

2010-2011 Manly Council Annual Report

APPENDICES



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Appendix 1

POLICY ON PAYMENT OF EXPENSES AND PROVISION
OF FACILITIES TO MAYOR AND COUNCILLORS





Manly Council

Policy on Payment of Expenses & Provision of Facilities to Mayor & Councillors

ADOPTED November 2010

CONTENTS

- INTRODUCTION 1**
- PART 1 - PRELIMINARY 1**
 - 1.1 TITLE..... 1
 - 1.2 POLICY NO 1
 - 1.3 KEYWORDS..... 1
 - 1.4 POLICY OBJECTIVES 1
 - 1.5 LEGISLATIVE AND OTHER GOVERNMENT POLICY PROVISIONS 1
 - 1.6 REPORTING 1
 - 1.7 MONETARY LIMITS 2
 - 1.8 DISPUTE RESOLUTION..... 2
- PART 2 - FACILITIES FOR MAYOR AND COUNCILLORS 3**
 - 2.1 MAYOR..... 3
 - 2.2 COUNCILLORS..... 3
 - 2.3 SPOUSE/PARTNER/ACCOMPANYING PERSON 4
 - 2.4 PRIVATE USE OF EQUIPMENT AND FACILITIES..... 4
 - 2.5 UNAUTHORISED USE OF COUNCIL FACILITIES 4
 - 2.6 RETURN OF EQUIPMENT 4
- PART 3 - ANNUAL FEES 5**
 - 3.1 MAYOR AND COUNCILLORS..... 5
- PART 4 - PAYMENT OF EXPENSES FOR MAYOR AND COUNCILLORS 6**
 - 4.1 TRANSPORT..... 6
 - 4.2 CONFERENCES AND SEMINARS..... 6
 - 4.3 EXPENSES INCURRED..... 7
 - 4.4 PAYMENT IN ADVANCE 8
 - 4.5 CATEGORIES OF PAYMENT OR REIMBURSEMENT 8
 - (a) *Travel*..... 8
 - (b) *Accommodation*..... 8
 - (c) *Out-of-Pocket Expenses*..... 8
 - (d) *Spouse/Partner*..... 8
- PART 5 - INSURANCE - COUNCILLORS 9**
 - (a) *Personal Injury*..... 9
 - (b) *Professional Indemnity*..... 9
 - (b) *Public Liability*..... 9
 - (b) *Councillors and Officers Liability*..... 9
- PART 6 - LEGAL ASSISTANCE FOR COUNCILLORS 10**
 - 6.1 LEGAL ASSISTANCE FOR COUNCILLORS 10
 - 6.2 GENERAL..... 11
 - 6.3 ENGAGEMENT OF LEGAL REPRESENTATIVES – REQUIRED PROCEDURE 11
 - 6.4 EXCLUSION FROM POLICY..... 13
- PART 7 - POLICY HISTORY 14**



PART 1 INTRODUCTION

1. Preliminary

1.1 Title: **Payment of Expenses & Provision of Facilities – Mayor and Councillors**

This policy is in accordance with the requirements of the Local Government Act 1993 and may be cited as the "Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy".

1.2 Policy No: **MAN-POL-P51**

1.3 Keywords

Payments, Expenses, Facilities, Benefits, Travel, Mayor, Councillors, Equipment, Private Use, Accommodation, Spouse.

1.4 Policy Objectives

The purpose of this policy is to allow for Councillors to receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties as elected representatives of their local communities.

This policy will also apply as applicable to NSW Council administrators in the event of their appointment.

1.5 Legislative and other Government Policy Provisions

1. This policy is made under the Local Government Act 1993 ("the Act"), including sections 252 to 254. The Act requires that Council must adopt a policy concerning the payment of expenses and the provision of facilities to the Mayor and other Councillors.
 - The Local Government (General) Regulation 2005 ("the Regulation").
 - Division of Local Government, Department of Premier and Cabinet Guidelines for the payment of expenses and provision of facilities for Mayors and Councillors for Local Councils in NSW" (October 2009).
 - Department of Local Government Circular No 05/08 – Legal Assistance for Councillors and Council Employees and No 08/24 – Mis-use of Council Resources
 - Council's Code of Conduct
 - ICAC Publication – No Excuse for Misuse, preventing the misuse of Council resources
 - Other relevant publications.
2. Clause 403 of the Regulation states that a policy under section 252 of the Act must not include any provision enabling Council:
 - (a) to pay any councillor an allowance in the nature of a general expense allowance, or



Payment of Expenses & Provision of Facilities Policy

- (b) to make a motor vehicle owned or leased by Council available for the exclusive or primary use or disposition of a particular Councillor other than the Mayor.

1.6 Reporting

Section 428(2) (f) of the Act requires a council to include in its Annual Report:

- Council's policy on the provision of facilities for, and the payment of expenses to Councillors.
- Total amount of money expended during the year on providing those facilities and paying those expenses.

Clause 217(1)(a) and (a1) of the Regulation requires Council to include in the Annual Report the total cost of expenses and provision of facilities for the Mayor and Councillors, specifically:

- details (including the purpose) of overseas visits undertaken during the year by Councillors while representing Council
- cost of the provision, including rental, of dedicated office equipment allocated to councillors on a personal basis such as laptop computers, mobile phones, telephones and facsimile machines and internet installed in Councillors homes
- cost of telephone calls including mobiles, home located landlines, facsimile and internet services
- attendance of Councillors at conference and seminars
- interstate visits and cost of travel, accommodation, etc
- overseas visits and cost of travel, accommodation, etc
- spouse/partner/accompanying person expenses
- care and other related expenses

1.7 Monetary Limits

The payment of expenses and provision of equipment and facilities is limited by the budget allocations made for Councillor expenses each year in the adopted Estimates which are included and exhibited as part of Council's Annual Management Plan, or as otherwise indicated in this policy.

Any claim submitted to Council for reimbursement must be approved by the General Manager. The General Manager will assess the appropriateness of the claim and shall have regard to the budget allocations.

1.8 Dispute Resolution

Any dispute by a Councillor relating to the administration of this policy must be made in writing to the General Manager detailing the grounds of the dispute.

All such disputes will be referred to the Full Council for determination and resolution.



PART 2 FACILITIES FOR MAYOR AND COUNCILLORS

2.1 Mayor

In addition to those facilities provided to the Councillors below, the Mayor is entitled to receive the benefit of:

- use of the Mayoral office;
- a mobile telephone for use for in relation to official duties;
- secretarial services associated with office of the mayor;
- cost of transport to official functions (if required);
- provision and maintenance of mayoral chain and robes.

2.2 Councillors

The Councillors, including the Mayor and Deputy Mayor are to receive the benefit of:

- use of official council stationery;
- postage of official correspondence - all mail is to be directed through the Council's own mailing system;
- meals/refreshments prior to Council and Committee Meetings;
- cost of transport to official functions (if required) when deputising for the Mayor
- an electronic access card for parking in the Whistler Parking Station seven (7) days per week;
- provision (on loan) of a facsimile machine at place of residence or business;
- provision of a laptop personal computer (on loan), modem, and a fax/laser printer, and domicile support services from Council IT staff;
- provision of broadband internet services to the Councillor's residence;
- provision of a residential telephone service (where requested), and payment of monthly line rental fee and 50% of call charges including designated mobile and STD calls relating to council business up to maximum \$100.00 per month (*CPI Indexed Annually*) (subject to below[#]);
- Councillor's own residential telephone service OR mobile telephone service - reimbursement of reasonable telephony expenses incurred by Councillors for telephone calls made in the performance of their duty, up to a maximum of \$100 per month (*CPI Indexed Annually*) (subject to below[#]);

Provided that:

- a) Councillor's telephone numbers in respect of which a claim is made are made available to the public;
- b) claims for reimbursement are made no later than three (3) months after the account is due for payment;
- c) claim for payment of telephone calls are to be certified as being substantially incurred on council business;
- d) copy of telephone account to be provided;



Payment of Expenses & Provision of Facilities Policy

- e) maximum claim for telephone service(s) is limited to \$50.00 per month where calls have not been itemised. Where the account exceeds \$50.00, maximum claim will be \$100.00 per month provided telephone calls made in the performance of their duty are itemised on the account;

Attendance at political fundraising functions are considered to be a personal interest and not covered in the policy.

2.3 Spouse/Partner/Accompanying person

Council may from time to time hold functions or civic events where Councillor's spouses, partners or accompanying person are also invited. In these instances, Council shall meet the cost of meals and refreshments.

2.4 Private Use of Equipment and Facilities

Council acknowledges that incidental private use of equipment and facilities may occur from time to time and such use is not subject to compensatory payment. The General Manager shall determine the standard and quality of equipment provided. However, Councillors must not obtain more than incidental private use of facilities.

2.5 Unauthorised use of Council Facilities, Equipment and Services

Council facilities, equipment and services are not to be used to produce election material or for any other political purposes.

2.6 Return of Equipment and Facilities by Councillors

Councillors are required to return all Council issued equipment to Council after the completion of the Councillors term of office or at the cessation of their civic duties.

Councillors may choose to purchase Council equipment previously allocated to them at the cessation of their duties. Items will be offered at the written down value at the time of purchase.



PART 3 ANNUAL FEES

3.1 Mayor and Councillors

The Councillors are paid an annual fee (s248), and in addition the Mayor receives an annual allowance (s249). Members fees and the Mayoral allowance are set by resolution of Council in accordance with the determination of the Local Government Remuneration Tribunal for the category of Council each year, and do not form part of this policy.

At Council's Meeting held on 27th July 1998, Council resolved as follows:

“That in respect of future determinations by the Local Government Remuneration Tribunal, Council, as policy, set the Mayor and Councillor remuneration fees at the maximum level determined by that body.”

A councillor may elect by agreement with Council to forgo part of their fees under s248 or 249 in return for contributions paid to a complying Superannuation Fund (see Australian Tax Office Interpretive Decision (ATO ID 2007/205)). (Cnl 18/02/2008)



PART 4 PAYMENT OF EXPENSES FOR MAYOR AND COUNCILLORS

4.1 Transport

In addition to the payment of annual fees in accordance with sections 248 and 249 of the Act, Councillors are entitled to claim "mileage" allowance for use of private vehicles to drive between their place of residence and the Council Chambers, inspections within the area of the Council undertaken in compliance with a resolution of the Council, meetings which Council has endorsed the Councillor's membership, civic receptions hosted by Council, or meetings or functions approved by the Mayor or General Manager, and return. "Mileage" rates will be paid at the then current rate set by the appropriate Local Government Industrial Award or equivalent.

Other out of pocket expenses associated with travel by motor vehicle such as parking fees and road toll charges may be claimed, noting that the driver is personally liable for all traffic or parking fines while travelling in private or council vehicles on Council business.

Reimbursement is subject to a formal claim being lodged not later than three (3) months after the expense was incurred.

Alternatively, Councillors may travel by taxi and use a Councillor issued Taxi charge-card.

4.2 Conferences and Seminars

4.2.1 Who May Attend Conferences and Seminars

Councillors may be nominated to attend conferences, seminars and similar functions by:

- the Council, through resolution duly taken;
- the Mayor and General Manager acting under delegated authorities and subject to budget requirements being adhered to.

In addition the Mayor may nominate a substitute attendee for functions within the Council area or general Sydney Metropolitan Area or on those occasions where the Mayor is unable to be in attendance.

4.2.2 What Conferences and Seminars may be Attended

The conferences, seminars, workshops, courses and similar to which this policy applies shall generally be confined to:

- Local Government Association Annual Conferences (Federal and State);
- special "one-off" conferences called by Local Government Association on important issues;
- annual conferences and congresses of the major industry associations and professions in local government;



Payment of Expenses & Provision of Facilities Policy

- seminars which further the training and development efforts of the Council and within the budget framework.

4.2.3 Overseas Travel

The cost of overseas travel for purposes such as conferences and delegations to friendship communities shall not be met by Council. In extenuating circumstances, any agreement to meet the costs of overseas travel either in whole or in part, shall be specifically resolved by a meeting of Council and subject to a detailed report to Council on all aspects of the trip relevant to Council business within three (3) months of the completion of the travel.

4.2.4 Registration

The Council will pay all normal registration costs which are charged by organisers, including the costs of related official luncheons, dinners and tours which are relevant to the interests of the Council or assist Councillors to discharge the functions of their civic office.

4.3 Expenses Incurred

Payment or reimbursement of expenses incurred or to be incurred shall be subject to the requirements that:

- (a) travel expenses relate to travel that is on Council business, being to and from the periodical conferences and seminars of local government related organisations (generally as listed above) at which attendance has been approved.
- (b) the travel is undertaken with all due expedition, and by the shortest route and the most practicable and economical transport;
- (c) only reasonable amounts are claimed or accepted towards necessary out-of-pocket expenses;
- (d) out-of-pocket expenses for which amounts are claimed relate only to the verified costs of meals, travel, registration fees, accommodation, stationery and the like;
- (e) any time occupied or travel incurred in other than Council business is not included in the calculation of expenses to be paid; and
- (f) the claim is made not later than three (3) months after the expenses were incurred, and upon an approved claim form, supported by appropriate receipts and tax invoices.
- (g) any expenses in relation to Council related business should only be incurred by Councillors in accordance with the provisions of this policy. All claims shall be submitted for approval by the General Manager or his delegate.



4.4 Payment In Advance

The Council will normally pay registration fees, accommodation deposits and airline tickets direct in advance. Where this is not appropriate or possible, a cash allowance or cheque equivalent thereto will be paid to the attendee in advance.

An allowance for estimated "out-of-pocket" expenses may be paid to an attendee in advance upon request.

Any advance payments are subject to a reconciliation statement accompanied by tax invoices/receipts, verification of expenses and the refund of any unexpended amount being submitted within ten (10) days of the close of the conference, seminar or function.

4.5 Categories of Payment or Reimbursement

Subject to nomination in accordance with the provisions of Clause 4.4, the categories of payment or reimbursement are as follows:

(a) Travel

- All reasonable travel costs will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the circumstances, it may be more appropriate for travel to be undertaken by car or train. Where trains are used, the Council will provide first class travel, including a sleeping berth where necessary.
- Travel by motor vehicle may be undertaken by Council vehicle (where available) or by private vehicle subject to prior approval from the General Manager. Persons using private vehicles will be paid the "mileage" allowance at the then current rate set by the appropriate Local Government Industrial Award from time to time, but subject to any such payment not exceeding economy class air fares to and from the particular destination.
- Costs of vehicle hire and/or taxi fares which are reasonably incurred while attending conferences will be reimbursed by the Council.

(b) Accommodation

Reasonable accommodation costs (including meals), including the night before and/or after the conference where this is necessary, will be met by the Council.

(c) Out-of-Pocket Expenses

Reasonable out-of-pocket expenses will be reimbursed for costs associated with attending the conference, seminar, meeting or function including entertainment but excluding expenses of a normal private nature.

(d) Spouse/Partner

All other costs for the spouse/partner (including travel and meals) are to be borne by the attendee.



PART 5 INSURANCE - COUNCILLORS

Councillors are to receive the benefit of insurance cover for:

(a) Personal Injury

Whilst ever on Council business, world-wide covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death of \$500,000. Also covering permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses other than that covered by travel insurance taken out in respect of the travel on approved council business. Full details of personal accident insurance are available in Council's Insurance Manual held by the Risk Manager.

(b) Professional Indemnity

For matters arising out of Councillors' performance of civic duties or exercise of their functions as councillors, provided the performance or exercise of the relevant civic duty or function is *authorised under the Act, was carried out in good faith and is* in the opinion of Council bona fide and/or proper; subject to any limitations or conditions set out in the policy of insurance which is, at the direction of Council, taken out. No such benefit, irrespective of insurance cover, shall be provided in relation to an action by one Councillor against another Councillor or a Councillor against a member of staff.

(c) Public Liability

For matters arising out of Councillors performance of civic duties or exercise of their functions as councillors provided the performance or exercise of the relevant civic duty or function is *authorised under the Act, was carried out in good faith and is* in the opinion of Council bona fide and/or proper; subject to any limitations or conditions set out in the policy of insurance which is, at the direction of Council, taken out. No such benefit, irrespective of insurance cover, shall be provided in relation to an action by one Councillor against another Councillor or a Councillor against a member of staff

(d) Councillors and Officers Liability

For matters arising out of Councillors performance of civic duties or exercise of their functions as councillors provided the performance or exercise of the relevant civic duty or function is *authorised under the Act, was carried out in good faith and is* in the opinion of Council bona fide and/or proper; subject to any limitations or conditions set out in the policy of insurance which is, at the direction of Council, taken out.



PART 6 LEGAL ASSISTANCE FOR COUNCILLORS

6.1 Legal Assistance for Councillors

In the event of:

1. An enquiry, investigation or hearing by any of:
 - The Independent Commission Against Corruption
 - The Office of the NSW Ombudsman
 - Division of Local Government, Department of Premier and Cabinet
 - The NSW Police Force
 - The Director of Public Prosecutions; or
 - The Local Government Pecuniary Interest and Disciplinary Tribunal
 - Council's Conduct Review Committee/Reviewer

into the conduct of a Councillor provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the body makes a finding substantially favourable to the Councillor, or

2. Legal proceedings being taken against a Councillor, arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor, Council shall, providing the body makes a finding substantially favourable to the councillor, reimburse such Councillor, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis, PROVIDED THAT:
 - a. the amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis;
 - b. the Councillor's performance or exercise of the civic duty or function was, in the opinion of Council, bona fide and/or proper.
 - c. the amount of such reimbursement be limited to the extent that only fees charged at a rate equivalent to the hourly rate then being charged by Council's solicitors will be paid, ie any portion of the expenses representing any hourly charge rate higher than the hourly charge rate of Council's solicitors will not be reimbursed.
 - d. In the case of a conduct complaint made against a Councillor, legal costs should only be made available where a matter has been referred by the General Manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Model Code of Conduct.
 - e. In the case of a pecuniary interest misbehaviour matter, legal costs will only be made available where a formal investigation has been commenced by the Division of Local Government.



Payment of Expenses & Provision of Facilities Policy

Despite the above, Council in its absolute discretion may refuse any or part of a reimbursement.

3. Defamation proceedings, or other proceedings arising from the making of public statement, where a Councillor is a defendant or anticipated defendant in such proceedings.

To ensure that indemnity or reimbursement in respect of costs of defending an action in defamation or other action is only available in circumstances where the person to be indemnified or reimbursed was acting properly when making the statement complained of, the threshold criteria for the application of the indemnity or reimbursement will apply.

6.2 General

Where proceedings have been foreshadowed or commenced against any of the Mayor and Councillors arising from a public statement or statements made or acts done by any of them and, in the opinion of Council's appointed solicitor the following "Three Criteria" are satisfied through the required procedure set out below namely:

- i. The statement was made or the act was done in relation to discharging the functions of civic office;
- ii. The Councillor concerned was acting in good faith; and
- iii. The statement or the act in question was reasonable in the circumstances and not made or done maliciously or frivolously and, in the case of a statement, was not made with knowledge of its falsity or with recklessness as to whether it was true or false,

Then Council will indemnify or reimburse the Councillor for:

- i. All legal expenses properly and reasonably incurred, given the nature of the legal services provided; and
- ii. Any other loss, expense, liability or cost incurred (including without limitation any order for the payment of damages, interest and/or costs or any other order for the payment of money made against the Councillor),

In responding to or defending such proceedings **PROVIDED THAT** the amount of such indemnity or reimbursement shall be reduced by the amount of any moneys that may or are recouped by the Councillor on any basis.

