581	57,339
Lease expenses		4,571	3,971
Total expenses		3,225,975	3,561,944
		33,792	(47,632)
Depreciation	9	419,656	418,148
Net result for the period		(385,864)	(465,780)

Geelong Performing Arts Centre Trust
Balance sheet
As at 30 June 2009

	Note	2009 \$	2008 \$
Current assets			
Cash and cash equivalents	12(a)	1,171,494	1,051,677
Receivables	7	179,229	307,500
Inventories		2,000	2,000
Other	8	83,817	97,527
Total current assets		1,436,540	1,458,704
Non-current assets			
Receivables	7	14,470	14,470
Property plant and equipment	9	18,918,784	18,972,890
Total non-current assets		18,933,254	18,987,360
Total assets		20,369,794	20,446,064
Current liabilities			
Payables	10	881,267	836,215
Provisions	11	225,006	267,383
Total current liabilities		1,106,273	1,103,598
Non-current liabilities			
Provisions	11	32,710	33,291
Total non-current liabilities		32,710	33,291
Total liabilities		1,138,983	1,136,889
Net assets		19,230,811	19,309,175
Equity			
Contributed capital	6(a)	7,430,081	7,122,581
Reserves	6(b)	12,819,056	12,819,056
Accumulated deficit	6(c)	(1,018,326)	(632,462)
Total equity	6(d)	19,230,811	19,309,175
Contingent liabilities	14		

Geelong Performing Arts Centre Trust
Statement of changes in equity
For the financial year ended 30 June 2009

	Note	2009 \$	2008 \$
Total equity at beginning of financial year	6(d)	19,309,175	19,574,128
Capital contributions by State Government	6(a)	307,500	200,827
Net income recognised directly in equity		307,500	200,827
Net result for the period		(385,864)	(465,780)
Total recognised income and expense for the period	6(c)	(385,864)	(465,780)
Total equity at the end of the financial year	6(d)	19,230,811	19,309,175

Geelong Performing Arts Centre Trust
Cash flow statement
For the financial year ended 30 June 2009

	Notes	2009 \$	2008 \$
Cash flows from operating activities			
Receipts from government		855,013	855,987
Receipts from other entities		2,901,764	2,676,229
Payments to suppliers and employees		(3,423,290)	(3,574,256)
Goods and services tax recovered from the ATO		213,119	205,778
Goods and services tax paid to the ATO		(415,905)	(277,582)
Interest received		47,166	67,315
Net cash provided by/(used in) operating activities	12(b)	<u>177,867</u>	<u>(46,529)</u>
Cash flows from investing activities			
Payments for property plant and equipment		(365,550)	(167,507)
Payments for investments		-	-
Proceeds from sale of property plant and equipment		-	-
Proceeds from investments		-	10,530
Net cash used in investing activities		<u>(365,550)</u>	<u>(156,977)</u>
Cash flows from financing activities			
Proceeds from capital contributions by State Government		307,500	200,827
Net cash provided by financing activities		<u>307,500</u>	<u>200,827</u>
Net increase (decrease) in cash held		119,817	(2,679)
Cash and cash equivalents at the beginning of the financial year		1,051,677	1,054,356
Cash and cash equivalents at the end of the financial year	12(a)	<u>1,171,494</u>	<u>1,051,677</u>

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

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

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 7 September 2009.

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 2009 and the comparative information presented for the year ended 30 June 2008.

(a) Reporting entity

The financial report is for GPACT as a single entity.

Non-current assets

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

(b) Objectives and funding

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

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

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

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

Note 1 Summary of accounting policies (continued)

(c) Goods and services tax

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

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

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

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

(d) Cash and cash equivalents

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

(e) Depreciation

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

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

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

The above rates have been used consistently for the two financial years ending 30 June 2008 and 30 June 2009.

(f) Employee benefits

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

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

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

Superannuation

Defined contribution plans

Contributions to defined contribution superannuation plans are expensed when incurred.