6.3 Engagement of Legal Representatives – Required Procedure

1. The Councillor must, as soon as practicable after they become aware that a claim may be forthcoming or aware that they may have made a statement or action which may give rise to a claim, notify either the General Manager, Public Officer or Mayor that there is a possibility of a claim against the Councillor. This notification must:
 - (a) Be in written or electronic form;
 - (b) Include all details including any correspondence from the alleged injured party concerning the possible claim; and
 - (c) Include the Councillor's comments on whether the Councillor considers that the Three Criteria are satisfied.
2. The Councillor must not respond to any allegations made or accept any liability in respect to any allegations made unless authorised to do so by council or its solicitor



Payment of Expenses & Provision of Facilities Policy

or the insurer or its solicitor. The Councillor must at all times without undue delay keep Council fully informed of any oral or written communications made to the Councillor by the alleged injured party or the injured party's agents or legal representative in respect of the claim.

3. The General Manager must immediately upon becoming aware that a claim may be forthcoming or aware that a statement has been made which may give rise to claim, notify and forward to Council's insurer any information in relation to the matter with a view to obtaining the Insurer's acceptance and carriage of the claim should the three criteria be satisfied
4. (a) If proceedings are threatened (and not commenced), the General Manager must without undue delay inform Council's appointed solicitor and Council's insurer of the notification. The Council's solicitor at Council's cost must form a view as to whether the Three Criteria are satisfied, and must notify the General Manager who will in-turn notify the Councillor concerned in written or electronic form of that view.
(b) If the Council's solicitor considers that the Three Criteria are satisfied, the General Manager will either instruct Council's solicitors or if Council's Insurers have accepted the matter as a possible claim then it will represent the Councillor concerned.
5. If Council's solicitor forms the view that the Three Criteria are not satisfied under clause 4(a), the Councillor may request a review of that advice from an independent legal practitioner as agreed in advance between the Councillor concerned and the General Manager and failing agreement as nominated the President for the being of the Law Society of NSW or the President of the NSW Bar Association.
6. If the proceedings are commenced and the Three Criteria are satisfied then the following procedure must be followed:
 - In the case that the claim is accepted by Council's insurer it will have sole carriage of the matter and Councillor will be required to abide by any reasonable instruction of the insurer or its nominated lawyer.
 - If the Insurer does not accept the claim as it is of the opinion that the matter is outside the policy then the General Manager in consultation with Council's solicitor will nominate a legal practitioner that they consider should represent the Councillor. If the Councillor considers that such representation is appropriate then the procedures in clause 7 must be followed. If Council's solicitors are not of the same opinion as the Insurers the General Manager in consultation with Council's solicitors will take what ever action is necessary (without unduly holding up the defamation proceedings) to have the question determined.
 - If the Councillor considers that the legal practitioner nominated is not appropriate then the Councillor concerned and the General Manager must attempt to reach agreement on an alternative legal practitioner, and failing agreement the legal practitioner must be as nominated by the President for the time being of the Law Society of NSW or the President of the NSW Bar Association.
7. If Council's insurers have not accepted the claim the General Manager must contact the proposed legal practitioner and must require that an agreement be entered into between the legal practitioner and the Council which will include such terms and conditions as the General Manager sees fit including:



Payment of Expenses & Provision of Facilities Policy

- (a) Terms and conditions as to costs and disbursements including procedures for costs estimates to be given at appropriate times; and
 - (b) Accounts being considered and approved by the General Manager prior to payment; and
 - (c) All instructions provided to the legal representatives by the Councillor concerned to be subject to the concurrence of the General Manager.
8. Notwithstanding the provisions of paragraphs 2(b) and 5 above, once proceedings have actually been commenced then the procedures set out in paragraph 5 above must be followed.

[Note: The General Manager should regularly review Council's insurance policies with respect to the application of them to the Council's possible liability pursuant to this policy.]

6.4 Exclusion from Policy

This policy will not apply to:

1. any action in defamation taken by a Councillor or Council staff member as plaintiff in any circumstances as Council will not meet these costs.
2. costs incurred by a Councillor or Council employee seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation as Council will not meet these costs.
3. any defamation or other action brought by any Councillor or Council employee against any Councillor, arising from the making of a statement by any of the latter of and concerning any of the former, unless in addition to the Three Criteria set out above:
 - a) the statement complained of is made to a person or body in circumstances where it is likely to be subject to qualified privilege or absolute privilege (including without limitation statements made in good faith to the Police or Director of Public Prosecutions, the Department of Local Government, statements made ancillary to, and in giving evidence to, a Court or Tribunal or other body conducting any inquiry, investigation or hearing, statements made to the Office of the Ombudsman and statements made to any Parliamentary Committee) (but in such circumstances the policy will only apply to the extent of the publication of the statement in these circumstances, and not to any other publication of the statement); or
 - b) the statement:
 - i. is made at a meeting of Council, a briefing of Councillors or a meeting of a Committee of Council in respect of an item on the agenda for that meeting or briefings; and
 - ii. is in accordance with the Local Government (General) Regulation 2005 (Meetings) and Council's Code of Meeting Practice current at the time the statement was alleged to have been made; and
 - iii. does not breach any other law.



Payment of Expenses & Provision of Facilities Policy

PART 7 POLICY HISTORY

Date of Council Resolution	Details	Report / Source	Minute No	Author
16 August 2004	Policy adopted by Council	Policy No. M70		
19 February 2007	Policy revised	DLG Circular 06/57	OM15/07	
18 February 2008	Minor amendment to CI 3.1	CSD Report No 3	OM19/08	
8 December 2008	Minor amendment to CI 2.2	CSD Report No 28	OM198/08	
14 December 2009	Compliance with DLG Circular 9/36 and Guidelines	CSD Report No 32	OM182/09	
8 November 2010	Minor revision only	CSD Report No	OM 207/10	DGM PPI

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Appendix 2

AUDITED FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2011



Manly Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2011

*"Manly - where the natural environment and heritage sustain and
complement a vibrant cosmopolitan and community lifestyle"*



Manly Council

General Purpose Financial Statements

for the financial year ended 30 June 2011

Contents	Page
1. Statement by Councillors & Management	2
2. Primary Financial Statements:	
- Income Statement	3
- Statement of Comprehensive Income	4
- Balance Sheet	5
- Statement of Changes in Equity	6
- Statement of Cash Flows	7
3. Notes to the Financial Statements	8
4. Independent Auditor's Reports:	
- On the Financial Statements (Sect 417 [2])	70
- On the Conduct of the Audit (Sect 417 [3])	72

Overview

(i) These financial statements are General Purpose Financial Statements and cover the consolidated operations for Manly Council.

(ii) Manly Council is a body politic of NSW, Australia - being constituted as a Local Government area by proclamation and is duly empowered by the Local Government Act (LGA) 1993 of NSW.

Council's Statutory Charter is specified in Paragraph 8 of the LGA and includes;

- carrying out activities and providing goods, services & facilities appropriate to the current & future needs of the Local community and of the wider public
- responsibility for administering regulatory requirements under the LGA and other applicable legislation, &
- a role in the management, improvement and development of the resources of the local government area.

A description of the nature of Council's operations and its principal activities are provided in Note 2(b).

(iii) All figures presented in these financial statements are presented in Australian Currency.

(iv) These financial statements were authorised for issue by the Council on 27/09/11. Council has the power to amend and reissue the financial statements.

Manly Council

General Purpose Financial Statements

For the Year Ended 30 June 2011

Statement by Councillors and Management

Made Pursuant to

Section 413 (2)(c) of the Local Government Act 1993 (as amended)

The attached General Purpose Financial Statements for the year ended 30 June 2011 have been prepared in accordance with:

- The Local Government Act 1993 (as amended) and the Regulations made thereunder
- The Australian Accounting Standards and professional pronouncements
- The Local Government Code of Accounting Practice and Financial Reporting

To the best of Council's knowledge and belief, these Statements

- Presents fairly the Council's operating result and financial position for the year, and
- Are in accordance with Council's accounting and other records

We are not aware of any matter that would render these Statements for the twelve months ending 30 June 2011, false or misleading in any way.

Signed in accordance with a resolution of Council made on 12th September 2011.


Councillor Jean Hay
MAYOR


Councillor Richard Morrison
COUNCILLOR


Henry Wong
GENERAL MANAGER


Jenny Nascimento
RESPONSIBLE ACCOUNTING OFFICER

Manly Council

Income Statement

for the financial year ended 30 June 2011

Budget ⁽¹⁾ 2011	\$ '000	Notes	Actual 2011	Actual 2010
Income from Continuing Operations				
Revenue:				
32,877	Rates & Annual Charges	3a	32,888	31,492
12,407	User Charges & Fees	3b	13,156	11,511
908	Interest & Investment Revenue	3c	1,047	969
5,515	Other Revenues	3d	5,469	5,750
5,055	Grants & Contributions provided for Operating Purposes	3e,f	5,216	4,171
1,075	Grants & Contributions provided for Capital Purposes	3e,f	2,410	4,549
Other Income:				
105	Net gains from the disposal of assets	5	-	-
-	Net Share of interests in Joint Ventures & Associated Entities using the equity method	19	240	136
57,942	Total Income from Continuing Operations		60,426	58,578
Expenses from Continuing Operations				
28,506	Employee Benefits & On-Costs	4a	28,314	27,285
700	Borrowing Costs	4b	600	443
14,087	Materials & Contracts	4c	16,360	15,436
6,873	Depreciation & Amortisation	4d	8,069	6,639
-	Impairment	4d	-	-
4,662	Other Expenses	4e	5,323	5,025
-	Interest & Investment Losses	3c	-	-
-	Net Losses from the Disposal of Assets	5	53	5
54,828	Total Expenses from Continuing Operations		58,719	54,833
3,114	Operating Result from Continuing Operations		1,707	3,745
Discontinued Operations				
-	Net Profit/(Loss) from Discontinued Operations	24	-	-
3,114	Net Operating Result for the Year		1,707	3,745
3,114	Net Operating Result attributable to Council		1,707	3,745
-	Net Operating Result attributable to Minority Interests		-	-
2,039	Net Operating Result for the year before Grants and Contributions provided for Capital Purposes		(703)	(804)

(1) Original Budget as approved by Council - refer Note 16

Manly Council

Statement of Comprehensive Income for the financial year ended 30 June 2011

\$ '000	Notes	Actual 2011	Actual 2010
Net Operating Result for the year (as per Income statement)		1,707	3,745
Other Comprehensive Income			
Gain (loss) on revaluation of I,PP&E	20b (ii)	(47,325)	145,551
Gain (loss) on revaluation of available-for-sale investments	20b (ii)	-	-
Gain (loss) on revaluation of other reserves	20b (ii)	-	-
Realised (gain) loss on available-for-sale investments recognised in P&L	20b (ii)	-	-
Realised (gain) loss from other reserves recognised in P&L	20b (ii)	-	-
Impairment (loss) reversal relating to I,PP&E	20b (ii)	-	-
Other Movements in Reserves	20b (ii)	(262)	2,930
Total Other Comprehensive Income for the year		(47,587)	148,481
Total Comprehensive Income for the Year		(45,880)	152,226
Total Comprehensive Income attributable to Council		(45,880)	152,226
Total Comprehensive Income attributable to Minority Interests		-	-

Manly Council

Balance Sheet

as at 30 June 2011

\$ '000	Notes	Actual 2011	Actual 2010
ASSETS			
Current Assets			
Cash & Cash Equivalents	6a	11,851	12,990
Investments	6b	2,151	3,343
Receivables	7	3,606	3,000
Inventories	8	29	40
Other	8	166	382
Non-current assets classified as "held for sale"	22	-	-
Total Current Assets		17,803	19,755
Non-Current Assets			
Investments	6b	-	-
Receivables	7	318	316
Inventories	8	-	-
Infrastructure, Property, Plant & Equipment	9	685,123	730,545
Investments accounted for using the equity method	19	1,481	1,328
Investment Property	14	-	-
Intangible Assets	25	1,005	1,049
Non-current assets classified as "held for sale"	22	-	-
Other	8	2,906	284
Total Non-Current Assets		690,833	733,522
TOTAL ASSETS		708,636	753,277
LIABILITIES			
Current Liabilities			
Payables	10	11,544	10,894
Borrowings	10	1,256	1,200
Provisions	10	5,732	5,924
Total Current Liabilities		18,532	18,018
Non-Current Liabilities			
Payables	10	-	-
Borrowings	10	8,414	7,689
Provisions	10	203	203
Total Non-Current Liabilities		8,617	7,892
TOTAL LIABILITIES		27,149	25,910
Net Assets		681,487	727,367
EQUITY			
Retained Earnings	20	502,565	500,858
Revaluation Reserves	20	178,922	226,509
Council Equity Interest		681,487	727,367
Minority Equity Interest		-	-
Total Equity		681,487	727,367

Manly Council

Statement of Changes in Equity for the financial year ended 30 June 2011

\$ '000	Notes	Retained Earnings	Reserves (Refer 20b)	Council Equity Interest	Minority Interest	Total Equity
2011						
Opening Balance (as per Last Year's Audited Accounts)		500,858	226,509	727,367	-	727,367
a. Correction of Prior Period Errors	20 (c)	-	-	-	-	-
b. Changes in Accounting Policies (prior year effects)	20 (d)	-	-	-	-	-
Revised Opening Balance (as at 1/7/10)		500,858	226,509	727,367	-	727,367
c. Net Operating Result for the Year		1,707	-	1,707	-	1,707
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	(47,325)	(47,325)	-	(47,325)
- Revaluations: Other Reserves	20b (ii)	-	-	-	-	-
- Transfers to Income Statement	20b (ii)	-	-	-	-	-
- Impairment (loss) reversal relating to I,PP&E	20b (ii)	-	-	-	-	-
- Other Movements	20b (ii)	-	(262)	(262)	-	(262)
Other Comprehensive Income		-	(47,587)	(47,587)	-	(47,587)
Total Comprehensive Income (c&d)		1,707	(47,587)	(45,880)	-	(45,880)
e. Distributions to/(Contributions from) Minority Interests		-	-	-	-	-
f. Transfers between Equity		-	-	-	-	-
Equity - Balance at end of the reporting period		502,565	178,922	681,487	-	681,487

\$ '000	Notes	Retained Earnings	Reserves (Refer 20b)	Council Equity Interest	Minority Interest	Total Equity
2010						
Opening Balance (as per Last Year's Audited Accounts)		497,113	78,028	575,141	-	575,141
a. Correction of Prior Period Errors	20 (c)	-	-	-	-	-
b. Changes in Accounting Policies (prior year effects)	20 (d)	-	-	-	-	-
Revised Opening Balance (as at 1/7/09)		497,113	78,028	575,141	-	575,141
c. Net Operating Result for the Year		3,745	-	3,745	-	3,745
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	145,551	145,551	-	145,551
- Revaluations: Other Reserves	20b (ii)	-	-	-	-	-
- Transfers to Income Statement	20b (ii)	-	-	-	-	-
- Impairment (loss) reversal relating to I,PP&E	20b (ii)	-	-	-	-	-
- Other Movements	20b (ii)	-	2,930	2,930	-	2,930
Other Comprehensive Income		-	148,481	148,481	-	148,481
Total Comprehensive Income (c&d)		3,745	148,481	152,226	-	152,226
e. Distributions to/(Contributions from) Minority Interests		-	-	-	-	-
f. Transfers between Equity		-	-	-	-	-
Equity - Balance at end of the reporting period		500,858	226,509	727,367	-	727,367

Manly Council

Statement of Cash Flows

for the financial year ended 30 June 2011

Budget 2011	\$ '000	Notes	Actual 2011	Actual 2010
Cash Flows from Operating Activities				
Receipts:				
32,877	Rates & Annual Charges		32,754	31,697
12,407	User Charges & Fees		13,313	11,890
908	Investment & Interest Revenue Received		789	617
6,130	Grants & Contributions		8,290	8,333
-	Bonds & Deposits Received		337	-
5,515	Other		7,344	5,786
Payments:				
(28,506)	Employee Benefits & On-Costs		(28,613)	(26,806)
(14,087)	Materials & Contracts		(18,341)	(15,919)
(700)	Borrowing Costs		(583)	(467)
(4,661)	Other		(8,504)	(4,510)
<u>9,883</u>	Net Cash provided (or used in) Operating Activities	11b	<u>6,786</u>	<u>10,621</u>
Cash Flows from Investing Activities				
Receipts:				
-	Sale of Investment Securities		1,397	2,199
1,773	Sale of Infrastructure, Property, Plant & Equipment		536	6,685
-	Distributions Received from Joint Ventures & Associates		89	-
Payments:				
-	Purchase of Intangibles			(1,093)
(10,855)	Purchase of Infrastructure, Property, Plant & Equipment		(10,728)	(11,315)
<u>(9,082)</u>	Net Cash provided (or used in) Investing Activities		<u>(8,706)</u>	<u>(3,524)</u>
Cash Flows from Financing Activities				
Receipts:				
1,000	Proceeds from Borrowings & Advances		2,000	-
Payments:				
(925)	Repayment of Borrowings & Advances		(920)	(1,074)
(290)	Repayment of Finance Lease Liabilities		(299)	(247)
<u>(215)</u>	Net Cash Flow provided (used in) Financing Activities		<u>781</u>	<u>(1,321)</u>
586	Net Increase/(Decrease) in Cash & Cash Equivalents		(1,139)	5,776
16,333	plus: Cash & Cash Equivalents - beginning of year	11a	12,990	7,214
<u>16,919</u>	Cash & Cash Equivalents - end of the year	11a	<u>11,851</u>	<u>12,990</u>
Additional Information:				
	plus: Investments on hand - end of year	6b	2,151	3,343
	Total Cash, Cash Equivalents & Investments		<u>14,002</u>	<u>16,333</u>

Please refer to Note 11 for additional cash flow information.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Contents of the Notes accompanying the Financial Statements

Note	Details	Page
1	Summary of Significant Accounting Policies	9
2(a)	Council Functions / Activities - Financial Information	24
2(b)	Council Functions / Activities - Component Descriptions	25
3	Income from Continuing Operations	26
4	Expenses from Continuing Operations	31
5	Gains or Losses from the Disposal of Assets	34
6(a)	Cash & Cash Equivalent Assets	35
6(b)	Investment Securities	35
6(c)	Restricted Cash, Cash Equivalents & Investments - Details	36
7	Receivables	37
8	Inventories & Other Assets	38
9(a)	Infrastructure, Property, Plant & Equipment	39
9(b)	Externally Restricted Infrastructure, Property, Plant & Equipment	40
9(c)	Infrastructure, Property, Plant & Equipment - Current Year Impairments	40
10(a)	Payables, Borrowings & Provisions	40
10(b)	Description of (& movements in) Provisions	41
11	Statement of Cash Flows - Additional Information	42
12	Commitments for Expenditure	44
13a	Statements of Performance Measures:	
	- Local Government Industry Indicators (Consolidated)	47
	- Local Government Industry Graphs (Consolidated)	48
13b	Statement of Performance Measures - Indicators (by Fund)	n/a
14	Investment Properties	49 n/a
15	Financial Risk Management	49
16	Material Budget Variations	54
17	Statement of Developer Contributions	56
18	Contingencies and Other Liabilities/Assets not recognised	60
19	Controlled Entities, Associated Entities & Interests in Joint Ventures	63
20	Equity - Retained Earnings and Revaluation Reserves	66
21	Financial Result & Financial Position by Fund	67 n/a
22	"Held for Sale" Non Current Assets & Disposal Groups	67 n/a
23	Events occurring after Balance Sheet date	67
24	Discontinued Operations	67 n/a
25	Intangible Assets	68
26	Reinstatement, Rehabilitation & Restoration Liabilities	68 n/a
 Additional Council Disclosures		
27	Council Information & Contact Details	69

n/a - not applicable

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies

The principal accounting policies adopted by Council in the preparation of these financial statements are set out below in order to assist in its general understanding.