Defined benefit plans

Contributions to defined benefit superannuation plans are expensed when incurred.

(g) Functional and presentation currency

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

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

Note 1 Summary of accounting policies (continued)

(h) Impairment of assets

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

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

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

(i) Inventories

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

(j) Non-current physical assets

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

(k) Payables

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

(l) Revenue recognition

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

Government grants

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

Box office and venue hire revenue

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

Booking fees revenue

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

Interest revenue

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

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

Note 1 Summary of accounting policies (continued)

(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 FRD's issued by the Victorian Government.

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

Unless otherwise indicated amounts in the financial report have been rounded to the nearest dollar.

(o) 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.

(p) New accounting standards and interpretations

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2009 reporting period. The Department of Treasury and Finance assesses the impact of these new standards and advises departments and other entities of their applicability and early adoption where applicable. GPACT has early adopted the September 2007 version of AASB 101.

As at 30 June 2009, the following standards and interpretations (applicable to departments) had been issued but were not mandatory for financial year ending 30 June 2009. GPACT has not, and does not intend to, adopt these standards early.

Standard / Interpretation	Summary	Applicable for annual reporting periods	Impact on departmental financial statements
AASB 8 Operating Segments	Supersedes AASB 114 Segment Reporting	Beginning 1 Jan 2009	Not applicable.
AASB 2007-3 Amendments to Australian Accounting Standards arising from AASB 8 [AASB 5, AASB 6, AASB 102, AASB 107, AASB 119, AASB 127, AASB 134, AASB 136, AASB 1023 and AASB 1038].	An accompanying amending standard, also introduced consequential amendments into other Standards.	Beginning 1 Jan 2009	Impact expected to be insignificant.
AASB 123 Borrowing Costs	Option to expense borrowing cost related to a qualifying asset had been removed. Entities are now required to capitalise borrowing costs	Beginning 1 Jan 2009	Not applicable

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

Note 1 Summary of accounting policies (continued)

Standard / Interpretation	Summary	Applicable for annual reporting periods	Impact on departmental financial statements
	relevant to qualifying assets. In February 2009, the AASB decided that not-for-profit public sector entities could continue to expense borrowing costs attributable to qualifying assets pending the outcome of various IPSASB/AASB projects.		
AASB 2007-6 Amendments to Australian Accounting Standards arising from AASB 123 [AASB 1, AASB 101, AASB 107, AASB 111, AASB 116 & AASB 138 and Interpretations 1 & 12]	An accompanying amending standard, also introduced consequential amendments into other Standards.	Beginning 1 Jan 2009	Same as AASB 123 above.
AASB 2008-2 Amendments to Australian Accounting Standards - Puttable Financial Instruments and Obligations arising on Liquidation [AASB 7, AASB 101, AASB 132, AASB 139 & Interpretation 2]	This Amending Standard introduces an exception to the definition of financial liability to classify as equity instruments certain puttable financial instruments and certain instruments that impose on an entity an obligation to deliver to another party a pro rata share of the net assets of the entity only on liquidation of the entity.	Beginning 1 Jan 2009	Not applicable to not-for-profit entities.
AASB 2008-3 Amendments to Australian Accounting Standards arising from AASB 3 & AASB 127 [AASB 1, 2, 4, 5, 7, 101, 107, 112, 114, 116, 121, 128, 131, 132, 133, 134, 136, 137, 138 & 139 and Interpretations 9 & 107]	This Standard gives effect to consequential changes arising from revised AASB 3 and amended AASB 127. The Prefaces to those Standards summarise the main requirements of those Standards.	Beginning 1 Jul 2009	Impact expected to be insignificant.
AASB 2008-5 Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASBs 5, 7 101, 102, 107, 108, 110, 116, 118, 119, 120, 123, 127, 128, 129, 131, 132, 134, 136, 138, 139, 140, 141, 1023 & 1038]	A suite of amendments to existing standards following issuance of IASB Standard Improvements to IFRSs in May 2008. Some amendments result in accounting changes for presentation, recognition and measurement purposes.	Beginning 1 Jan 2009	Impact is being evaluated.