Under Australian Accounting Standards (AASB's), accounting policies are defined as those specific principles, bases, conventions, rules and practices applied by a reporting entity (in this case Council) in preparing and presenting its financial statements.

(a) Basis of preparation

(i) Background

These financial statements are general purpose financial statements which have been prepared in accordance with;

- Australian Accounting Standards,
- Other authoritative pronouncements of the Australian Accounting Standards Board,
- Urgent Issues Group Interpretations,
- the Local Government Act (1993) and Regulation, and
- the Local Government Code of Accounting Practice and Financial Reporting.

(ii) Compliance with International Financial Reporting Standards (IFRSs)

Because Australian Accounting Standards (AASB's) are sector neutral, some standards either:

- (a) have local Australian content and prescription that is specific to the Not-For-Profit sector (including Local Government) which are not in compliance with IFRS's, or
- (b) specifically exclude application by Not for Profit entities.

Accordingly in preparing these financial statements and accompanying notes, Council has been unable to comply fully with International Accounting Standards, but has complied fully with Australian Accounting Standards.

Under the Local Government Act (LGA), Regulations and Local Government Code of Accounting Practice & Financial Reporting, it should be noted that Councils in NSW only have a requirement to comply with Australian Accounting Standards.

(iii) Basis of Accounting

These financial statements have been prepared under the **historical cost convention** except for (i) financial assets and liabilities at fair value through profit or loss, available-for-sale financial assets and investment properties which are all valued at fair value, (ii) the write down of any Asset on the basis of Impairment (if warranted) and (iii) certain classes of Infrastructure, property, plant & equipment that are accounted for at fair valuation.

The accrual basis of accounting has also been applied in their preparation.

(iv) Changes in Accounting Policies

Council's accounting policies have been consistently applied to all the years presented, unless otherwise stated.

Unless otherwise stated, there have also been no changes in accounting policies when compared with previous financial statements.

(v) Critical Accounting Estimates

The preparation of these financial statements requires the use of certain critical accounting estimates (in conformity with AASB's).

It also requires Council management to exercise their judgement in the process of applying Council's accounting policies.

(b) Revenue recognition

Council recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the entity and specific criteria have been met for each of the Council's activities as described below.

Council bases any estimates on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

Revenue is measured at the fair value of the consideration received or receivable.

Revenue is measured on major income categories as follows:

Rates, Annual Charges, Grants and Contributions

Rates, annual charges, grants and contributions (including developer contributions) are recognised as revenues when the Council obtains control over the assets comprising these receipts.

Control over assets acquired from rates and annual charges is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

A provision for the impairment on rates receivables has not been established as unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold.

Control over granted assets is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and is valued at their fair value at the date of transfer.

Revenue from Contributions is recognised when the Council either obtains control of the contribution or the right to receive it, **(i)** it is probable that the economic benefits comprising the contribution will flow to the Council and **(ii)** the amount of the contribution can be measured reliably.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in Note 3(g).

Note 3(g) also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

The Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of S94 of the EPA Act 1979.

Whilst Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon their physical receipt by Council, due to the possibility that individual Development Consents may not be acted upon by the applicant and accordingly would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required but the Council may apply contributions according to the priorities established in work schedules.

A detailed Note relating to developer contributions can be found at Note 17.

User Charges, Fees and Other Income

User charges, fees and other income (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

A provision for the impairment of these receivables is recognised when collection in full is no longer probable.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided as at balance date.

Sale of Infrastructure, Property, Plant and Equipment

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

Interest and Rents

Rents are recognised as revenue on a proportional basis when the payment is due, the value of the payment is notified, or the payment is received, whichever first occurs.

Interest Income from Cash & Investments is accounted for using the Effective Interest method in accordance with AASB 139.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

(c) Principles of Consolidation

These financial statements incorporate (i) the assets and liabilities of Council and any Entities (or operations) that it **controls** (as at 30/6/11) and (ii) all the related operating results (for the financial year ended the 30th June 2011).

The financial statements also include Council's share of the assets, liabilities, income and expenses of any **Jointly Controlled Operations** under the appropriate headings.

In the process of reporting on Council's activities as a single unit, all inter-entity year end balances and reporting period transactions have been eliminated in full between Council and its controlled entities.

(i) The Consolidated Fund

In accordance with the provisions of Section 409(1) of the LGA 1993, all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

The Consolidated Fund and other entities through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this report.

The following entities have been included as part of the Consolidated Fund:

- Council's General Purpose Operations
- Manly Meals on Wheels

(ii) The Trust Fund

In accordance with the provisions of Section 411 of the Local Government Act 1993 (as amended), a separate and distinct Trust Fund is maintained to account for all money and property received by the Council in trust which must be applied only for the purposes of or in accordance with the trusts relating to those monies.

Trust monies and property subject to Council's control have been included in these statements.

Trust monies and property held by Council but not subject to the control of Council, have been excluded from these statements.

A separate statement of monies held in the Trust Fund is available for inspection at the Council office by any person free of charge.

(iii) Joint Ventures

Jointly Controlled Assets & Operations

The proportionate interests in the assets, liabilities and expenses of a Joint Venture Activity have been incorporated throughout the financial statements under the appropriate headings.

Jointly Controlled Entities

Any interests in Joint Venture Entities & Partnerships are accounted for using the equity method and is carried at cost.

Under the equity method, the share of the profits or losses of the partnership is recognised in the income statement, and the share of movements in retained earnings & reserves is recognised in the balance sheet.

(iv) Associated Entities

Where Council has the power to participate in the financial and operating decisions (of another entity), ie. where Council is deemed to have "significant influence" over the other entities operations but neither controls nor jointly controls the entity, then Council accounts for such interests using the Equity Method of Accounting – in a similar fashion to Joint Venture Entities & Partnerships.

Such entities are usually termed Associates.

(v) County Councils

Council is not a member of any County Councils.

(vi) Additional Information

Note 19 provides more information in relation to Joint Venture Entities, Associated Entities and Joint Venture Operations where applicable.

(d) Leases

All Leases entered into by Council are reviewed and classified on inception date as either a Finance Lease or an Operating Lease.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

Finance Leases

Leases of property, plant and equipment where the Council has substantially all the risks and rewards of ownership are classified as finance leases.

Finance leases are capitalised at the lease's inception at the lower of the fair value of the leased property and the present value of the minimum lease payments.

The corresponding rental obligations, net of finance charges, are included in borrowings.

Each lease payment is allocated between the liability outstanding and the recognition of a finance charge.

The interest element of the finance charge is costed to the income statement over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period.

Property, plant and equipment acquired under finance leases is depreciated over the shorter of each leased asset's useful life and the lease term.

Operating Leases

Leases in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases.

Payments made under operating leases (net of any incentives received from the lessor) are charged to the income statement on a straight-line basis over the period of the lease.

Lease income from operating leases is recognised in income on a straight-line basis over the lease term.

(e) Cash and Cash Equivalents

Cash and cash equivalents includes;

- cash on hand,
- deposits held at call with financial institutions,
- other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and
- bank overdrafts.

Bank overdrafts are shown within borrowings in current liabilities on the balance sheet but are incorporated into Cash & Cash Equivalents for presentation of the Cash Flow Statement.

(f) Investments and Other Financial Assets

Council (in accordance with AASB 139) classifies each of its investments into one of the following categories for measurement purposes:

- financial assets at fair value through profit or loss,
- loans and receivables,
- held-to-maturity investments, and
- available-for-sale financial assets.

Each classification depends on the purpose/intention for which the investment was acquired & at the time it was acquired.

Management determines each Investment classification at the time of initial recognition and re-evaluates this designation at each reporting date.

(i) Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss include financial assets that are "held for trading".

A financial asset is classified in the "held for trading" category if it is acquired principally for the purpose of selling in the short term.

Derivatives are classified as held for trading unless they are designated as hedges.

Assets in this category are primarily classified as current assets as they are primarily held for trading &/or are expected to be realised within 12 months of the balance sheet date.

(ii) Loans and receivables

Loans and receivables are non derivative financial assets with fixed or determinable payments that are not quoted in an active market.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

They arise when the Council provides money, goods or services directly to a debtor with no intention (or in some cases ability) of selling the resulting receivable.

They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity.

In contrast to the "Loans & Receivables" classification, these investments are generally quoted in an active market.

Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivatives that are either designated in this category or not classified in any of the other categories.

Investments must be designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

Accordingly, this classification principally comprises marketable equity securities, but can include all types of financial assets that could otherwise be classified in one of the other investment categories.

They are generally included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date or the term to maturity from the reporting date is less than 12 months.

Financial Assets – Reclassification

Council may choose to reclassify a non-derivative trading financial asset out of the held-for-trading

category if the financial asset is no longer held for the purpose of selling it in the near term.

Financial assets other than loans and receivables are permitted to be reclassified out of the held-for-trading category only in rare circumstances arising from a single event that is unusual and highly unlikely to recur in the near term.

Council may also choose to reclassify financial assets that would meet the definition of loans and receivables out of the held-for-trading or available-for-sale categories if it has the intention and ability to hold these financial assets for the foreseeable future or until maturity at the date of reclassification.

Reclassifications are made at fair value as of the reclassification date. Fair value becomes the new cost or amortised cost as applicable, and no reversals of fair value gains or losses recorded before reclassification date are subsequently made.

Effective interest rates for financial assets reclassified to loans and receivables and held-to-maturity categories are determined at the reclassification date. Further increases in estimates of cash flows adjust effective interest rates prospectively.

General Accounting & Measurement of Financial Instruments:

(i) Initial Recognition

Investments are initially recognised (and measured) at fair value, plus in the case of investments not at "fair value through profit or loss", directly attributable transactions costs

Purchases and sales of investments are recognised on trade-date - the date on which the Council commits to purchase or sell the asset.

Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Council has transferred substantially all the risks and rewards of ownership.

(ii) Subsequent Measurement

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

Loans and receivables and **held-to-maturity** investments are carried at amortised cost using the effective interest method.

Realised and unrealised gains and losses arising from changes in the fair value of the financial assets classified as "**fair value through profit or loss**" category are included in the income statement in the period in which they arise.

Unrealised gains and losses arising from changes in the fair value of non monetary securities classified as "**available-for-sale**" are recognised in equity in the available-for-sale investments revaluation reserve.

When securities classified as "**available-for-sale**" are sold or impaired, the accumulated fair value adjustments are included in the income statement as gains and losses from investment securities.

Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired.

In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered in determining whether the security is impaired.

If any such evidence exists for available-for-sale financial assets, the cumulative loss - measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit and loss - is removed from equity and recognised in the income statement.

Impairment losses recognised in the income statement on equity instruments are not reversed through the income statement.

(iii) Types of Investments

Council has an approved Investment Policy in order to undertake its investment of money in accordance with (and to comply with) Section 625 of the Local Government Act and S212 of the LG (General) Regulation 2005.

Investments are placed and managed in accordance with the Policy and having particular regard to authorised investments prescribed under the Ministerial Local Government Investment Order.

Council maintains its investment Policy in compliance with the Act and ensures that it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing Council funds.

Council amended its policy following revisions to the Ministerial Local Government Investment Order arising from the Cole Inquiry recommendations. Certain investments that Council holds are no longer prescribed (eg. managed funds, CDOs, and equity linked notes), however they have been retained under grandfathering provisions of the Order. These will be disposed of when most financially advantageous to Council.

(g) Fair value estimation

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques.

Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held.

If the market for a financial asset is not active (and for unlisted securities), the Council establishes fair value by using valuation techniques.

These include reference to the fair values of recent arm's length transactions, involving the same instruments or other instruments that are substantially the same, discounted cash flow analysis, and option pricing models refined to reflect the issuer's specific circumstances.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values.

The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

(h) Receivables

Receivables are initially recognised at fair value and subsequently measured at amortised cost, less any provision for impairment.

Receivables (excluding Rates & Annual Charges) are generally due for settlement no more than 30 days from the date of recognition.

The collectibility of receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off in accordance with Council's policy.

A provision for impairment (ie. an allowance account) relating to receivables is established when there is objective evidence that the Council will not be able to collect all amounts due according to the original terms of each receivable.

The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate.

Impairment losses are recognised in the Income Statement within other expenses.

When a receivable for which an impairment allowance had been recognised becomes uncollectible in a subsequent period, it is written off against the allowance account.

Subsequent recoveries of amounts previously written off are credited against other expenses in the income statement.

(i) Inventories

Raw Materials and Stores, Work in Progress and Finished Goods

Raw materials and stores, work in progress and finished goods in respect of business undertakings are all stated at the lower of cost and net realisable value.

Cost comprises direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenditure, the latter being allocated on the basis of normal operating capacity.

Costs are assigned to individual items of inventory on the basis of weighted average costs.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held in respect of non-business undertakings have been valued at cost subject to adjustment for loss of service potential.

Land Held for Resale/Capitalisation of Borrowing Costs

Land held for resale is stated at the lower of cost and net realisable value.

Cost is assigned by specific identification and includes the cost of acquisition, and development and borrowing costs during development.

When development is completed borrowing costs and other holding charges are expensed as incurred.

Borrowing costs included in the cost of land held for resale are those costs that would have been avoided if the expenditure on the acquisition and development of the land had not been made.

Borrowing costs incurred while active development is interrupted for extended periods are recognised as expenses.

(j) Infrastructure, Property, Plant and Equipment (I,PP&E)

Acquisition of assets

Council's non current assets have been progressively revalued to fair value in accordance

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

with a staged implementation as advised by the Division of Local Government.

At balance date, the following classes of I,PP&E were stated at their Fair Value;

- **Operational Land** (External Valuation)
- **Community Land** (Valuation based on NSW Valuer General's valuation base date 1/07/2008 where available. Request for remaining valuations has been lodged. For lands with no Valuer General's valuation, external valuation has been used.)
- **Buildings – Specialised/Non Specialised** (Internal Valuation)
- **Plant and Equipment** (as approximated by depreciated historical cost)
- **Roads Assets incl. roads, bridges & footpaths** (Internal Valuation)
- **Drainage Assets** (Internal Valuation)
- **Land improvements, other structures and Other assets** (Internal Valuation)

The revaluation of certain classes of assets to fair value has involved either undertaking a condition assessment of the asset to ensure that the service potential of the asset can be fulfilled, or based on the remaining useful life of the asset. Roads Assets have been based on their remaining useful life.

Some assets within these categories have been reclassified and revalued as part of the fair valuation.

Initial Recognition

On initial recognition, an assets cost is measured at its fair value, plus all expenditure that is directly attributable to the acquisition.

Where settlement of any part of an asset's cash consideration is deferred, the amounts payable in the future are discounted to their present value as at the date of recognition (ie. date of exchange) of the asset to arrive at fair value.

The discount rate used is the Council's incremental borrowing rate, being the rate at which a similar borrowing could be obtained from an independent financier under comparable terms and conditions.

Where infrastructure, property, plant and equipment assets are acquired for no cost or for an amount

other than cost, the assets are recognised in the financial statements at their fair value at acquisition date - being the amount that the asset could have been exchanged between knowledgeable willing parties in an arm's length transaction.

Subsequent costs

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably.

All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Asset Revaluations (including Indexation)

In accounting for Asset Revaluations relating to Infrastructure, Property, Plant & Equipment:

- Increases in the carrying amounts arising on revaluation are credited to the asset revaluation reserve.
- To the extent that the increase reverses a decrease previously recognised via the profit or loss, then increase is first recognised in profit or loss.
- Decreases that reverse previous increases of the same asset are first charged against revaluation reserves directly in equity to the extent of the remaining reserve attributable to the asset, with all other decreases charged to the Income statement.

For all other assets, Council assesses at each reporting date whether there is any indication that a revalued asset's carrying amount may differ materially from that which would be determined if the asset were revalued at the reporting date.

If any such indication exists, Council determines the asset's fair value and revalues the asset to that amount.

Full revaluations are undertaken for all assets on a 5 year cycle.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

Capitalisation Thresholds

Items of infrastructure, property, plant and equipment are not capitalised unless their cost of acquisition exceeds the following;

Land

- council land	100% Capitalised
- open space	100% Capitalised
- land under roads (purchases after 30/6/08)	100% Capitalised

Plant & Equipment

Office Furniture	> \$1,000
Office Equipment	> \$1,000
Other Plant & Equipment	> \$1,000

Buildings & Land Improvements

Park Furniture & Equipment	> \$2,000
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Building

- construction/extensions	100% Capitalised
- renovations	> \$5,000

Other Structures	> \$5,000
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Stormwater Assets

Drainage Infrastructure	> \$10,000
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Transport Assets

Road construction & reconstruction	> \$10,000
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Depreciation

Depreciation on Council's infrastructure, property, plant and equipment assets is calculated using the straight line method in order to allocate an assets cost (net of residual values) over its estimated useful life.

Land is not depreciated.

Estimated useful lives for Council's I,PP&E include:

Plant & Equipment

- Office furniture	10 years
- Computer Equipment	4 to 5 years
- Vehicles, Light Plant & Other Plant	5 years
- Heavy Plant/Earthmoving equip.	6 years

Other Equipment

- Playground equipment	5 years
- Benches, seats etc	10 to 20 years

Buildings

- Buildings	50 to 100 years
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Stormwater Drainage

- Pollution Devices	30 years
- Drainage Pits	30 years
- Drainage Pipes & Culverts	100 years
- Concrete Channels	70 years

Transportation Assets

- Sealed Roads : Surface	15 years
- Sealed Roads : Structure	100 years
- Footpaths	30 to 50 years
- Kerb, Channel & Gutter	70 years

All asset residual values and useful lives are reviewed and adjusted (where appropriate), at each balance sheet date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount – refer Note 1(s) on Asset Impairment.

Disposal and De-recognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in Council's Income Statement in the year the asset is derecognised.

(k) Land

Land (other than Land under Roads) is in accordance with Part 2 of Chapter 6 of the Local Government Act (1993) classified as either Operational or Community.

This classification of Land is disclosed in Note 9(a).

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

(l) Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008 in accordance with AASB 1051.

Land under roads acquired after 1 July 2008 is recognised in accordance with AASB 116 – Property, Plant and Equipment.

(m) Intangible Assets

Council's interest in Kimbriki Waste Services Access Rights is recognised as an Intangible Asset and will be amortised over the life of the asset.

(n) Crown Reserves

Crown Reserves under Council's care and control are recognised as assets of the Council.

While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

Improvements on Crown Reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating the reserves are recognised within Council's Income Statement.

Representations are currently being sought across State and Local Government to develop a consistent accounting treatment for Crown Reserves across both tiers of government.

(o) Non-Current Assets (or Disposal Groups) "Held for Sale" & Discontinued Operations

Non-current assets (or disposal groups) are classified as held for sale and stated at the lower of either (i) their carrying amount and (ii) fair value less costs to sell, if their carrying amount will be

recovered principally through a sale transaction rather than through continuing use.

The exception to this is plant and motor vehicles which are turned over on a regular basis. Plant and motor vehicles are retained in Non Current Assets under the classification of Infrastructure, Property, Plant and Equipment - unless the assets are to be traded in after 30 June and the replacement assets were already purchased and accounted for as at 30 June.

For any assets or disposal groups classified as Non-Current Assets "held for sale", an impairment loss is recognised at any time when the assets carrying value is greater than its fair value less costs to sell.

Non-current assets "held for sale" are not depreciated or amortised while they are classified as "held for sale".