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

Note 1 Summary of accounting policies (continued)

Standard / Interpretation	Summary	Applicable for annual reporting periods	Impact on departmental financial statements
AASB 2008-6 Further Amendments to Australian Accounting Standards arising from the Annual Improvements project [AASB 1 & AASB 5]	The amendments require all the assets and liabilities of a for-sale subsidiary's to be classified as held for sale and clarify the disclosures required when the subsidiary is part of a disposal group that meets the definition of a discontinued operation.	Beginning 1 Jul 2009	Impact is expected to be insignificant.
AASB 2008-7 Amendments to Australian Accounting Standards - Cost of an Investment in a Subsidiary, Jointly Controlled Entity or Associate [AASB 1, AASB 118, AASB 121, AASB 127 & AASB 136]	Changes mainly relate to treatment of dividends from subsidiaries or controlled entities	Beginning 1 Jan 2009	Impact is expected to be insignificant.
AASB 2008-8 Amendments to Australian Accounting Standards - Eligible Hedged Items [AASB 139]	The amendments to AASB 139 clarify how the principles that determine whether a hedged risk or portion of cash flows is eligible for designation as a hedged item should be applied in particular situations.	Beginning 1 Jul 2009	Impact is being evaluated.
AASB 2008-9 Amendments to AASB 1049 for Consistency with AASB 101	Amendments to AASB 1049 for consistency with AASB 101 (September 2007) version.	Beginning 1 Jan 2009	Not applicable to public sector entities except for certain presentation formats.

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

	2009	2008
	\$	\$
2 Department of Premier and Cabinet income		
Current		
Operations	777,000	778,000
Other		
Program funding	20,000	20,000
Program funding - Blakiston Season	15,000	15,000
Guarantee Against Loss	12,013	11,987
	<u>824,013</u>	<u>824,987</u>

3 Box office income

Box office	<u>721,909</u>	<u>915,770</u>
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GPACT presented 43 productions and projects (2008 – 46) during the period covered by these accounts covering both GPAC and education programs.

4 Venue hire income

Venue rental		
Ford theatre	123,269	112,525
Blakiston theatre	18,076	38,679
Foyer, gallery, studios	66,267	64,527
Rental income – commercial and retail areas	36,210	27,826
Venue labour and other recoveries	656,108	601,068
	<u>899,930</u>	<u>844,625</u>

5 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 \$986,024 (2008 \$1,137,632) by intra-entity charges of \$349,050 (2008 \$359,722) to give a net cost of \$636,974 (2008 \$777,910).
- To reduce the cost of Education programs from the full cost of \$59,465 (2008 \$106,462) by intra-entity charges of \$32,644 (2008 \$37,728) to give a net cost of \$26,821 (2008 \$68,734).

Total intra-entity charges of \$381,694 (2008 \$397,450) comprise venue hire costs of \$353,900 (2008 \$360,334), booking fees of \$24,232 (2008 \$29,129), salaries of \$3,562 (2008 Nil) and other income of Nil (2008 \$7,987).