Non-current assets classified as "held for sale" are presented separately from the other assets in the balance sheet.

A Discontinued Operation is a component of the entity that has been disposed of or is classified as "held for sale" and that represents a separate major line of business or geographical area of operations, is part of a single co-ordinated plan to dispose of such a line of business or area of operations, or is a subsidiary acquired exclusively with a view to resale.

The results of discontinued operations are presented separately on the face of the income statement.

(p) Impairment of assets

All Council's I,PP&E is subject to an annual assessment of impairment.

Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

For non-cash generating assets of Council such as roads, drains, public buildings etc - value in use is represented by the "deprival value" of the asset which is approximated as its written down replacement cost.

Other assets are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

Goodwill & other Intangible Assets that have an indefinite useful life and are not subject to amortisation are tested annually for impairment.

(q) Payables

These amounts represent liabilities and include goods and services provided to the Council prior to the end of financial year which are unpaid.

The amounts for goods and services are unsecured and are usually paid within 30 days of recognition.

(r) Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred.

Borrowings are subsequently measured at amortised cost.

Amortisation results in any difference between the proceeds (net of transaction costs) and the redemption amount being recognised in the Income Statement over the period of the borrowings using the effective interest method.

Borrowings are removed from the balance sheet when the obligation specified in the contract is discharged, cancelled or expired.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

(s) Borrowing costs

Borrowing costs are expensed, except to the extent that they are incurred during the construction of qualifying assets.

Borrowing costs incurred for the construction of any qualifying asset are capitalised during the period of time that is required to complete and prepare the asset for its intended use or sale.

(t) Provisions

Provisions for legal claims, service warranties and other like liabilities are recognised when:

- Council has a present legal or constructive obligation as a result of past events;
- it is more likely than not that an outflow of resources will be required to settle the obligation; and
- the amount has been reliably estimated.

Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole.

A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date.

The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability.

The increase in the provision due to the passage of time is recognised as interest expense.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

(u) Employee benefits

(i) Short Term Obligations

Short term employee benefit obligations include liabilities for wages and salaries (including non-monetary benefits), annual leave and vesting sick leave expected to be settled within the 12 months after the reporting period.

Leave liabilities are recognised in the provision for employee benefits in respect of employees' services up to the reporting date with other short term employee benefit obligations disclosed under payables..

These provisions are measured at the amounts expected to be paid when the liabilities are settled.

Liabilities for non vesting sick leave are recognised at the time when the leave is taken and measured at the rates paid or payable, and accordingly no Liability has been recognised in these reports.

Wages & salaries, annual leave and vesting sick leave are all classified as Current Liabilities.

(ii) Other Long Term Obligations

The liability for all long service and annual leave (which is not expected to be settled within the 12 months after the reporting period) are recognised in the provision for employee benefits in respect of services provided by employees up to the reporting date.

These liabilities are measured at the present value of the expected future payments to be made using the projected unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows.

Due to the nature of when and how Long Service Leave can be taken, all Long Service Leave for employees with 4 or more years of service has been classified as Current, as it has been deemed that

Council does not have the unconditional right to defer settlement beyond 12 months – even though it is not anticipated that all employees with more than 4 years service (as at reporting date) will apply for and take their leave entitlements in the next 12 months.

(iii) Retirement benefit obligations

All employees of the Council are entitled to benefits on retirement, disability or death.

Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Defined Benefit Plans

A liability or asset in respect of defined benefit superannuation plans would ordinarily be recognised in the balance sheet, and measured as the present value of the defined benefit obligation at the reporting date plus unrecognised actuarial gains (less unrecognised actuarial losses) less the fair value of the superannuation fund's assets at that date and any unrecognised past service cost.

The present value of the defined benefit obligation is based on expected future payments which arise from membership of the fund to the reporting date, calculated annually by independent actuaries using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

However, when this information is not reliably available, Council can account for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans – i.e. as an expense when they become payable.

Council is party to an Industry Defined Benefit Plan under the Local Government Superannuation Scheme, named the "Local Government Superannuation Scheme – Pool B"

This Scheme has been deemed to be a "multi employer fund" for the purposes of AASB 119.

Sufficient information is not available to account for the Scheme as a defined benefit plan (in accordance with AASB 119) because the assets to the scheme are pooled together for all Councils.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

Accordingly, Council's contributions to the scheme for the current reporting year have been recognised as an expense and disclosed as part of Superannuation Expenses at Note 4(a).

The Local Government Superannuation Scheme has advised member councils that, as a result of the global financial crisis, it has a significant deficiency of assets over liabilities. As a result, they have asked for significant increases in future contributions to recover that deficiency.

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils.

For this reason, no liability for the deficiency has been recognised in these financial statements.

Council has, however, disclosed a contingent liability in note 18 to reflect the possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

Define Contribution Plans

Contributions to Defined Contribution Plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

(iv) Employee Benefit On-Costs

Council has recognised at year end the aggregate on-cost liabilities arising from employee benefits, and in particular those on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include Superannuation and Workers Compensation expenses which will be payable upon the future payment of certain Leave Liabilities accrued as at 30/6/11.

(v) Self insurance

Council does not self insure.

(w) Allocation between current and non-current assets & liabilities

In the determination of whether an asset or liability is classified as current or non-current, consideration is given to the time when each asset or liability is expected to be settled.

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle.

Exceptions

In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months (such as vested long service leave), the liability is classified as current even if not expected to be settled within the next 12 months.

In the case of inventories that are "held for trading", these are also classified as current even if not expected to be realised in the next 12 months.

(x) Taxes

The Council is exempt from both Commonwealth Income Tax and Capital Gains Tax.

Council does however have to comply with both Fringe Benefits Tax and Goods and Services Tax (GST).

Goods & Services Tax (GST)

Income, expenses and assets are all recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office (ATO).

In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the revenue / expense.

Receivables and payables within the Balance Sheet are stated inclusive of any applicable GST.

The net amount of GST recoverable from or payable to the ATO is included as a current asset or current liability in the Balance Sheet.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

Operating cash flows within the Cash Flow Statement are on a gross basis, ie. they are inclusive of GST where applicable.

Investing and Financing cash flows are treated on a net basis (where recoverable from the ATO), ie. they are exclusive of GST. Instead, the GST component of investing and financing activity cash flows which are recoverable from or payable to the ATO are classified as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from (or payable to) the ATO.

(y) New accounting standards and UIG interpretations

Certain new (or amended) accounting standards and interpretations have been published that are not mandatory for reporting periods ending 30 June 2011.

Council has not adopted any of these standards early.

Council's assessment of the impact of these new standards and interpretations is set out below.

Applicable to Local Government with implications:

AASB 9 Financial Instruments, AASB 2009 11 Amendments to Australian Accounting Standards arising from AASB 9 and AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) (effective from 1 January 2013)

AASB 9 Financial Instruments addresses the classification, measurement and derecognition of financial assets and financial liabilities.

The standard is not applicable until 1 January 2013 but is available for early adoption.

When adopted, the standard will affect in particular the Council's accounting for its available-for-sale financial assets, since AASB 9 only permits the recognition of fair value gains and losses in other comprehensive income if they relate to equity investments that are not held for trading. Fair value

gains and losses on available-for-sale debt investments, for example, will therefore have to be recognised directly in profit or loss.

Applicable to Local Government but no implications for Council;

AASB 2009 14 Amendments to Australian Interpretation – Prepayments of a Minimum Funding Requirement (effective from 1 January 2011)

In December 2009, the AASB made an amendment to Interpretation 14 The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction.

The amendment removes an unintended consequence of the interpretation related to voluntary prepayments when there is a minimum funding requirement in regard to the entity's defined benefit scheme.

It permits entities to recognise an asset for a prepayment of contributions made to cover minimum funding requirements. Council does not make any such prepayments.

AASB 2010-6 Amendments to Australian Accounting Standards – Disclosures on Transfers of Financial Assets (effective for annual reporting periods beginning on or after 1 July 2011)

Amendments made to AASB 7 Financial Instruments: Disclosures in November 2010 introduce additional disclosures in respect of risk exposures arising from transferred financial assets.

The amendments will affect particularly entities that sell, factor, securitise, lend or otherwise transfer financial assets to other parties.

They are not expected to have any significant impact on Council's disclosures.

Applicable to Local Government but not relevant to Council at this stage;

None

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 1. Summary of Significant Accounting Policies (continued)

Not applicable to Local Government per se;

Revised AASB 124 Related Party Disclosures and AASB 2009 12 Amendments to Australian Accounting Standards (effective from 1 January 2011)

In December 2009 the AASB issued a revised AASB 124 Related Party Disclosures.

It is effective for accounting periods beginning on or after 1 January 2011 and must be applied retrospectively.

The amendment clarifies and simplifies the definition of a related party and removes the requirement for government-related entities to disclose details of all transactions with the government and other government-related entities.

AASB 1053 Application of Tiers of Australian Accounting Standards and AASB 2010-2 Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements (effective from 1 July 2013)

On 30 June 2010 the AASB officially introduced a revised differential reporting framework in Australia.

Under this framework, a two-tier differential reporting regime applies to all entities that prepare general purpose financial statements.

Local Government are specifically excluded from adopting the new Australian Accounting Standards – Reduced Disclosure Requirements.

AASB 2010-8 Amendments to Australian Accounting Standards – Deferred Tax: Recovery of Underlying Assets (effective from 1 January 2012)

In December 2010, the AASB amended AASB 112 Income Taxes to provide a practical approach for measuring deferred tax liabilities and deferred tax assets when investment property is measured using the fair value model.

AASB 112 requires the measurement of deferred tax assets or liabilities to reflect the tax consequences that would follow from the way management expects to recover or settle the carrying amount of the

relevant assets or liabilities, that is through use or through sale.

Council is not subject to Income Tax and accordingly this amendment will have no impact on future financial statements.

(z) Rounding of amounts

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

(aa) Comparative Figures

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

(ab) Disclaimer

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.

Notes to the Financial Statements
for the financial year ended 30 June 2011

Note 2(a). Council Functions / Activities - Financial Information

Functions/Activities	Income, Expenses and Assets have been directly attributed to the following Functions / Activities. Details of these Functions/Activities are provided in Note 2(b).												
	Income from Continuing Operations			Expenses from Continuing Operations			Operating Result from Continuing Operations			Grants included in Income from Continuing Operations		Total Assets held (Current & Non-current)	
	Original Budget	Actual	Actual	Original Budget	Actual	Actual	Original Budget	Actual	Actual	Actual	Actual	Actual	Actual
	2011	2011	2010	2011	2011	2010	2011	2011	2010	2011	2010	2011	2010
Governance	-	-	-	2,747	2,681	-	(2,747)	(2,681)	-	-	-	-	46
Administration	4,461	5,965	6,181	8,952	12,516	13,808	(4,491)	(6,551)	(7,627)	-	2,549	71,143	69,711
Public Order & Safety	3,011	2,779	2,811	4,247	4,394	3,968	(1,236)	(1,615)	(1,157)	-	-	15,739	15,501
Health	101	148	136	761	812	764	(660)	(664)	(628)	5	5	826	856
Environment	12,002	11,212	9,822	15,530	14,033	13,091	(3,528)	(2,821)	(3,269)	1,565	1,134	-	-
Community Services & Education	3,558	3,996	4,202	4,649	4,864	4,442	(1,091)	(868)	(240)	1,645	958	12,616	10,800
Housing & Community Amenities	187	165	207	2,585	2,863	2,523	(2,398)	(2,698)	(2,316)	22	129	21,050	20,647
Recreation & Culture	2,003	2,186	2,039	8,355	8,836	8,706	(6,352)	(6,650)	(6,667)	352	183	278,820	326,976
Mining, Manufacturing & Construction	1,170	865	887	2,378	2,897	3,190	(1,208)	(2,032)	(2,303)	-	-	-	-
Transport & Communication	5,726	7,076	7,050	3,479	3,714	3,210	2,247	3,362	3,840	612	331	304,704	305,182
Economic Affairs	492	450	486	1,145	1,109	1,131	(653)	(659)	(645)	-	-	2,257	2,230
Total Functions & Activities	32,711	34,842	33,821	54,828	58,719	54,833	(22,117)	(23,877)	(21,012)	4,201	5,289	707,155	751,949
Share of gains/(losses) in Associates & Joint Ventures (using the Equity Method)	-	240	136	-	-	-	-	240	136	-	-	1,481	1,328
General Purpose Income ¹	25,231	25,344	24,621	-	-	-	25,231	25,344	24,621	1,235	1,151	-	-
Operating Result from Continuing Operations	57,942	60,426	58,578	54,828	58,719	54,833	3,114	1,707	3,745	5,436	6,440	708,636	753,277

1. Includes: Rates & Annual Charges (incl. Ex-Gratia), Untied General Purpose Grants & Unrestricted Interest & Investment Income.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 2(b). Council Functions / Activities - Component Descriptions

Details relating to the Council's functions / activities as reported in Note 2(a) are as follows:

GOVERNANCE

Costs relating to the Council's role as a component of democratic government, including elections, members' fees and expenses, subscriptions to local authority associations, meetings of council and policy making committees, area representation and public disclosure and compliance.

ADMINISTRATION

Corporate Support and Other Support Services (not otherwise attributed to the listed functions / activities).

PUBLIC ORDER & SAFETY

Fire protection, animal control, beach control, enforcement of local government regulations, emergency services, other.

HEALTH

Inspection, immunisations, food control, health centres, other, administration.

ENVIRONMENT

Noxious plants and insect/vermin control, other environmental protection, solid waste management, street cleaning, drainage, stormwater management.

COMMUNITY SERVICES & EDUCATION

Administration, family day care, child care, youth services, other family and children, aged and disabled, migrant services, Aboriginal services, other community services, education.

HOUSING & COMMUNITY AMENITIES

Housing, town planning, street lighting, other sanitation and garbage, public cemeteries, public conveniences, other community amenities.

WATER SUPPLIES

SEWERAGE SERVICES

RECREATION & CULTURE

Public libraries, museums, art galleries, community centres, public halls, other cultural services, swimming pools, sporting grounds, parks and gardens (lakes), other sport and recreation.

FUEL & ENERGY - Gas Supplies

MINING, MANUFACTURING & CONSTRUCTION

Building control, abattoirs, quarries & pits, other.

TRANSPORT & COMMUNICATION

Urban roads, sealed rural roads, unsealed rural roads, bridges, footpaths, aerodromes, parking areas, bus shelters and services, water transport, RTA works, other.

ECONOMIC AFFAIRS

Camping areas, caravan parks, tourism and area promotion, industrial development promotion, saleyards and markets, real estate development, commercial nurseries, other business undertakings.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 3. Income from Continuing Operations

\$ '000	Notes	Actual 2011	Actual 2010
(a). Rates & Annual Charges			
Ordinary Rates			
Residential		18,896	18,257
Business		4,298	4,316
Total Ordinary Rates		23,194	22,573
Special Rates			
Business		1,145	1,164
Total Special Rates		1,145	1,164
Annual Charges (pursuant to s.496, s.501 & s.611)			
Domestic Waste Management Services		8,166	7,375
Stormwater Management Services		357	355
Section 611 Charges		26	25
Total Annual Charges		8,549	7,755
TOTAL RATES & ANNUAL CHARGES		32,888	31,492

Council has used 2008 year valuations provided by the NSW Valuer General in calculating its rates.

Manly Council

Notes to the Financial Statements for the financial year ended 30 June 2011

Note 3. Income from Continuing Operations (continued)

\$ '000	Notes	Actual 2011	Actual 2010
(b). User Charges & Fees			
Specific User Charges (per s.502 - Specific "actual use" charges)			
Waste Management Services (non-domestic) - Commercial Waste		1,151	1,233
Total User Charges		1,151	1,233
Other User Charges & Fees			
(i) Fees & Charges - Statutory & Regulatory Functions (per s608 & 610A)			
Inspections		75	85
Planning & Building Regulation		1,128	1,130
Total Fees & Charges - Statutory/Regulatory		1,203	1,215
(ii) Fees & Charges - Other (incl. General User Charges (per s.610C))			
Admission & Service Fees		2,343	2,019
Filming		13	7
Footpath Rental		989	688
Licence - Advertising Signs		415	392
Parking Fees		4,472	4,143
Rental & Hire of Non-Investment Property		223	146
RTA Charges (State Roads not controlled by Council)		1,116	492
Sponsorships		111	63
Swimming Centres		975	940
Other		145	173
Total Fees & Charges - Other		10,802	9,063
TOTAL USER CHARGES & FEES		13,156	11,511

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 3. Income from Continuing Operations (continued)

\$ '000	Notes	Actual 2011	Actual 2010
(c). Interest & Investment Revenue (incl. losses)			
Interest & Dividends			
- Interest on Overdue Rates & Annual Charges		86	72
- Interest earned on Investments (interest & coupon payment income)		756	564
Fair Value Adjustments			
- Fair Valuation movements in Investments (at FV or Held for Trading)		205	333
<u>TOTAL INTEREST & INVESTMENT REVENUE</u>		<u>1,047</u>	<u>969</u>
Interest Revenue is attributable to:			
Unrestricted Investments/Financial Assets:			
Overdue Rates & Annual Charges		86	72
General Council Cash & Investments		871	857
Restricted Investments/Funds - External:			
Development Contributions			
- Section 94		46	-
Restricted Investments/Funds - Internal:			
Internally Restricted Assets		44	40
Total Interest & Investment Revenue Recognised		<u>1,047</u>	<u>969</u>
(d). Other Revenues			
Fines		2,759	2,793
Legal Fees Recovery - Rates & Charges (Extra Charges)		55	-
Legal Fees Recovery - Other		44	134
Commissions & Agency Fees		7	6
Diesel Rebate		40	55
Food & Wine / Jazz Festival Income		275	284
Insurance Claim Recoveries		327	461
Lease Rental		1,732	1,718
Meals on Wheels - Meal Sales		-	176
Recycling Income (non domestic)		7	8
Sales - General		61	-
Other		162	115
<u>TOTAL OTHER REVENUE</u>		<u>5,469</u>	<u>5,750</u>

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 3. Income from Continuing Operations (continued)

\$ '000	2011 Operating	2010 Operating	2011 Capital	2010 Capital
(e). Grants				
General Purpose (Untied)				
Financial Assistance	1,106	1,011	-	-
Pensioners' Rates Subsidies - General Component	129	140	-	-
Total General Purpose	1,235	1,151	-	-
Specific Purpose				
Pensioners' Rates Subsidies:				
- Domestic Waste Management	62	63	-	-
Community Care	1,219	1,143	-	-
Community Infrastructure	-	-	420	2,262
Environmental Programs	1,450	954	-	-
Heritage & Cultural	368	309	-	-
Recreation & Culture	59	69	149	287
Transport (Other Roads & Bridges Funding)	188	202	211	-
Other	-	-	75	-
Total Specific Purpose	3,346	2,740	855	2,549
Total Grants	4,581	3,891	855	2,549
Grant Revenue is attributable to:				
- Commonwealth Funding	1,106	1,011	-	-
- State Funding	3,475	2,880	-	-
- Other Funding	-	-	855	2,549
	4,581	3,891	855	2,549
(f). Contributions				
Developer Contributions:				
(s93 & s94 - EP&A Act, s64 of the NSW LG Act):				
S 94 - Contributions towards amenities/services	-	-	1,555	1,915
Other Developer Contributions	-	-	-	85
Total Developer Contributions	-	-	1,555	2,000
Other Contributions:				
Community Services	9	-	-	-
Environmental Programs	188	8	-	-
Recreation & Culture	156	34	-	-
RTA Contributions (Regional/Local, Block Grant)	185	143	-	-
Street Lighting	97	95	-	-
Total Other Contributions	635	280	-	-
Total Contributions	635	280	1,555	2,000
TOTAL GRANTS & CONTRIBUTIONS	5,216	4,171	2,410	4,549

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 3. Income from Continuing Operations (continued)

\$ '000	Actual 2011	Actual 2010
(g). Restrictions relating to Grants and Contributions		
Certain grants & contributions are obtained by Council on condition that they be spent in a specified manner:		
Unexpended at the Close of the Previous Reporting Period	6,653	5,486
add: Grants and contributions recognised in the current period which have not been spent:	386	2,670
less: Grants and contributions recognised in a previous reporting period which have been spent in the current reporting period:	(1,829)	(1,503)
Net Increase (Decrease) in Restricted Assets during the Current Reporting Period	(1,443)	1,167
Unexpended at the Close of this Reporting Period and held as Restricted Assets	5,210	6,653
Comprising:		
- Specific Purpose Unexpended Grants	546	2,139
- Developer Contributions	4,664	4,514
	5,210	6,653

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 4. Expenses from Continuing Operations

\$ '000	Notes	Actual 2011	Actual 2010
(a) Employee Benefits & On-Costs			
Salaries and Wages		22,916	21,549
Travelling		3	4
Employee Leave Entitlements (ELE)		3,006	3,186
Superannuation - Defined Contribution Plans		2,575	2,629
Workers' Compensation Insurance		1,072	691
Fringe Benefit Tax (FBT)		103	155
Training Costs (other than Salaries & Wages)		187	167
Other		19	20
Total Employee Costs		29,881	28,401
less: Capitalised Costs		(1,567)	(1,116)
<u>TOTAL EMPLOYEE COSTS EXPENSED</u>		<u>28,314</u>	<u>27,285</u>
Number of "Equivalent Full Time" Employees at year end		413	401
(b) Borrowing Costs			
(i) Interest Bearing Liability Costs			
Interest on Loans		499	452
Charges relating to Finance Leases		101	97
Total Interest Bearing Liability Costs		600	549
less: Capitalised Costs		-	(106)
Total Interest Bearing Liability Costs Expensed		600	443
(ii) Other Borrowing Costs			
Nil			
<u>TOTAL BORROWING COSTS EXPENSED</u>		<u>600</u>	<u>443</u>

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 4. Expenses from Continuing Operations (continued)

\$ '000	Notes	Actual 2011	Actual 2010
(c) Materials & Contracts			
Raw Materials & Consumables		13,545	12,637
Contractor & Consultancy Costs		1,840	1,559
Auditors Remuneration			
- Audit Services: Council's Auditor		34	38
- Other Services: Council's Auditor - Internal Auditor		33	10
Legal Expenses:			
- Legal Expenses: Planning & Development		640	897
- Legal Expenses: Other		268	393
Total Materials & Contracts		16,360	15,534
less: Capitalised Costs		-	(98)
<u>TOTAL MATERIALS & CONTRACTS</u>		<u>16,360</u>	<u>15,436</u>

\$ '000	Notes	Impairment Costs		Depreciation/Amortisation	
		Actual 2011	Actual 2010	Actual 2011	Actual 2010
Plant and Equipment		-	-	1,370	1,448
Office Equipment		-	-	703	621
Furniture & Fittings		-	-	404	280
Property, Plant & Equipment - Leased		-	-	133	156
Land Improvements (depreciable)		-	-	1,282	1,142
Buildings - Non Specialised		-	-	695	455
Buildings - Specialised		-	-	478	690
Other Structures		-	-	236	234
Infrastructure:					
- Roads, Bridges & Footpaths		-	-	1,994	1,102
- Stormwater Drainage		-	-	543	264
Other Assets					
- Library Books		-	-	187	203
Intangible Assets	25	-	-	44	44
Total Depreciation & Impairment Costs		-	-	8,069	6,639
less: Capitalised Costs		-	-	-	-
less: Impairments offset in ARR (Equity)	9a	-	-	-	-
<u>TOTAL DEPRECIATION & IMPAIRMENT COSTS EXPENSED</u>		<u>-</u>	<u>-</u>	<u>8,069</u>	<u>6,639</u>

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 4. Expenses from Continuing Operations (continued)

\$ '000	Notes	Actual 2011	Actual 2010
(e) Other Expenses			
Other Expenses for the year include the following:			
Bad & Doubtful Debts		29	109
Bank Charges		171	150
Contributions/Levies to Other Levels of Government		1,103	996
Councillor Expenses - Mayoral Fee		35	34
Councillor Expenses - Councillors' Fees		191	187
Councillors' Expenses (incl. Mayor) - Other (excluding fees above)		69	77
Donations, Contributions & Assistance to other organisations (Section 356)		217	246
Electricity & Heating		609	513
Insurance		1,156	1,116
Postage		95	84
Street Lighting		761	634
Subscriptions & Publications		320	297
Telephone & Communications		239	232
Valuation Fees		64	70
Water Rates & Charges		213	209
Other		51	71
Total Other Expenses		5,323	5,025
less: Capitalised Costs		-	-
<u>TOTAL OTHER EXPENSES</u>		<u>5,323</u>	<u>5,025</u>

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 5. Gains or Losses from the Disposal of Assets

\$ '000	Notes	Actual 2011	Actual 2010
Property (excl. Investment Property)			
Proceeds from Disposal		33	-
less: Carrying Amount of Property Assets Sold		(46)	(15)
Net Gain/(Loss) on Disposal		(13)	(15)
Plant & Equipment			
Proceeds from Disposal		503	1,085
less: Carrying Amount of P&E Assets Sold		(453)	(942)
Net Gain/(Loss) on Disposal		50	143
Infrastructure			
Proceeds from Disposal		-	-
less: Carrying Amount of Infrastructure Assets Sold / Written Off		(90)	(133)
Net Gain/(Loss) on Disposal		(90)	(133)
Financial Assets*			
Proceeds from Disposal / Redemptions		1,397	-
less: Carrying Amount of Financial Assets Sold / Redeemed		(1,397)	-
Net Gain/(Loss) on Disposal		-	-
NET GAIN/(LOSS) ON DISPOSAL OF ASSETS		(53)	(5)

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 6a. - Cash Assets and Note 6b. - Investment Securities

\$ '000	Notes	2011 Actual Current	2011 Actual Non Current	2010 Actual Current	2010 Actual Non Current
Cash & Cash Equivalents (Note 6a)					
Cash on Hand and at Bank		2,603	-	2,801	-
Cash-Equivalent Assets ¹					
- Deposits at Call		8,248	-	6,118	-
- Short Term Deposits		500	-	4,071	-
- NCD's, FRN's		500	-	-	-
Total Cash & Cash Equivalents		11,851	-	12,990	-
Investment Securities (Note 6b)					
- NCD's, FRN's (with Maturities > 3 months)		819	-	2,187	-
- CDO's		1,332	-	1,156	-
Total Investment Securities		2,151	-	3,343	-
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS		14,002	-	16,333	-

¹ Those Investments where time to maturity (from date of purchase) is < 3 mths.

Cash, Cash Equivalents & Investments were classified at year end in accordance with AASB 139 as follows:

Cash & Cash Equivalents

a. "At Fair Value through the Profit & Loss"	11,851	-	12,990	-
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Investments

a. "At Fair Value through the Profit & Loss"					
- "Held for Trading"	6(b-i)	2,151	-	3,343	-
Investments		2,151	-	3,343	-

Note 6(b-i)**Reconciliation of Investments classified as "At Fair Value through the Profit & Loss"**

Balance at the Beginning of the Year	3,343	-	5,209	-
Revaluations (through the Income Statement)	205	-	333	-
Disposals (sales & redemptions)	(1,397)	-	(2,199)	-
Balance at End of Year	2,151	-	3,343	-

Comprising:

- NCD's, FRN's (with Maturities > 3 months)	819	-	2,187	-
- CDO's	1,332	-	1,156	-
Total	2,151	-	3,343	-

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 6c. Restricted Cash, Cash Equivalents & Investments - Details

\$ '000	2011 Actual Current	2011 Actual Non Current	2010 Actual Current	2010 Actual Non Current
Total Cash, Cash Equivalents and Investment Securities	14,002	-	16,333	-
attributable to:				
External Restrictions (refer below)	5,930	-	7,554	-
Internal Restrictions (refer below)	6,438	-	6,913	-
Unrestricted	1,634	-	1,866	-
	14,002	-	16,333	-

2011 \$ '000	Opening Balance	Transfers to Restrictions	Transfers from Restrictions	Closing Balance
-----------------	--------------------	------------------------------	--------------------------------	--------------------

Details of Restrictions

External Restrictions - Other

Developer Contributions - General (D)	4,514	1,601	(1,451)	4,664
Specific Purpose Unexpended Grants (F)	2,139	-	(1,593)	546
Domestic Waste Management (G)	181	-	(181)	-
Other	720	-	-	720
External Restrictions - Other	7,554	1,601	(3,225)	5,930
Total External Restrictions	7,554	1,601	(3,225)	5,930

Internal Restrictions

Infrastructure Replacement	2,403	-	(500)	1,903
Employees Leave Entitlement	1,210	200	(200)	1,210
Deposits, Retentions & Bonds	1,597	1,290	(1,299)	1,588
Balgowah Area Improvements	205	-	-	205
Depot Redevelopment	301	-	(143)	158
Environment Levy	797	-	(797)	-
Manly Wharf Forecourt	50	-	-	50
Manly Youth Council	6	-	-	6
Meals on Wheels	256	50	-	306
Rates Infrastructure	79	726	(805)	-
Shelly Beach Improvements	9	-	-	9
Unexpended Loans	-	2,000	(997)	1,003
Total Internal Restrictions	6,913	4,266	(4,741)	6,438
TOTAL RESTRICTIONS	14,467	5,867	(7,966)	12,368

D Development contributions which are not yet expended for the provision of services and amenities in accordance with contributions plans (refer Note 17).

F Grants which are not yet expended for the purposes for which the grants were obtained. (refer Note 1)

G Water, Sewerage, Domestic Waste Management (DWM) & other Special Rates/Levies/Charges are externally restricted assets and must be applied for the purposes for which they were raised.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 7. Receivables

\$ '000	Notes	2011		2010	
		Current	Non Current	Current	Non Current
Purpose					
Rates & Annual Charges		734	310	602	308
Interest & Extra Charges		151	13	129	13
User Charges & Fees		1,322	-	960	-
Accrued Revenues					
- Interest on Investments		48	-	17	-
- Other Income Accruals		549	-	423	-
Government Grants & Subsidies		475	-	539	-
Net GST Receivable		486	-	429	-
Other Debtors		7	-	38	-
Total		3,772	323	3,137	321
less: Provision for Impairment					
Rates & Annual Charges		(11)	(5)	(11)	(5)
User Charges & Fees		(155)	-	(126)	-
Total Provision for Impairment - Receivables		(166)	(5)	(137)	(5)
<u>TOTAL NET RECEIVABLES</u>		<u>3,606</u>	<u>318</u>	<u>3,000</u>	<u>316</u>
Externally Restricted Receivables					
Domestic Waste Management		219	-	213	-
Total External Restrictions		219	-	213	-
Internally Restricted Receivables					
Nil					
Unrestricted Receivables		3,387	318	2,787	316
TOTAL NET RECEIVABLES		<u>3,606</u>	<u>318</u>	<u>3,000</u>	<u>316</u>

Notes on Debtors above:

- (i) Rates & Annual Charges Outstanding are secured against the property.
- (ii) Doubtful Rates Debtors are provided for where the value of the property is less than the debt outstanding.
An allowance for other doubtful debts is made when there is objective evidence that a receivable is impaired.
- (iii) Interest was charged on overdue rates & charges at 9.00% (2010 9.00%).
Generally all other receivables are non interest bearing.
- (iv) Please refer to Note 15 for issues concerning Credit Risk and Fair Value disclosures.

Manly Council

Notes to the Financial Statements for the financial year ended 30 June 2011

Note 8. Inventories & Other Assets

\$ '000	Notes	2011		2010	
		Current	Non Current	Current	Non Current
Inventories					
Stores & Materials		29	-	40	-
Total Inventories		29	-	40	-
Other Assets					
Prepayments		166	-	382	-
Work In Progress		-	2,906	-	284
Total Other Assets		166	2,906	382	284
TOTAL INVENTORIES / OTHER ASSETS		195	2,906	422	284

Externally Restricted Assets

There are no restrictions applicable to the above assets.

Notes to the Financial Statements
for the financial year ended 30 June 2011

Note 9a. Infrastructure, Property, Plant & Equipment

\$ '000	as at 30/6/2010					Asset Movements during the Reporting Period					as at 30/6/2011				
	At	At	Accumulated		Carrying	Asset Additions	WDV of Asset Disposals	Depreciation Expense	Adjustments & Transfers	Revaluation Decrements to Equity (ARR)	At	At	Accumulated		Carrying
	Cost	Fair Value	Deprec.	Impairment	Value						Cost	Fair Value	Dep'n	Impairment	Value
Plant & Equipment	-	9,447	5,250	-	4,197	1,597	(465)	(1,370)	50	-	-	10,069	6,060	-	4,009
Office Equipment	-	7,489	5,092	-	2,397	634	-	(703)	-	-	-	8,123	5,795	-	2,328
Furniture & Fittings	-	5,663	2,414	-	3,249	95	-	(404)	-	-	-	5,758	2,818	-	2,940
Plant & Equipment (under Finance Lease)	-	2,416	1,389	-	1,027	-	-	(133)	-	-	-	2,416	1,522	-	894
Land:															
- Operational Land	-	80,874	-	-	80,874	-	-	-	-	-	-	80,874	-	-	80,874
- Community Land	-	284,766	-	-	284,766	-	(74)	-	-	(47,325)	-	237,367	-	-	237,367
Land Improvements - non depreciable	-	13,615	-	-	13,615	-	-	-	-	-	-	13,615	-	-	13,615
Land Improvements - depreciable	-	37,013	15,125	-	21,888	4,517	-	(1,282)	-	-	-	41,530	16,407	-	25,123
Buildings - Non Specialised	-	35,878	7,079	-	28,799	1,489	(3)	(695)	-	-	-	37,363	7,773	-	29,590
Buildings - Specialised	-	61,326	16,674	-	44,652	225	(16)	(478)	-	-	-	61,524	17,141	-	44,383
Other Structures	-	39,118	8,622	-	30,496	155	(3)	(236)	-	-	-	39,125	8,713	-	30,412
Infrastructure:															
- Roads, Bridges, Footpaths	-	236,149	52,998	-	183,151	1,264	(250)	(1,994)	-	-	-	236,860	54,689	-	182,171
- Stormwater Drainage	-	43,631	17,828	-	25,803	493	(45)	(543)	-	-	-	44,062	18,354	-	25,708
Other Assets:															
- Heritage Collections	4,400	-	-	-	4,400	18	-	-	-	-	-	4,418	-	-	4,418
- Library Books	4,260	-	3,029	-	1,231	247	-	(187)	-	-	-	4,507	3,216	-	1,291
TOTAL INFRASTRUCTURE, PROPERTY, PLANT & EQUIP.	8,660	857,385	135,500	-	730,545	10,734	(856)	(8,025)	50	(47,325)	-	827,611	142,488	-	685,123

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 9b. Externally Restricted Infrastructure, Property, Plant & Equipment

\$ '000

Council has no Externally Restricted Infrastructure, Property, Plant & Equipment.

Note 10a. Payables, Borrowings & Provisions

\$ '000	Notes	2011		2010	
		Current	Non Current	Current	Non Current
Payables					
Goods & Services - operating expenditure		1,789	-	2,139	-
Goods & Services - capital expenditure		1,835	-	1,784	-
Payments Received In Advance		324	-	332	-
Accrued Expenses:					
- Borrowings		110	-	93	-
- Other Expenditure Accruals		805	-	146	-
Security Bonds, Deposits & Retentions		6,476	-	6,139	-
Other		205	-	261	-
Total Payables		11,544	-	10,894	-
Borrowings					
Loans - Secured ¹		1,030	8,217	915	7,252
Finance Lease Liabilities		226	197	285	437
Total Borrowings		1,256	8,414	1,200	7,689
Provisions					
Employee Benefits;					
Annual Leave		1,962	-	1,991	-
Sick Leave		184	-	178	-
Long Service Leave		3,115	191	3,314	191
ELE On-Costs		471	12	441	12
Sub Total - Aggregate Employee Benefits		5,732	203	5,924	203
Total Provisions		5,732	203	5,924	203
Total Payables, Borrowings & Provisions		18,532	8,617	18,018	7,892

¹. Loans are secured over the General Rating Income of Council

Disclosures on Liability Interest Rate Risk Exposures, Fair Value Disclosures & Security can be found in Note 15.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 10a. Payables, Borrowings & Provisions (continued)

\$ '000	2011	2010
(ii) Current Liabilities not anticipated to be settled within the next 12 months		
The following Liabilities, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions - Employees Benefits	4,000	3,821
Payables - Security Bonds, Deposits & Retentions	5,176	5,010
	<u>9,176</u>	<u>8,831</u>

Note 10b. Description of and movements in Provisions

Class of Provision	2010		2011			Closing Balance as at 30/6/11
	Opening Balance as at 1/7/10	Additional Provisions	Decrease due to Payments	Remeasurement effects due to Discounting	Unused amounts reversed	
Annual Leave	1,991	1,828	(1,857)	-	-	1,962
Sick Leave	178	24	(18)	-	-	184
Long Service Leave	3,505	376	(575)	-	-	3,306
ELE On-Costs	453	248	(218)	-	-	483
TOTAL	<u>6,127</u>	<u>2,476</u>	<u>(2,668)</u>	-	-	<u>5,935</u>

a. Employees Leave Entitlements & On-Costs represents those benefits accrued and payable and an estimate of those that will become payable in the future as a result of past service.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 11. Statement of Cash Flows - Additional Information

\$ '000	Notes	Actual 2011	Actual 2010
(a) Reconciliation of Cash Assets			
Total Cash & Cash Equivalent Assets	6a	11,851	12,990
Less Bank Overdraft	10	-	-
BALANCE as per the STATEMENT of CASH FLOWS		11,851	12,990
 (b) Reconciliation of Net Operating Result to Cash provided from Operating Activities			
Net Operating Result from Income Statement		1,707	3,745
Adjust for non cash items:			
Depreciation & Amortisation		8,069	6,639
Net Losses/(Gains) on Disposal of Assets		53	5
Non Cash Capital Grants and Contributions		-	(85)
Losses/(Gains) recognised on Fair Value Re-measurements through the P&L:			
- Investments classified as "@ Fair Value" or "Held for Trading"		(205)	(333)
Share of Net (Profits) or Losses of Associates/Joint Ventures		(240)	(136)
 +/- Movement in Operating Assets and Liabilities & Other Cash Items:			
Decrease/(Increase) in Receivables		(637)	138
Increase/(Decrease) in Provision for Doubtful Debts		29	102
Decrease/(Increase) in Inventories		11	(3)
Decrease/(Increase) in Other Assets		(2,406)	(263)
Increase/(Decrease) in Payables		(350)	92
Increase/(Decrease) in accrued Interest Payable		15	(24)
Increase/(Decrease) in other accrued Expenses Payable		659	32
Increase/(Decrease) in Other Liabilities		273	233
Increase/(Decrease) in Employee Leave Entitlements		(192)	479
Increase/(Decrease) in Other Provisions		-	-
NET CASH PROVIDED FROM/(USED IN) OPERATING ACTIVITIES from the STATEMENT of CASH FLOWS		6,786	10,621

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 11. Statement of Cash Flows - Additional Information (continued)

\$ '000	Notes	Actual 2011	Actual 2010
(c) Non-Cash Investing & Financing Activities			
Acquisition of Plant & Equipment by means of Finance Lease		-	282
S94 Contributions "in kind"		-	85
Total Non-Cash Investing & Financing Activities		-	367
(d) Financing Arrangements			
(i) Unrestricted access was available at balance date to the following lines of credit:			
Bank Overdraft Facilities ⁽¹⁾		400	400
Credit Cards / Purchase Cards		20	20
Total Financing Arrangements		420	420
Amounts utilised as at Balance Date:			
- Bank Overdraft Facilities		-	-
- Credit Cards / Purchase Cards		3	-
Total Financing Arrangements Utilised		3	-

1. The Bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.
Interest rates on overdrafts are Interest Rates on Loans & Other Payables are disclosed in Note 15.