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

	2009 \$	2008 \$
6 Movements in equity		
(a) Contributed capital		
Balance 1 July	7,122,581	6,749,905
Capital transactions with the State in its capacity as owner arising from:		
Arts and Cultural Facilities Maintenance Fund	307,500	200,827
Transfer from accumulated surplus		
Capital transactions with the State in its capacity as owner arising from:	-	171,849
Arts and Cultural Facilities Maintenance Fund		
Balance 30 June	<u>7,430,081</u>	<u>7,122,581</u>
(b) Reserve - asset revaluation		
Balance 1 July	<u>12,819,056</u>	<u>12,819,056</u>
Balance 30 June	<u>12,819,056</u>	<u>12,819,056</u>
(c) Accumulated surplus(deficit)		
Balance 1 July	(632,462)	5,167
Transfer to contributed capital		
Capital transactions with the State in its capacity as owner arising from:	-	(171,849)
Arts & Cultural Maintenance Fund		
Net result for the period	<u>(385,864)</u>	<u>(465,780)</u>
Balance 30 June	<u>(1,018,326)</u>	<u>(632,462)</u>
(d) Total equity		
Balance 1 July	19,309,175	19,574,128
Total changes in equity recognised in the statement of changes in equity	<u>(78,364)</u>	<u>(264,953)</u>
Balance 30 June	<u>19,230,811</u>	<u>19,309,175</u>
d) 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 1m).		
7 Receivables		
Current receivables		
Trade debtors	169,687	249,092
Sundry debtors	<u>9,542</u>	<u>58,408</u>
	<u>179,229</u>	<u>307,500</u>
Non-current receivables		
Investment - Goodligulch Productions Pty Ltd	<u>14,470</u>	<u>14,470</u>

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

	2009 \$	2008 \$
8 Other assets		
Prepayments	<u>83,817</u>	<u>97,527</u>
9 Property plant and equipment		
Land at independent valuation 2007	4,333,000	4,333,000
Buildings at independent valuation 2007 - Main complex	12,444,680	12,444,680
Buildings at independent valuation 2007 - Historical buildings	1,387,000	1,387,000
Building improvements at independent valuation 2007	300,000	300,000
Building improvements at cost	335,106	121,633
Less accumulated depreciation	<u>(569,166)</u>	<u>(283,180)</u>
	<u>13,897,620</u>	<u>13,970,133</u>
Plant and equipment at cost	1,688,349	1,536,271
Less accumulated depreciation	<u>(1,000,185)</u>	<u>(866,514)</u>
	<u>688,164</u>	<u>669,757</u>
Total property plant and equipment	<u>18,918,784</u>	<u>18,972,890</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 2007	4,333,000	14,131,680	758,851	19,223,531
Additions	-	121,633	45,874	167,507
Disposals	-	-	-	-
Depreciation	-	(283,180)	(134,968)	(418,148)
Carrying amount at 1 July 2008	4,333,000	13,970,133	669,757	18,972,890
Additions	-	213,473	152,077	365,550
Disposals	-	-	-	-
Depreciation	-	(285,986)	(133,670)	(419,656)
Carrying amount at 30 June 2008	<u>4,333,000</u>	<u>13,897,620</u>	<u>688,164</u>	<u>18,918,784</u>

Property plant and equipment subject to operating leases

	Independent valuation 2007	Accumulated depreciation	Depreciation expense for the year
Building			
Historical buildings	<u>1,387,000</u>	<u>84,056</u>	<u>42,026</u>

	2009 \$	2008 \$
10 Payables		
Current		
Trade creditors	295,469	343,539
Tickets sold in advance	413,269	381,040
Income in advance	123,782	41,000
GST and PAYG liability	<u>48,747</u>	<u>70,636</u>
	<u>881,267</u>	<u>836,215</u>

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

	2009 \$	2008 \$
11 Provisions		
Current		
Annual Leave	72,590	112,964
Long Service Leave	152,416	154,419
	<u>225,006</u>	<u>267,383</u>
Non-current		
Long Service Leave	32,710	33,291
	<u>32,710</u>	<u>33,291</u>
Aggregate carrying amount of provisions	<u>257,716</u>	<u>300,674</u>

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

	Annual leave	Long service leave	Total
Carrying amount at 1 July 2008	112,964	187,710	300,674
Leave accrued	101,727	32,170	133,897
Leave taken	<u>(142,101)</u>	<u>(34,754)</u>	<u>(176,855)</u>
Carrying amount at 30 June 2009	<u>72,590</u>	<u>185,126</u>	<u>257,716</u>

12 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:

	2009 \$	2008 \$
Cash on hand	2,100	2,100
Cash at bank	274,394	321,577
Term deposits	895,000	728,000
	<u>1,171,494</u>	<u>1,051,677</u>

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

Result from ordinary activities	(385,864)	(465,780)
Add(less) non-cash items		
Depreciation	419,656	418,148
Changes in operating assets and liabilities		
Increase in payables	45,052	159,734
Increase(decrease) in provisions	(42,958)	53,255
(Increase)decrease in receivables	128,271	(192,363)
(Increase)decrease in other assets	13,710	(19,523)
Net cash Inflow(outflow) from operating activities	<u>177,867</u>	<u>(46,529)</u>

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

	2009 \$	2008 \$
13 Operating leases		
(a) Operating lease commitments		
Lease commitments for non-cancellable operating lease payable.		
Within one year	3,998	3,971
Later than one year but not later than five years	<u>15,480</u>	<u>7,942</u>
	<u>19,478</u>	<u>11,913</u>
(b) Operating lease receivables		
Lease payments receivable from leasing out office space and from shop rentals.		
Within one year	8,167	18,790
Later than one year but not later than five years	<u>-</u>	<u>-</u>
	<u>8,167</u>	<u>18,790</u>

All leasable and rentable spaces are now month to month.

14 Contingent liabilities

There are no contingent liabilities.

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

15 Responsible persons

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

	Position	Appointment status
Tim Orton	Chair	On-going appointment
Elaine Carbines	Deputy Chair, Community Relations and Marketing Subcommittee	On-going appointment
Julie Dyer	Chair Programming Subcommittee (up to 22 December 2008)	Term concluded 31 December 2008
Simon Guthrie	Chair Audit and Risk Subcommittee, Finance Subcommittee	On-going appointment
Andrew Dunbabin	Chair Finance Sub-committee, Audit and Risk Subcommittee	On-going appointment
Janet Bond	Chair Community Relations and Marketing Subcommittee, Programming Subcommittee	On-going appointment
Richard East	Programming Subcommittee	On-going appointment
Sue Lansdell	Community Relations and Marketing Subcommittee	On-going appointment
Peter McMullin	Community Relations and Marketing Subcommittee	On-going appointment
Kelly Clifford	Chair Programming Subcommittee (from 22 December 2008)	On-going appointment
Peter Dorling	Audit and Risk Subcommittee, Community Relations and Marketing Subcommittee	On-going appointment

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

Jill Smith 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.

Remuneration of executives

GPACT has one executive, being the accountable officer, receiving remuneration over \$100,000.

Base remuneration is exclusive of bonus payments, long service leave payments, redundancy payments and retirement benefits where applicable.

Income band	Total remuneration		Base remuneration	
	2009	2008	2009	2008
	No.	No.	No.	No.
\$100,000 - 109,999	1	1	1	0

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 City of Greater Geelong (and associated entities Geelong Regional Library Corporation and Central Geelong Marketing), of which Mr Peter McMullin was a Councillor until 29 November 2008. The transactions included festival & project funding of \$22,000 (2008 \$71,500) paid by City of Greater Geelong to GPACT, venue hire, labour & equipment recoveries, marketing fees and catering in the amount of \$28,501 (2008 \$15,718) paid by City of Greater Geelong to GPACT and rates, permits and other council services in the amount of \$2,960 (2007 \$5,379) paid by GPACT to City of Greater Geelong.

Business transactions were conducted with Committee for Geelong, of which Mr Peter Dorling is the Executive Director. The transactions included catering provided in the amount of \$217 (2008 \$461) paid by Committee for Geelong to GPACT and Leaders for Geelong Program fees, program breakfast and annual dinner fees in the amount of \$3,090 (2008 \$515) paid by GPACT to Committee for Geelong.

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

15 Responsible persons (continued)

Business transactions were conducted with The National Celtic Festival Inc., of which Elaine Carbines is a Committee Member. The transactions included marketing & associated ticketing fees provided in the amount of \$3,975 (2008 NIL) paid by The National Celtic Festival Inc. to GPACT, net of ticketing sales in the amount of \$60,375 (2008 NIL) paid by GPACT to The National Celtic Festival Inc.