(ii) Secured Loan Liabilities

Loans are secured by a mortgage over future years Rate Revenue only.

Manly Council

Notes to the Financial Statements for the financial year ended 30 June 2011

Note 12. Commitments for Expenditure

\$ '000	Notes	Actual 2011	Actual 2010
(a) Capital Commitments (exclusive of GST)			
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:			
Property, Plant & Equipment			
Land Improvements		-	4
Total Commitments		-	4
These expenditures are payable as follows:			
Within the next year		-	4
Later than one year and not later than 5 years		-	-
Later than 5 years		-	-
Total Payable		-	4
Sources for Funding of Capital Commitments:			
Unrestricted General Funds		-	4
Total Sources of Funding		-	4
(b) Other Expenditure Commitments (exclusive of GST)			
Other Non Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:			
Audit Services		74	111
Other		2,244	636
Total Commitments		2,318	747
These expenditures are payable as follows:			
Within the next year		1,160	446
Later than one year and not later than 5 years		1,158	301
Later than 5 years		-	-
Total Payable		2,318	747

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 12. Commitments for Expenditure (continued)

\$ '000	Notes	Actual 2011	Actual 2010	
(c) Finance Lease Commitments				
(i) Commitments under Finance Leases at the Reporting Date are payable as follows:				
Within the next year		283	384	
Later than one year and not later than 5 years		225	502	
Later than 5 years		-	-	
Total Minimum Lease Payments		508	886	
less: Future Finance Charges		(85)	(164)	
Amount Recognised as a Liability		423	722	
(ii) Finance Lease Liability Recognised represent;				
Current Liabilities		226	285	
Non-Current Liabilities		197	437	
Total Finance Lease Liabilities Disclosed		423	722	
(iii) General Details				
Council Leases the following Property, Plant & Equipment under Finance Leases:				
	Term (Years)	Option to Purchase	Contingent Rent Clauses	
Other Equipment/Assets	Y/N	Y/N		
				423
Total Carrying Value at Year End				423

(d) Operating Lease Commitments (Non Cancellable)

Nil

Conditions relating to Finance Leases:

- All Finance Lease Agreements are secured only against the Leased Asset.
- No Lease Agreements impose any financial restrictions on Council regarding future debt etc.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 12. Commitments for Expenditure (continued)

\$ '000	Notes	Actual 2011	Actual 2010
(e) Investment Property Commitments			
Nil			
(f) Remuneration Commitments			
Commitments for the payment of salaries & other remuneration under long-term employment contracts in existence at reporting date but not recognised as liabilities are payable:			
Within the next year		740	500
Later than one year and not later than 5 years		2,660	183
Later than 5 years		-	-
Total Payable		3,400	683

(g) Investment in Associates / Joint Ventures - Commitments

For Capital Commitments and Other Commitments relating to Investments in Associates & Joint Ventures, refer to Note 19 (b)

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 13a(i). Statement of Performance Measurement - Indicators (Consolidated)

\$ '000	Amounts 2011	Indicator 2011	Prior Periods 2010 2009	
Local Government Industry Indicators				
1. Unrestricted Current Ratio				
Current Assets less all External Restrictions ⁽¹⁾	<u>11,654</u>	1.25 : 1	1.30	1.65
Current Liabilities less Specific Purpose Liabilities ^(2,3)	<u>9,356</u>			
2. Debt Service Ratio				
Debt Service Cost	<u>1,819</u>	3.37%	3.67%	3.54%
Income from Continuing Operations excluding Capital Items & Specific Purpose Grants/Contributions	<u>54,035</u>			
3. Rates & Annual Charges Coverage Ratio				
Rates & Annual Charges	<u>32,888</u>	54.43%	53.76%	52.58%
Income from Continuing Operations	<u>60,426</u>			
4. Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage				
Rates, Annual & Extra Charges Outstanding	<u>1,192</u>	3.50%	3.16%	3.97%
Rates, Annual & Extra Charges Collectible	<u>34,065</u>			
5. Building & Infrastructure Renewals Ratio				
Asset Renewals ⁽⁴⁾ [Buildings & Infrastructure]	<u>8,135</u>	155.60%	239.00%	244.00%
Depreciation, Amortisation & Impairment (Building & Infrastructure Assets)	<u>5,228</u>			

Notes

(1) Refer Notes 6-8 inclusive.

Also excludes any Real Estate & Land for resale not expected to be sold in the next 12 months

(2) Refer to Note 10(a).

(3) Refer to Note 10(c) - excludes all payables & provisions not expected to be paid in the next 12 months (incl. ELE).

(4) Asset Renewals represent the replacement &/or refurbishment of existing assets to an equivalent capacity or performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Manly Council

Notes to the Financial Statements for the financial year ended 30 June 2011

Note 13a(i). Statement of Performance Measurement - Graphs (Consolidated)

<p>1. Unrestricted Current Ratio</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Ratio : 1</th> </tr> </thead> <tbody> <tr> <td>2008</td> <td>1.01</td> </tr> <tr> <td>2009</td> <td>1.65</td> </tr> <tr> <td>2010</td> <td>1.30</td> </tr> <tr> <td>2011</td> <td>1.25</td> </tr> </tbody> </table>	Year	Ratio : 1	2008	1.01	2009	1.65	2010	1.30	2011	1.25	<p>Purpose of Unrestricted Current Ratio</p> <p>To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.</p>	<p>Commentary on 2010/11 Result</p> <p>2010/11 Ratio 1.25 : 1</p> <p>2011 ratio is above Council's benchmark of 1.15:1. It has declined slightly from the prior year's due to a combination of a minor increase in creditors and a decrease in cash assets.</p>
Year	Ratio : 1											
2008	1.01											
2009	1.65											
2010	1.30											
2011	1.25											
<p>2. Debt Service Ratio</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Ratio %</th> </tr> </thead> <tbody> <tr> <td>2008</td> <td>3.56%</td> </tr> <tr> <td>2009</td> <td>3.54%</td> </tr> <tr> <td>2010</td> <td>3.67%</td> </tr> <tr> <td>2011</td> <td>3.37%</td> </tr> </tbody> </table>	Year	Ratio %	2008	3.56%	2009	3.54%	2010	3.67%	2011	3.37%	<p>Purpose of Debt Service Ratio</p> <p>To assess the impact of loan principal & interest repayments on the discretionary revenue of council.</p>	<p>Commentary on 2010/11 Result</p> <p>2010/11 Ratio 3.37%</p> <p>The decrease in debt servicing ratio is due to the retirement of 2 existing loans in April 2010 and December 2010.</p>
Year	Ratio %											
2008	3.56%											
2009	3.54%											
2010	3.67%											
2011	3.37%											
<p>3. Rates & Annual Charges Coverage Ratio</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Ratio %</th> </tr> </thead> <tbody> <tr> <td>2008</td> <td>56.00%</td> </tr> <tr> <td>2009</td> <td>52.58%</td> </tr> <tr> <td>2010</td> <td>53.76%</td> </tr> <tr> <td>2011</td> <td>54.43%</td> </tr> </tbody> </table>	Year	Ratio %	2008	56.00%	2009	52.58%	2010	53.76%	2011	54.43%	<p>Purpose of Rates & Annual Charges Coverage Ratio</p> <p>To assess the degree of Council's dependence upon revenue from rates and annual charges and to assess the security of Council's income.</p>	<p>Commentary on 2010/11 Result</p> <p>2010/11 Ratio 54.43%</p> <p>The minor increase in the coverage ratio is mostly due to increased annual charges.</p>
Year	Ratio %											
2008	56.00%											
2009	52.58%											
2010	53.76%											
2011	54.43%											
<p>4. Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Ratio %</th> </tr> </thead> <tbody> <tr> <td>2008</td> <td>3.52%</td> </tr> <tr> <td>2009</td> <td>3.97%</td> </tr> <tr> <td>2010</td> <td>3.16%</td> </tr> <tr> <td>2011</td> <td>3.50%</td> </tr> </tbody> </table>	Year	Ratio %	2008	3.52%	2009	3.97%	2010	3.16%	2011	3.50%	<p>Purpose of Rates & Annual Charges Outstanding Ratio</p> <p>To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.</p>	<p>Commentary on 2010/11 Result</p> <p>2010/11 Ratio 3.50%</p> <p>Outstanding rates and charges rose in 2011 due to an increased number of debtors experiencing financial hardship.</p>
Year	Ratio %											
2008	3.52%											
2009	3.97%											
2010	3.16%											
2011	3.50%											
<p>5. Building & Infrastructure Renewals Ratio</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Ratio %</th> </tr> </thead> <tbody> <tr> <td>2008</td> <td>222.00%</td> </tr> <tr> <td>2009</td> <td>244.00%</td> </tr> <tr> <td>2010</td> <td>239.00%</td> </tr> <tr> <td>2011</td> <td>155.60%</td> </tr> </tbody> </table>	Year	Ratio %	2008	222.00%	2009	244.00%	2010	239.00%	2011	155.60%	<p>Purpose of Bldg & Infrastructure Renewals Ratio</p> <p>To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.</p>	<p>Commentary on Result</p> <p>2010/11 Ratio 155.60%</p> <p>Renewals were down on 2010 as part of the capital funding for 2011 was allocated to new asset construction.</p>
Year	Ratio %											
2008	222.00%											
2009	244.00%											
2010	239.00%											
2011	155.60%											

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 14. Investment Properties

\$ '000

Council has not classified any Land or Buildings as "Investment Properties"

Note 15. Financial Risk Management

Risk Management

Council's activities expose it to a variety of financial risks including **(1)** price risk, **(2)** credit risk, **(3)** liquidity risk and **(4)** interest rate risk.

The Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by Council's Finance Section under policies approved by the Council.

A comparison by category of the carrying amounts and fair values of Council's Financial Assets & Financial Liabilities recognised in the financial statements is presented below.

	Carrying Value		Fair Value	
	2011	2010	2011	2010
Financial Assets				
Cash and Cash Equivalents	11,851	12,990	11,851	12,990
Investments				
- "Held for Trading"	2,151	3,343	2,151	3,343
Receivables	3,924	3,316	4,018	3,316
Total Financial Assets	17,926	19,649	18,020	19,649
Financial Liabilities				
Payables	11,220	10,562	11,220	10,562
Loans / Advances	9,247	8,167	9,247	8,167
Lease Liabilities	423	722	423	722
Total Financial Liabilities	20,890	19,451	20,890	19,451

Fair Value is determined as follows:

- **Cash & Cash Equivalents, Receivables, Payables**-are estimated to be the carrying value which approximates market value
- **Borrowings & Held to Maturity Investments** - are based upon estimated future cash flows discounted by the current market interest rates applicable to assets & liabilities with similar risk profiles, unless quoted market prices are available.
- Financial Assets classified (i) "**at fair value through profit & loss**" or (ii) **Available for Sale** - are based upon quoted market prices (in active markets for identical investments) at the reporting date or independent valuation.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 15. Financial Risk Management (continued)

\$ '000

(a) Fair Value Measurements

The fair value of financial assets and financial liabilities must be estimated in accordance with Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 7 Financial Instruments: Disclosures, requires the disclosure of how fair valuations have been arrived at for all financial assets and financial liabilities that have been measured at fair value.

Arriving at fair values for financial assets and liabilities can be broken up into 3 distinct measurement hierarchies:

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (as prices) or indirectly (derived from prices)

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs)

The following table presents the financial assets and financial liabilities that have been measured and recognised at fair values:

2011	Level 1	Level 2	Level 3	Total
Financial Assets				
Investments				
- "Held for Trading"	819	-	1,332	2,151
Total Financial Assets	819	-	1,332	2,151

2010	Level 1	Level 2	Level 3	Total
Financial Assets				
Investments				
- "Held for Trading"	2,187	-	1,156	3,343
Total Financial Assets	2,187	-	1,156	3,343

The following table presents the movement in Level 3 financial instruments

	Liabilities 2011	Liabilities 2010	Assets 2011	Assets 2010
Opening Balance (of Level 3 fair values)	-	-	1,156	1,156
Gains/(Losses) recognised in the Income Statement	-	-	176	-
Closing Balance	-	-	1,332	1,156

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 15. Financial Risk Management (continued)

\$ '000

(b) Cash & Cash Equivalents, Financial assets 'at fair value through the profit & Loss' "Available-for-sale" financial assets & "Held-to-maturity" Investments

Council's objective is to maximise its return on cash & investments whilst maintaining an adequate level of liquidity and preserving capital.

Council's Finance area manages the Cash & Investments portfolio with the assistance of independent advisors.

Council has an Investment Policy which complies with the Local Government Act & Minister's Investment Order. This Policy is regularly reviewed by Council and its staff and an Investment Report is tabled before Council on a monthly basis setting out the portfolio breakup and its performance.

The major risk associated with Investments is price risk - the risk that the capital value of Investments may fluctuate due to changes in market prices, whether there changes are caused by factors specific to individual financial instruments or their issuers or are caused by factors affecting similar instruments traded in a market.

Cash & Investments are also subject to interest rate risk - the risk that movements in interest rates could affect returns and income.

A further risk associated with Cash & Investments is credit risk - the risk that the investment counterparty) will not complete their obligations particular to a financial instrument, resulting in a financial loss to Council - be it of a capital or income nature.

Council manages these risks (amongst other measures) by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

The following represents a summary of the sensitivity of Council's Income Statement and Accumulated Surplus (for the reporting period) due to a change in either the price of a financial asset or the interest rates applicable.

It is assumed that the change in interest rates would have been constant throughout the reporting period.

	Increase of Values/Rates		Decrease of Values/Rates	
	Profit	Equity	Profit	Equity
2011				
Possible impact of a 10% movement in Market Values	405	405	(405)	(405)
Possible impact of a 1% movement in Interest Rates	70	70	(70)	(70)
2010				
Possible impact of a 10% movement in Market Values	505	505	(505)	(505)
Possible impact of a 1% movement in Interest Rates	161	161	(161)	(161)

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 15. Financial Risk Management (continued)

\$ '000

(c) Receivables

Council's major receivables comprise **(i) Rates & Annual charges** and **(ii) User Charges & Fees**.

The major risk associated with these receivables is credit risk - the risk that debts due and payable to Council may not be repaid in full.

Council manages this risk by monitoring outstanding debt and employing stringent debt recovery procedures. It also encourages ratepayers to pay their rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of Council to secure a charge over the land relating to the debts - that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates & annual charges at higher than market rates which further encourages the payment of debt.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

A profile of Council's receivables credit risk at balance date follows:

	2011	2011	2010	2010
	Rates & Annual Charges	Other Receivables	Rates & Annual Charges	Other Receivables
(i) Ageing of Receivables				
Current (not yet overdue)	96.40%	54.00%	96.70%	78.00%
Overdue	3.60%	46.00%	3.30%	22.00%
	<u>100%</u>	<u>100%</u>	<u>100%</u>	<u>100%</u>
(ii) Movement in Provision for Impairment of Receivables			2011	2010
Balance at the beginning of the year			142	40
+ new provisions recognised during the year			29	111
- amounts already provided for & written off this year			-	(9)
Balance at the end of the year			<u>171</u>	<u>142</u>

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 15. Financial Risk Management (continued)

\$ '000

(d) Payables & Borrowings

Payables & Borrowings are both subject to liquidity risk - the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

Payment terms can (in extenuating circumstances) also be extended & overdraft facilities utilised as required.

The contractual undiscounted cash outflows (ie. principal and interest) of Council's Payables & Borrowings are set out in the Liquidity Table below:

\$ '000	Subject to no maturity	payable in:			Total Cash Outflows	Actual Carrying Values
		≤ 1 Year	2-5 Yrs	> 5 Yrs		
2011						
Trade/Other Payables	6,476	-	4,731	-	11,207	11,220
Loans & Advances	-	991	3,196	5,060	9,247	9,247
Lease Liabilities	-	423	-	-	423	423
Total Financial Liabilities	6,476	1,414	7,927	5,060	20,877	20,890
2010						
Trade/Other Payables	6,139	-	4,423	-	10,562	10,562
Loans & Advances	-	915	2,934	4,318	8,167	8,167
Lease Liabilities	-	282	440	-	722	722
Total Financial Liabilities	6,139	1,197	7,797	4,318	19,451	19,451

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs & debt servicing requirements. Council manages this risk through the diversification of borrowing types, maturities & interest rate structures.

The following interest rates were applicable to Council's Borrowings at balance date:

	2011		2010	
	Carrying Value	Average Interest Rate	Carrying Value	Average Interest Rate
Trade/Other Payables	11,220	2.0%	10,562	2.0%
Loans & Advances - Fixed Interest Rate	3,937	6.5%	2,546	6.5%
Loans & Advances - Variable Interest Rate	5,310	5.9%	5,621	7.5%
Lease Liabilities	423	15.0%	722	15.0%
	<u>20,890</u>		<u>19,451</u>	

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 16. Material Budget Variations

\$ '000

Council's Original Financial Budget for 10/11 was incorporated as part of its Management Plan and was adopted by the Council on 04 May 2010.

While the Income Statement included in this General Purpose Financial Report must disclose the Original Budget adopted by Council, the Local Government Act requires Council to review its Financial Budget on a Quarterly Basis, so that it is able to manage the various variations between actuals versus budget that invariably occur throughout the year.

This Note sets out the details of MATERIAL VARIATIONS between Council's Original Budget and its Actual results for the year as per the Income Statement - even though such variations may have been adjusted for during each Quarterly Budget Review.

Note that for Variations* of Budget to Actual :

Material Variations represent those variances that amount to **10%** or more of the original budgeted figure.

F = Favourable Budget Variation, **U** = Unfavourable Budget Variation

\$ '000	2011 Budget	2011 Actual	2011 ----- Variance* -----		
REVENUES					
Rates & Annual Charges	32,877	32,888	11	0%	F
User Charges & Fees	12,407	13,156	749	6%	F
Interest & Investment Revenue	908	1,047	139	15%	F
Variation is as a result of revaluation of Investments previously written down (+\$205K), less below benchmark returns on capital protected investments no longer paying coupon (-\$66K).					
Other Revenues	5,515	5,469	(46)	(1%)	U
Operating Grants & Contributions	5,055	5,216	161	3%	F
Capital Grants & Contributions	1,075	2,410	1,335	124%	F
Variation is due to the timing of claims for existing grants, new grants and contributions, as well as developer contributions not budgetted for. In many instances the actual amount of grants received depends on decisions made by State and Federal governments after the Budget has been adopted.					
Net Gains from Disposal of Assets	105	-	(105)	(100%)	U
This item represents the difference between the sale of assets, or trade-in price of vehicles and plant items and their book value. Variation is as a result of there being no surplus on disposal of assets.					
Share of Net Profits - Joint Ventures & Associates	-	240	240	0%	F
Council does not budget for its share of profits/losses in Kimbriki Enterprises and Shorlink.					