Business transactions were conducted with Bethany Community Support Services, of which Elaine Carbines is a Board Member. The transactions included venue hire, labour, marketing & associated ticketing fees provided in the amount of \$16,042 (2008 \$8,704) paid by Bethany Community Support Services to GPACT, net of ticketing sales in the amount of \$15,522 (2008 \$4,866) paid by GPACT to Bethany Community Support Services.

Business transactions were conducted with Geelong Repertory Theatre Company, of which Kelly Clifford is a Board Member. The transactions included venue hire, labour, marketing & associated ticketing fees provided in the amount of \$12,777 (2008 \$7,057) paid by Geelong Repertory Theatre Company to GPACT, net of ticketing sales in the amount of \$41,512 (2008 \$35,315) paid by GPACT to Geelong Repertory Theatre Company.

Business transactions were conducted with East Geelong Medical Centre, of which Sue Lansdell is a medical practitioner. The transactions related to the provision of influenza injections for staff in the amount of \$492 (2008 \$300) paid by GPACT to East Geelong Medical Centre.

Business transactions were conducted with Geelong Advertiser Music Scholarship Trust, of which Janet Bond is a Trust Member. The transactions included venue hire, labour, marketing, administration fees & associated ticketing fees provided in the amount of \$16,898 (2008 \$5,897) paid by Geelong Advertiser Music Scholarship Trust to GPACT.

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

16 Financial instruments

a) Terms, conditions and accounting policies

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

Recognised financial instruments	Note ref	Accounting policy	Terms and conditions
(i) Financial assets			
Cash assets	12(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 3.0%.
Receivables	7	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	10	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.

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

16 Financial instruments (continued)

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	
	2009	2008	2009	2008	2009	2008	2009	2008
(i) Financial assets								
Cash assets	1,169,394	1,049,577	2,100	2,100	1,171,494	1,051,677	3.0%	5.9%
Receivables	-	-	193,699	321,970	193,699	321,970	n/a	n/a
Total financial assets	1,169,394	1,049,577	195,799	324,070	1,365,193	1,373,647		
(ii) Financial liabilities								
Payables	-	-	881,267	836,215	881,267	836,215	n/a	n/a
Total financial liabilities	-	-	881,267	836,215	881,267	836,215		

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 2009.

e) Sensitivity disclosure analysis

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

A parallel shift of +2 per cent and -2 per cent in market rates (AUD) from year end rates of 3.0%.

Market risk exposure

	Interest rate risk				
	Carrying amount subject to interest	-2%		+2%	
		200 base points		200 base points	
		Profit	Equity	Profit	Equity
2009					
Financial assets					
Cash and cash equivalents	1,169,394	(23,388)	(23,388)	23,388	20,992

Geelong Performing Arts Centre Trust
 Notes to the financial report
 For the year ended 30 June 2009

17 Superannuation

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

AMP Flexible Lifetime Super
 AMP Superleader
 Australian Super Pty Ltd
 B&L Allen Superannuation Fund
 Christian Super Pty Ltd
 Colonial First State Investments Limited
 Combined Fund
 Health Super Pty Ltd
 H.E.S.T. Australia Ltd (Hesta)
 Host Plus Pty Ltd
 Jill Smith Superannuation Fund
 Labour Union Cooperative Retirement Fund
 Macquarie Personal Superannuation Plan
 Media Super Ltd
 MLC Limited
 MLC Master Key Business Super
 MLC Universal Super Scheme
 RecruitmentSuper
 Sun Super Pty Ltd
 UniSuper Management Pty Ltd
 Vision Super Pty Ltd (Local Authorities Superannuation Fund)

Accumulation category of membership

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

Geelong Performing Arts Centre Trust
Notes to the financial report
For the year ended 30 June 2009