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 16. Material Budget Variations (continued)

\$ '000	2011 Budget	2011 Actual	2011 ----- Variance* -----		
EXPENSES					
Employee Benefits & On-Costs	28,506	28,314	192	1%	F
Borrowing Costs	700	600	100	14%	F
Interest rates on variable interest rate loans were lower than the budgetted rates.					
Materials & Contracts	14,087	16,360	(2,273)	(16%)	U
During the year Council employees are engaged on both maintenance and capital works, the proportions of which may vary from year to year. Costs in relation to capital works are excluded from the income statement. Variation includes Environment Levy funded projects carried forward (+\$1.45M), increase in Legal Costs - Planning & Other (+\$400K), and increased Waste Disposal charges (+\$719K).					
Depreciation & Amortisation	6,873	8,069	(1,196)	(17%)	U
Roads, footpaths bridges, and draingage infrastructure assets were revalued as at 30/06/2010 and brought to account at fair value in accordance with the Code of Accounting Practice. This has resulted in an increase in the depreciation costs of those classes of assets.					
Other Expenses	4,662	5,323	(661)	(14%)	U
The variance in other expenses has resulted from increase in the provision for doubtful debts, plus an increase in Street Lighting (+\$360K), Insurances (+\$100K) and Electricity Costs (+\$200K) over the budgeted amount.					
Net Losses from Disposal of Assets	-	53	(53)	0%	U
<hr/>					
\$ '000	2011 Budget	2011 Actual	2011 ----- Variance* -----		
Budget Variations relating to Council's Cash Flow Statement include:					
Cash Flows from Operating Activities	9,883	6,786	(3,097)	(31.3%)	U
Variation as a result of increased receipts of grants and contributions; additional payments for materials and contracts; and GST payments on capital contracts.					
Cash Flows from Investing Activities	(9,082)	(8,706)	376	(4.1%)	F
Cash Flows from Financing Activities	(215)	781	996	(463.3%)	F
Increase in cash flows from financing activities as a result of Council taking up borrowings in advance.					

Notes to the Financial Statements
for the financial year ended 30 June 2011

Note 17. Statement of Developer Contributions

\$ '000

Council recovers contributions, raises levies & enters into planning agreements on development works that are subject to a development consent issued by Council. All contributions must be spent/utilised for the specific purpose they were levied and any interest applicable to unspent funds must be attributed to remaining funds.

The following tables detail the receipt, interest and use of the above contributions & levies and the value of all remaining funds which are "restricted" in their future use.

SUMMARY OF CONTRIBUTIONS & LEVIES

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Traffic Facilities	167	18	-	2	-	-	187	-	-	187	-
Parking	103	4	-	-	-	-	107	-	-	107	-
Open Space	1,879	136	-	10	(547)	-	1,478	-	-	1,478	-
Community Facilities	112	50	-	-	(129)	-	33	-	-	33	-
Streetscape/Transport	846	563	-	13	(243)	-	1,179	-	-	1,179	-
Environmental Programs (incl. drainage)	1,452	784	-	19	(473)	-	1,782	-	-	1,782	-
Library & Recreation	(291)	-	-	-	(59)	-	(350)	-	-	(350)	-
S94 Contributions - under a Plan	4,268	1,555	-	44	(1,451)	-	4,416	-	-	4,416	-
S94A Levies - under a Plan	-	-	-	-	-	-	-				-
Total S94 Revenue Under Plans	4,268	1,555	-	44	(1,451)	-	4,416				-
S94 not under Plans	246	-	-	2	-	-	248	-	-	248	-
Total Contributions	4,514	1,555	-	46	(1,451)	-	4,664	-	-	4,664	-

Notes to the Financial Statements
for the financial year ended 30 June 2011

Note 17. Statement of Developer Contributions (continued)

\$ '000

S94 CONTRIBUTIONS - UNDER A PLAN

CONTRIBUTION PLAN - Residential (2005 Plan)

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Traffic Facilities	161	13	-	2	-	-	176	-	-	176	-
Open Space	1,303	136	-	10	(547)	-	902	-	-	902	-
Community Facilities	35	24	-	-	(64)	-	(5)	-	-	(5)	-
Streetscape/Transport	689	59	-	5	(243)	-	510	-	-	510	-
Environmental Programs (incl. drainage)	1,247	88	-	10	(473)	-	872	-	-	872	-
Total	3,435	320	-	27	(1,327)	-	2,455	-	-	2,455	-

CONTRIBUTION PLAN - Manly Precinct Retail/Commercial (2005 Plan)

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Traffic Facilities	5	1	-	-	-	-	6	-	-	6	-
Community Facilities	6	1	-	-	-	-	7	-	-	7	-
Streetscape/Transport	29	8	-	1	-	-	38	-	-	38	-
Environmental Programs (incl. drainage)	28	8	-	-	-	-	36	-	-	36	-
Total	68	18	-	1	-	-	87	-	-	87	-

Notes to the Financial Statements
for the financial year ended 30 June 2011

Note 17. Statement of Developer Contributions (continued)

\$ '000

S94 CONTRIBUTIONS - UNDER A PLAN

CONTRIBUTION PLAN - Other Precincts (2005 Plan)

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Traffic Facilities	1	4	-	-	-	-	5	-	-	5	-
Community Facilities	6	25	-	-	-	-	31	-	-	31	-
Streetscape/Transport	128	496	-	7	-	-	631	-	-	631	-
Environmental Programs (incl. drainage)	177	688	-	9	-	-	874	-	-	874	-
Total	312	1,213	-	16	-	-	1,541	-	-	1,541	-

CONTRIBUTION PLAN - Manly Precinct (1999 Plan)

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Open Space	223	-	-	-	-	-	223	-	-	223	-
Community Facilities	51	-	-	-	(51)	-	-	-	-	-	-
Library & Recreation	46	-	-	-	(29)	-	17	-	-	17	-
Total	320	-	-	-	(80)	-	240	-	-	240	-

Notes to the Financial Statements
for the financial year ended 30 June 2011

Note 17. Statement of Developer Contributions (continued)

\$ '000

S94 CONTRIBUTIONS - UNDER A PLAN

CONTRIBUTION PLAN - Other Precincts (1999 Plan)

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Open Space	353	-	-	-	-	-	353	-	-	353	-
Community Facilities	14	-	-	-	(14)	-	-	-	-	-	-
Library & Recreation	(337)	-	-	-	(30)	-	(367)	-	-	(367)	-
Total	30	-	-	-	(44)	-	(14)	-	-	(14)	-

CONTRIBUTION PLAN - Parking (1999 Plan)

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Parking	103	4	-	-	-	-	107	-	-	107	-
Total	103	4	-	-	-	-	107	-	-	107	-

S94 CONTRIBUTIONS - NOT UNDER A PLAN

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Affordable Housing	246	-	-	2	-	-	248	-	-	248	-
Total	246	-	-	2	-	-	248	-	-	248	-

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 18. Contingencies & Other Assets/Liabilities Not Recognised

\$ '000

The following assets and liabilities do not qualify for recognition in the Balance Sheet, but their knowledge & disclosure is considered relevant to the users of Council's Financial Report.

State Authorities Superannuation Scheme

Council also has an employee contributing in the above scheme.

(ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to Local Government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the Net Assets or Liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the Fund Years.

The future realisation and finalisation of claims incurred but not reported to 30/6 this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW Local Government Industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the Company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements of APRA.

LIABILITIES NOT RECOGNISED:

1. Guarantees

(i) Defined Benefit Superannuation Contribution Plans

Council participates in an employer sponsored Defined Benefit Superannuation Scheme, and makes contributions as determined by the Superannuation Scheme's Trustees.

Member Councils bear responsibility of ensuring there are sufficient funds available to pay out the required benefits as they fall due.

Local Government Superannuation Scheme - Pool B

The Schemes most recent full actuarial review indicated that the Net Assets of the Scheme were not sufficient to meet the accrued benefits of the Schemes Defined Benefit member category and that member Councils will need to make significantly higher contributions from 1 July 2009 & beyond.

The scheme is a defined benefit benefit plan that has been deemed a "multi-employer fund for purposes of AASB119. Sufficient information under AASB119 is not available to account for the scheme as a defined benefit plan, because the assets to the Scheme are pooled together for all employers.

The amount of employer contributions recognised as an expense for the year ending 30 June 2010 was \$459,549. The Scheme is monitored annually and the Actuary has estimated that as at 30 June 2011 the employers share of this deficit was \$1.225M.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 18. Contingencies & Other Assets/Liabilities Not Recognised (continued)

\$ '000

LIABILITIES NOT RECOGNISED (continued):

These future equity contributions would be required to maintain the company's minimum level of Net Assets in accordance with its Licence Requirements.

(iv) Other Guarantees

Council has provided no other Guarantees other than those listed above.

2. Other Liabilities

(i) Third Party Claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its Insurance Coverage and does not expect any material liabilities to eventuate.

(ii) S94 Plans

Council levies Section 94/94A Contributions upon various development across the Council area through the required Contributions Plans.

As part of these Plans, Council has received funds for which it will be required to expend the monies in accordance with those Plans.

As well, these Plans indicate proposed future expenditure to be undertaken by Council, which will be funded by making levies and receipting funds in future years or where a shortfall exists by the use of Council's General Funds.

These future expenses do not yet qualify as liabilities as of the Reporting Date, but represent Councils intention to spend funds in the manner and timing set out in those Plans.

(iii) HIH Insurance

During the period 1995 - 1997 portion of Council's public risk insurance cover was insured or re-insured with a member of the HIH Insurance group of companies.

Council has been recognised as a creditor of HIH and is entitled to receive distributions from the liquidator subject to the Scheme of Arrangement. Due to the uncertainty as to the final distribution amount(s), these claims will be recognised in the income statement as they are received.

(iv) Potential Land Acquisitions due to Planning Restrictions imposed by Council

Council has classified a number of privately owned land parcels as Local Open Space or Bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (& subsequent land asset) from such potential acquisitions has not been possible.

(v) Acquisition of former Seaforth TAFE Site

Council has resolved to acquire the former TAFE site at Seaforth from the State Government for \$4.46M. As the contract of sale is dated after the 30 June and is conditional, the asset will be recognised at fair value following completion of the property settlement in a future reporting period.

Manly Council

Notes to the Financial Statements for the financial year ended 30 June 2011

Note 18. Contingencies & Other Assets/Liabilities Not Recognised (continued)

\$ '000

ASSETS NOT RECOGNISED:

(i) Land Under Roads

As permitted under AASB 1051, Council has elected not to bring to account Land Under Roads that it owned or controlled up to & including 30/6/08.

(ii) Infringement Notices/Fines

Fines & Penalty Income, the result of Council issuing Infringement Notices is followed up and collected by the Infringement Processing Bureau.

Councils Revenue Recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at Year End, there is a potential asset due to Council representing issued but updated Infringement Notices.

Due to the limited information available on the status, value and duration of outstanding Notices, Council is unable to determine the value of outstanding income.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 19. Controlled Entities, Associated Entities & Interests in Joint Ventures

\$ '000

Council's objectives can and in some cases are best met through the use of separate entities & operations.

These operations and entities range from 100% ownership and control through to lower levels of ownership and control via co-operative arrangements with other Councils, Bodies and other Outside Organisations.

The accounting and reporting for these various entities, operations and arrangements varies in accordance with accounting standards, depending on the level of Councils (i) interest and (ii) control and the type (form) of entity/operation, as follows;

Subsidiaries

Note 19(a)

Operational Arrangements where Councils Control (but not necessarily Interest) exceeds 50%

Associated Entities & Joint Venture Entities

Note 19(b)(i)&(ii)

Arrangements in the form of a Separate Entity that deploys the resources of the operation itself. Under Associated Entities, Council significantly influences the operations (but does not control them, whilst for JV Entities, Council Jointly Controls the Operations with other parties.

Joint Venture Operations

Note 19(c)

Arrangements that do not comprise an actual individual entity which can deploy the resources of the individual participants. Under JV Operations, Council Jointly Controls the operations with the Other Parties involved.

Subsidiaries, Associated Entities and Joint Ventures Not Recognised

Note 19(d)

Accounting Recognition:

(i) Subsidiaries disclosed under Note 19(a), and Joint Venture Operations disclosed at Note 19(c), are accounted for on a Line by Line Consolidation basis within the Income Statement and Balance Sheet.

(ii) Associated Entities and Joint Venture Entities as per Notes 19(b)(i) & (ii) are accounted for using the Equity Accounting Method - and are disclosed as a 1 line entry in both the Income Statement and Balance Sheet.

	Council's Share of Net Income		Council's Share of Net Assets	
	Actual 2011	Actual 2010	Actual 2011	Actual 2010
Associated Entities	-	-	-	-
Joint Venture Entities	240	136	1,481	1,328
Total	240	136	1,481	1,328

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 19. Controlled Entities, Associated Entities & Interests in Joint Ventures

\$ '000

19(a) Joint Venture Entities

(a) Carrying Amounts

Name of Entity	Principal Activity	2011	2010
Shorelink Library Network	Sharing of Library Infrastructure	37	30
Kimbriki Environmental Enterprises P/L	Recycling & Waste Disposal	1,444	1,298
Total Carrying Amounts - Joint Venture Entities		1,481	1,328

(b) Relevant Interests

Name of Entity	Interest in Outputs		Interest in Ownership		Proportion of Voting Power	
	2011	2010	2011	2010	2011	2010
Shorelink Library Network	14%	15%	17%	17%	20%	20%
Kimbriki Environmental Enterprises P/L	11%	11%	11%	11%	11%	11%

(c) Movement in Carrying Amounts

	Shorelink Library Network		Kimbriki Environmental Enterprises P/L	
	2011	2010	2011	2010
Opening Balance	30	48	1,298	-
Share in Operating Result	5	(15)	235	224
Transfer in from Associate Closing Balance	-	-	-	1,144
New Capital Contributions	-	-	-	50
Distributions Received	-	-	(89)	(53)
Adjustments to Equity	2	(3)	-	(67)
Councils Equity Share in the Joint Venture Entity	37	30	1,444	1,298

(d) Share of Joint Ventures Assets & Liabilities

	Assets		Liabilities		Net Assets
	Current	Non Current	Current	Non Current	
2011					
Shorelink Library Network	40	5	8	-	37
Kimbriki Environmental Enterprises P/L	1,383	325	222	42	1,444
Totals	1,423	330	230	42	1,481
2010					
Shorelink Library Network	32	6	8	-	30
Kimbriki Environmental Enterprises P/L	1,344	148	173	21	1,298
Totals	1,376	154	181	21	1,328

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 19. Controlled Entities, Associated Entities & Interests in Joint Ventures

\$ '000

19(a) Joint Venture Entities (continued)

(e) Share of Joint Ventures Revenues, Expenses & Results

	2011			2010		
	Revenues	Expenses	Result	Revenues	Expenses	Result
Shorelink Library Network	81	76	5	82	100	(18)
Kimbriki Environmental Enterprises P/L	2,074	1,839	235	1,667	1,513	154
Totals	2,155	1,915	240	1,749	1,613	136

(f) Share of Joint Venture Entities Expenditure Commitments

	2011	2010
Capital Commitments	-	-
Other Expenditure Commitments	-	-
Lease Commitments	-	-

(g) Contingent Liabilities of Joint Venture Entities

	2011	2010
Share of Contingent Liabilities incurred jointly with other Participants	-	-
Share of Contingent Liabilities for which Council is severally liable	-	-

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 20. Equity - Retained Earnings and Revaluation Reserves

\$ '000	Notes	Actual 2011	Actual 2010
a. Retained Earnings			
Movements in Retained Earnings were as follows:			
Balance at beginning of Year (from previous years audited accounts)		500,858	497,113
a. Correction of Prior Period Errors	20 (c)	-	-
b. Changes in Accounting Policies (prior period effects)	20 (d)	-	-
c. Other Comprehensive Income (excl. direct to Reserves transactions)		-	-
d. Net Operating Result for the Year		1,707	3,745
e. Distributions to/(Contributions from) Minority Interests		-	-
f. Transfers between Equity		-	-
g. Other Changes		-	-
Balance at End of the Reporting Period		502,565	500,858

b. Reserves

(i) Reserves are represented by:

- Infrastructure, Property, Plant & Equipment Revaluation Reserve	178,922	226,509
Total	178,922	226,509

(ii) Reconciliation of movements in Reserves:

Infrastructure, Property, Plant & Equipment Revaluation Reserve

- Opening Balance	226,509	78,028
- Revaluations for the year	9(a) (47,325)	145,551
- Other movements: Assets reclassified at their revalued amounts	(262)	2,930
- Balance at End of Year	178,922	226,509

TOTAL VALUE OF RESERVES

178,922	226,509
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(iii) Nature & Purpose of Reserves

Infrastructure, Property, Plant & Equipment Revaluation Reserve

- The Infrastructure, Property, Plant & Equipment Revaluation Reserve is used to record increments/decrements of Non Current Asset values due to their revaluation.

c. Correction of Error/s relating to a Previous Reporting Period

Council made no correction of errors during the current reporting period.

d. Voluntary Changes in Accounting Policies

Council made no voluntary changes in any accounting policies during the year.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 21. Financial Result & Financial Position by Fund

\$ '000

Council operates a General Fund only.

Note 22. "Held for Sale" Non Current Assets & Disposal Groups

Council did not classify any Non Current Assets or Disposal Groups as "Held for Sale".

Note 23. Events occurring after Balance Sheet Date

Events that occur after the reporting date of 30 June 2011, up to and including the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of receipt of the Auditors' Report as the appropriate "authorised for issue" date relating to these General Purpose Financial Statements.

Accordingly, the "authorised for issue" date is 27/09/11.

Events that occur after the Reporting Date represent one of two types:

(i) Events that have provided evidence of conditions that existed at the Reporting Date

These financial statements (and the figures therein) incorporate all "adjusting events" that provided evidence of conditions that existed at 30 June 2011.

(ii) Events that have provided evidence of conditions that arose after the Reporting Date

These financial statements (and figures therein) do not incorporate any "non adjusting events" that have occurred after 30 June 2011 and which are only indicative of conditions that arose after 30 June 2011.

Council is unaware of any material or significant "non adjusting events" that should be disclosed.

Note 24. Discontinued Operations

Council has not classified any of its Operations as "Discontinued".

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 25. Intangible Assets

\$ '000

Intangible Assets represent identifiable non-monetary asset without physical substance.

	Actual 2011 Carrying Amount	Actual 2010 Carrying Amount
Intangible Assets are as follows;		
Opening Values:		
Gross Book Value (1/7)	1,093	-
Accumulated Amortisation & Impairment	(44)	-
Net Book Value - Opening Balance	1,049	-
Movements for the year		
- Purchases	-	1,093
- Amortisation charges	(44)	(44)
Closing Values:		
Gross Book Value (30/6)	1,093	1,093
Accumulated Amortisation & Impairment	(88)	(44)
<u>TOTAL INTANGIBLE ASSETS - NET BOOK VALUE</u> ¹	<u>1,005</u>	<u>1,049</u>

¹ The Net Book Value of Intangible Assets represent:

- Kimbriki Access Rights	1,005	1,049
	<u>1,005</u>	<u>1,049</u>

Note 26. Reinstatement, Rehabilitation & Restoration Liabilities

Council has no outstanding obligations to make, restore, rehabilitate or reinstate any of its assets/operations.