17 Superannuation (continued)

Defined benefits category of membership

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

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

GPACT makes employer contributions to the defined benefits category of Vision Super at rates determined by the Trustee on the advice of Vision Super's actuary. On the basis of the results of the most recent full actuarial investigation conducted by the fund's actuary as at 31 December 2008, GPACT makes the following contributions:

- 9.25% of member's salaries (9.25% in 2008)
- the difference between resignation and retrenchment benefits paid to any retrenched employees plus contribution tax (same as 2008)

Fund surplus or deficit (ie the difference between fund assets and liabilities) are calculated differently for funding purposes (ie calculating required contributions) and for the calculation of accrued benefits as required in AAS 25 to provide the values needed for the AASB 119 disclosure in a council's financial statements. AAS 25 requires that the present value of the benefit liability which is calculated in respect of membership completed at the calculation date makes no allowance for future benefits that may accrue. The actuarial investigation concluded that although the Net Market Value of Assets was in excess of Accrued Benefits at 31 December 2008, based on the assumptions adopted, there was a shortfall of \$71 million when the funding of future benefits was also considered. However, GPACT has been advised that no additional contributions will be required as at 30 June 2009. The Actuary will undertake the next actuarial investigation as at 30 June 2010 to ascertain if additional contributions are required.

Accounting standard disclosure

Vision Super's liability for accrued benefits was determined by the fund's actuary at 31 December 2008 pursuant to the requirements of Australian Accounting Standard AAS25 as follows:

	31 December 2008
	\$'000
Net market value of assets	3,630,432
Accrued benefits	3,616,422
Difference between assets and accrued benefits	<u>14,010</u>
Vested benefits (minimum sum which must be paid to members leaving the fund)	3,561,588

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

Net investment return	8.50% p.a.
Salary inflation	4.25% p.a.
Price inflation	2.75% p.a.

Details of contributions paid to superannuation funds during the year and contributions payable at 30 June 2009 are as follows:

	2009	2008
	\$	\$
Contributions paid to superannuation funds	132,481	135,881
Contributions payable to superannuation funds	<u>-</u>	<u>-</u>
	132,481	135,881

18 Remuneration of auditors

Victorian Auditor General's Office
Audit of the financial report

14,375	13,200
--------	--------

19 Subsequent events

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

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

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

We further state that, in our opinion, the information set out in the Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and notes forming part of the financial report, presents fairly the financial transactions during the year ended 30 June 2009 and financial position of Geelong Performing Arts Centre Trust as at 30 June 2009.

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

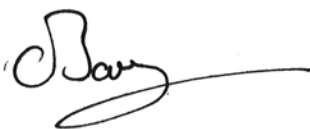
We authorise the attached financial report for issue on 7 September 2009.



Tim Orton
Chairman of the Trust



Jill Smith
Accountable Officer



Tineke Barry
Chief Finance Officer

7 September 2009

VAGO

Victorian Auditor-General's Office

INDEPENDENT AUDITOR'S REPORT

To the Trustees, Geelong Performing Arts Centre Trust

The Financial Report

The accompanying financial report for the year ended 30 June 2009 of 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 Trustees' Responsibility for the Financial Report

The Trustees of the Geelong Performing Arts Centre Trust are responsible for the preparation and 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 the internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Trustees, as well as evaluating the overall presentation of the financial report.

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

VAGO

Victorian Auditor-General's Office

Independent Auditor's Report (continued)

Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial report published in both the annual report and on the website of the Geelong Performing Arts Centre Trust for the year ended 30 June 2009. The Trustees of the Geelong Performing Arts Centre Trust are responsible for the integrity of the website. I have not been engaged to report on the integrity of the website. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the Geelong Performing Arts Centre Trust website.

Independence

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

Auditor's Opinion

In my opinion, the financial report presents fairly, in all material respects, the financial position of Geelong Performing Arts Centre Trust as at 30 June 2009 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
22 September 2009


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

Email: 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 persons 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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