Manly Council

Notes to the Financial Statements

for the financial year ended 30 June 2011

Note 27. Council Information & Contact Details

Principal Place of Business:

1 Belgrave Street
Manly NSW 2095

Contact Details

Mailing Address:

PO Box 82
Manly NSW 2095

Opening Hours:

Monday to Friday
8.30 am to 5.00 pm
Detail Opening Hours here

Telephone: 02 9976 1500

Facsimile: 02 9976 1400

Internet: www.manly.nsw.gov.au

Email: records@manly.nsw.gov.au

Officers

GENERAL MANAGER

Mr Henry Wong

RESPONSIBLE ACCOUNTING OFFICER

Mrs Jenny Nascimento

PUBLIC OFFICER

Ms Joanna Bramma

AUDITORS

Hill Rogers Spencer Steer

Elected Members

MAYOR

Clr Jean Hay (popularly elected)

COUNCILLORS

Clr Adele Heasman

Clr Barbara Aird

Clr Hugh Burns

Clr Lauren Elder

Clr Cathy Griffin

Clr Alan Le Surf

Clr Dr Peter A Macdonald MB MS MRCGP DA DRCOG

Clr Richard Morrison

Clr David Murphy

Clr Mark Norek

Clr Craig Whitting

Other Information

ABN: 43 662 868 065

MANLY COUNCIL

GENERAL PURPOSE FINANCIAL STATEMENTS

INDEPENDENT AUDITORS' REPORT

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying *general purpose financial statements* of **Manly Council**, which comprises the Balance Sheet as at 30 June 2011, Income Statement, Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the Statement by Councillors and Management. The financial statements include the consolidated financial statements of the economic entity and the entities it controlled at year end or from time to time during the year.

Responsibility of Council for the Financial Statements

The Council is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Local Government Act 1993. This responsibility includes the maintenance of adequate accounting records and internal controls designed to prevent and detect fraud and error; designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditors' Responsibility

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement. Our audit responsibility does not extend to the original budget information disclosed in the Income Statement, Statement of Cash Flows, and Note 2(a) or the budget variation explanations disclosed in Note 16. Nor does our responsibility extend to the projected future developer contributions and costs disclosed in Note 17. Accordingly, no opinion is expressed on these matters.

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Practising as Hill Rogers Spencer
Steer Assurance Partners

ABN 56 435 338 966

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 Council's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial statements. Our audit did not involve an analysis of the prudence of business decisions made by Council or management.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion,

- (a) the Council's accounting records have been kept in accordance with the requirements of the Local Government Act 1993, Chapter 13 part 3 Division 2; and
- (b) the financial statements:
 - (i) have been presented in accordance with the requirements of this Division;
 - (ii) are consistent with the Council's accounting records;
 - (iii) present fairly the Council's financial position, the results of its operations and its cash flows; and
 - (iv) are in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.
- (c) all information relevant to the conduct of the audit has been obtained; and
- (d) there are no material deficiencies in the accounting records or financial statements that we have become aware of during the course of the audit.

HILL ROGERS SPENCER STEER



GARY MOTTAU
Partner

Dated at Sydney this 27th day of September 2011

Hill Rogers
Spencer Steer

27 September 2011

The Mayor
Manly Council
PO Box 82
MANLY NSW 2095

Mayor,

Audit Report - Year Ended 30 June 2011

We are pleased to advise completion of the audit of Council's books and records for the year ended 30 June 2011 and that all information required by us was readily available. We have signed our reports as required under Section 417(1) of the Local Government Act, 1993 and the Local Government Code of Accounting Practice and Financial Reporting to the General and Special Purpose Financial Statements.

Our audit has been conducted in accordance with Australian Auditing Standards so as to express an opinion on both the General and Special Purpose Financial Statements of the Council. We have ensured that the accounts have been prepared in accordance with Australian equivalents to International Financial Reporting Standards (AIFRS) and the Local Government Code of Accounting Practice and Financial Reporting.

This report on the conduct of the audit is also issued under Section 417(1) and we now offer the following comments on the financial statements and the audit;

I. RESULTS FOR THE YEAR

I.1 Operating Result

The operating result for the year was a surplus of \$1.707 million as compared with \$3.745 million in the previous year.

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The following table sets out the results for the year and the extent (%) that each category of revenue and expenses contributed to the total.

	2011 \$'000	% of Total	2010 \$'000	% of Total	Increase (Decrease) \$'000
Revenues before capital items					
Rates & annual charges	32,888	57%	31,492	58%	1,396
User charges, fees & other revenues	18,865	33%	17,397	32%	1,468
Grants & contributions provided for operating purposes	5,216	9%	4,171	8%	1,045
Interest & investment revenue	1,047	2%	969	2%	78
	58,016	100%	54,029	100%	3,987
Expenses					
Employee benefits & costs	28,314	48%	27,285	50%	1,029
Materials, contracts & other expenses	21,736	37%	20,466	37%	1,270
Depreciation, amortisation & impairment	8,069	14%	6,639	12%	1,430
Borrowing costs	600	1%	443	1%	157
	58,719	100%	54,833	100%	3,886
Surplus/(Deficit) before capital items	(703)		(804)		101
Grants & contributions provided for capital purposes	2,410		4,549		(2,139)
Net Surplus/(Deficit) for the year	1,707		3,745		(2,038)

The table above shows an overall decrease compared with the previous year of \$2.038 million and can mainly be attributed to reduced capital grants for community infrastructure.

Levies of rates, domestic waste management and stormwater management services increased by \$1.396 million and accounted for 57% of Council's operating revenue before capital receipts.

1.2 Funding Result

The operating result does not take into account all revenues and all expenditures and in reviewing the overall financial performance of Council it is useful to take into account the total source of revenues and where they were spent during the year which is illustrated in the table below.

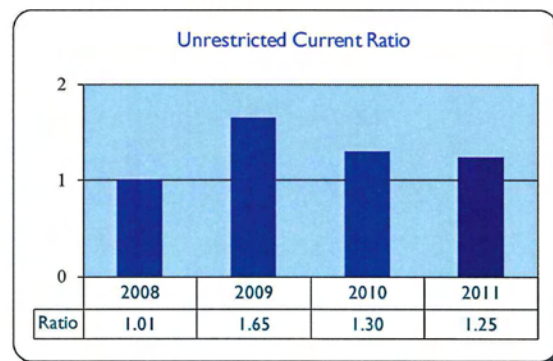
	2011	2010
	\$'000	\$'000
Funds were provided by:-		
Operating Result (as above)	1,707	3,745
Add back non funding items:-		
- Depreciation, amortisation & impairment	8,069	6,639
- Book value of non current assets sold	589	1,090
- (Surplus)Deficit in joint ventures	(240)	(136)
	10,125	11,338
New loan borrowings	2,000	0
Finance Leases	0	282
Transfers from externally restricted assets (net)	1,618	71
Transfers from internal reserves (net)	475	0
Distributions from joint ventures	89	0
Net Changes in current/non current assets & liabilities	0	1,319
	14,307	13,010
Funds were applied to:-		
Purchase and construction of assets	(10,779)	(14,177)
Principal repaid on loans	(920)	(1,074)
Finance lease instalments	(299)	(247)
Transfers to internal reserves (net)	0	(3,134)
Net Changes in current/non current assets & liabilities	(2,481)	0
	(14,479)	(18,632)
Increase(Decrease) in Available Working Capital	(172)	(5,622)

2. FINANCIAL POSITION

2.1 Unrestricted Current Ratio (UCR)

The Unrestricted Current Ratio is a financial indicator specific to local government and represents Council's ability to meet its debts and obligations as they fall due.

After eliminating externally restricted assets and current liabilities not expected to be paid within the next 12 months net current assets amounted to \$2.298 million representing a factor of 1.25 to 1.



2.2 Available Working Capital – (Working Funds)

At the close of the year the Available Working Capital of Council stood at \$148,000 as detailed below;

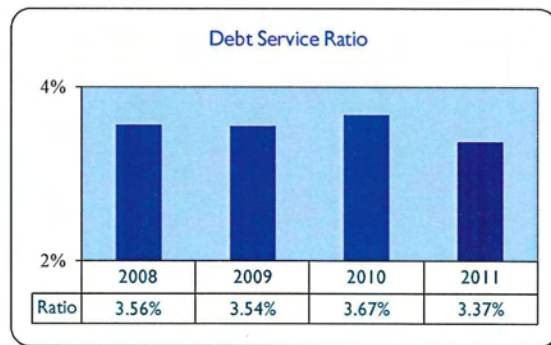
	\$'000	\$'000	\$'000
Net Current Assets (Working Capital) as per Accounts	(729)	1,737	(2,466)
Add: Payables & provisions not expected to be realised in the next 12 months included above	9,176	8,831	345
Adjusted Net Current Assets	8,447	10,568	(2,121)
Add: Budgeted & expected to pay in the next 12 months			
- Borrowings	1,256	1,200	56
- Employees leave entitlements	1,732	2,103	(371)
- Deposits & retention moneys	1,300	1,129	171
Less: Externally restricted assets	(6,149)	(7,767)	1,618
Less: Internally restricted assets	(6,438)	(6,913)	475
Available Working Capital as at 30 June	\$ 148	\$ 320	\$ (172)

The balance of Available Working Capital should be at a level to manage Council's day to day operations including the financing of hard core debtors and inventories and to provide a buffer against unforeseen and unbudgeted expenditures. Taking into consideration the nature and level of the internally restricted assets (Reserves) set aside and the balanced budget adopted for the year ending 30 June 2012, we are of the opinion that Available Working Capital as at 30 June 2011 was satisfactory.

2.3 Debt

Operating revenue (excluding special purpose grants and contributions) required to service debt (loan repayments) was 3.37%.

Principal and interest paid was \$1.819 million leaving total debt as at 30 June 2011 at \$9.670 million.



2.4 Summary

Council's overall financial position, when taking into account the above financial indicators is, in our opinion, satisfactory.

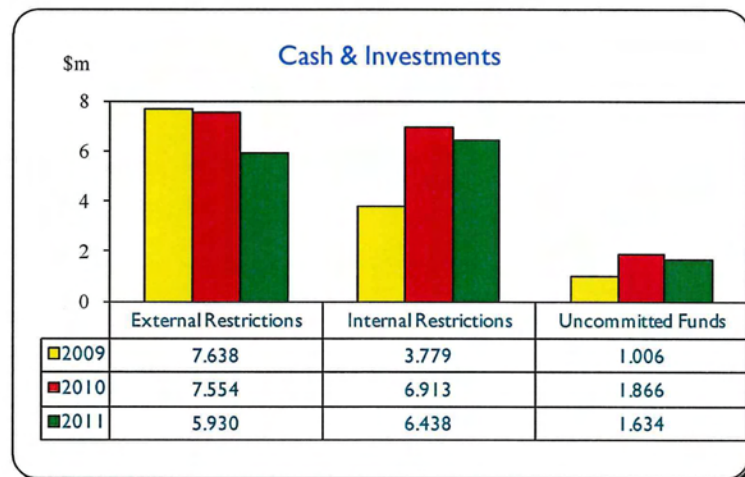
3. CASH ASSETS

3.1 Cash & Investments

Cash and investments totalled \$14.002 million at the close of the year as compared with \$16.333 million in 2010 and \$12.423 million in 2009.

Investments included CDO's (Collateralised Debt Obligations) held at fair value of \$1.332 million. These securities have been significantly affected by the ongoing global credit crisis. Note 1(g) provides details of the valuation of these securities.

The table alongside summarises the purposes for which cash and investments were held.



Externally restricted cash and investments are restricted in their use by externally imposed requirements and consisted of unexpended development contributions under Section 94 of \$4.664 million, specific purpose grants of \$546,000 and Art Galley funds of \$720,000.

Internally restricted cash and investments have been restricted in their use by resolution or policy of Council to reflect forward plans, identified programs of works, and are, in fact, Council's "**Reserves**". These Reserves totalled \$6.438 million and their purposes are more fully disclosed in Note 6 of the financial statements.

Unrestricted cash and investments amounted to \$1.634 million, which is available to provide liquidity for day to day operations.

3.2 Cash Flows

The Statement of Cash Flows illustrates the flow of cash (highly liquid cash and investments) moving in and out of Council during the year and reveals that cash decreased by \$1.139 million to \$11.851 million at the close of the year.

In addition to operating activities which contributed net cash of \$6.786 million were the sale of investments securities (\$1.397 million), proceeds from borrowings (\$2 million), distributions from joint ventures (\$89,000) and sale of assets (\$536,000). Cash outflows other than operating activities were used to repay loans and finance leases (\$1.219 million) and purchase and construct assets (\$10.728 million).

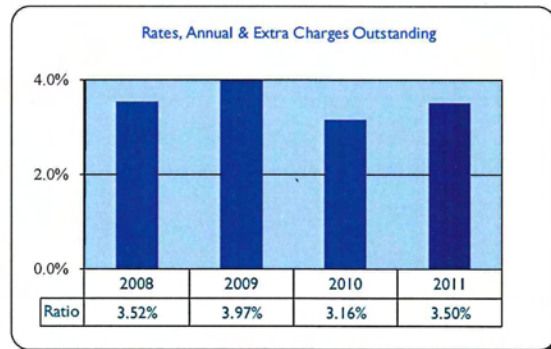
4. RECEIVABLES

4.1 Rates & Annual Charges (excluding interest & extra charges)

Net rates and annual charges levied during the year totalled \$32.888 million and represented 54.43% of Council's total revenues. Including arrears, the total rates and annual charges collectible was \$33.782 million of which \$32.754 million (96.96%) was collected.

4.2 Rates, Annual & Extra Charges

Arrears of rates, annual & extra charges stood at \$1.192 million at the end of the year and represented 3.50% of those receivables.



4.3 Other Receivables

Receivables (other than rates & annual charges) totalled \$2.887 million and mainly consisted of user charges and fees (\$1.322 million), amounts due from government departments (\$961,000) and accrued interest on investments and other revenues (\$597,000). Those considered to be uncertain of collection have been provided for as doubtful debts and this provision amounted to \$155,000.

5. PAYABLES

5.1 Employees Leave Entitlements

Council's provision for its liability toward employees leave entitlements and associated on costs amounted to \$5.935 million.

Internally restricted cash and investments were held amounting to \$1.210 million representing, 20.39% of this liability and was, in our opinion, sufficient to meet unbudgeted and unanticipated retirements.

5.2 Deposits, Retentions & Bonds

Deposits, retentions and bonds held at year end amounted to \$6.476 million of which \$1.588 million was held in internally restricted cash and investments, representing 24.52% of the liability.

6. REVALUATION OF ASSETS

The valuation at 'fair value' of Council's infrastructure, property, plant and equipment has been staged over the last four years and is now complete. In previous years several asset categories, including operational land and buildings, plant and equipment and infrastructure have been revalued.

This year, community land and other assets were revalued. The revaluation process resulted in a net decrease to equity of \$47.587 million. Further details of the revaluation is provided in Notes 1(j) and 9 to the Financial Statements.

7. MANAGEMENT LETTER

A letter was issued to management during the year in respect of our examination of certain aspects of Council's accounting systems and internal controls necessary to produce reliable financial reports that we considered warrant attention. A response was received from management and both our letter and its response have been reported to Council's Audit & Risk Committee.

8. CONCLUSION

We wish to record our appreciation to your General Manager and his staff for their ready co-operation and the courtesies extended to us during the conduct of the audit.

Yours faithfully,

HILL ROGERS SPENCER STEER



GARY MOTTAU

Partner

Manly Council

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2011

*"Manly - where the natural environment and heritage sustain and
complement a vibrant cosmopolitan and community lifestyle"*



Manly Council

Special Purpose Financial Statements for the financial year ended 30 June 2011

Contents	Page
1. Statement by Councillors & Management	2
2. Special Purpose Financial Statements:	
- Income Statement of Other Business Activities	3
- Balance Sheet of Other Business Activities	6
3. Notes to the Special Purpose Financial Statements	9
4. Auditor's Report	13

Background

- (i) These Special Purpose Financial Statements have been prepared for the use by both Council and the Division of Local Government in fulfilling their requirements under National Competition Policy.
 - (ii) The principle of competitive neutrality is based on the concept of a "level playing field" between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, State or Local, should operate without net competitive advantages over other businesses as a result of their public ownership.
 - (iii) For Council, the principle of competitive neutrality & public reporting applies only to declared business activities.

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation and **(b)** those activities with a turnover of over \$2 million that Council has formally declared as a Business Activity (defined as Category 1 activities).
 - (iv) In preparing these financial statements for Council's self classified Category 1 businesses and ABS defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax equivalent regime payments & debt guarantee fees (where the business benefits from councils borrowing position by comparison with commercial rates).
-

Manly Council

Special Purpose Financial Statements

For the Year Ended 30 June 2011

Statement by Councillors and Management

Made Pursuant to the

Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements for the year ended 30 June 2011 have been prepared in accordance with:

- The Local Government Code of Accounting Practice and Financial Reporting, and the
- NSW Government Policy Statement "*Application of National Competition Policy to Local Government*"
- Department of Local Government guidelines "*Pricing & Costing for Council Businesses: A Guide to Competitive Neutrality*".

To the best of Council's knowledge and belief, these Financial Statements:

- present fairly the operating result and financial position for each of Council's declared Business Activities for the year, and
- are in accordance with Council's accounting and other records

We are not aware of any matter that would render the Council's Statements for the twelve months ending 30 June 2011 false or misleading in any way.

Signed in accordance with a resolution of Council made on 12th September 2011.


Councillor Jean Hay
MAYOR


Councillor Richard Morrison
COUNCILLOR


Henry Wong
GENERAL MANAGER


Jenny Nascimento
RESPONSIBLE ACCOUNTING OFFICER

Manly Council

Income Statement of Council's Other Business Activities

for the financial year ended 30 June 2011

\$ '000	Domestic Waste Management		Commercial Waste	
	Actual 2011	Actual 2010	Actual 2011	Actual 2010
Income from continuing operations				
Access charges	8,166	7,375	-	-
User charges	9	8	1,141	1,225
Fees	-	-	-	-
Interest	-	-	-	-
Grants and contributions provided for non capital purposes	265	213	157	-
Profit from the sale of assets	-	-	-	-
Other income	7	8	-	-
Total income from continuing operations	8,447	7,604	1,298	1,225
Expenses from continuing operations				
Employee benefits and on-costs	2,176	1,972	655	633
Borrowing costs	-	-	-	-
Materials and contracts	3,147	2,514	1,109	1,016
Depreciation and impairment	479	472	-	-
Loss on sale of assets	-	5	-	-
Calculated taxation equivalents	-	-	-	-
Debt guarantee fee (if applicable)	-	-	-	-
Other expenses	2,204	2,389	333	319
Total expenses from continuing operations	8,006	7,352	2,097	1,968
Surplus (deficit) from Continuing Operations before capital amounts	441	252	(799)	(743)
Grants and contributions provided for capital purposes	-	-	-	-
Surplus (deficit) from Continuing Operations after capital amounts	441	252	(799)	(743)
Surplus (deficit) from discontinued operations	-	-	-	-
Surplus (deficit) from ALL Operations before tax	441	252	(799)	(743)
less: Corporate Taxation Equivalent (30%) [based on result before capital]	(132)	(76)	-	-
SURPLUS (DEFICIT) AFTER TAX	309	176	(799)	(743)
plus Opening Retained Profits	1,253	3,134	87	151
plus/less: Prior Period Adjustments	-	-	-	-
plus Adjustments for amounts unpaid:				
- Corporate taxation equivalent	132	76	-	-
add:				
- Subsidy Paid/Contribution To Operations	(1,029)	(2,133)	718	679
less:				
- TER dividend paid	-	-	-	-
- Dividend paid	-	-	-	-
Closing Retained Profits	665	1,253	6	87
Return on Capital %	26.4%	16.7%	n/a	n/a
Subsidy from Council	-	-	799	743

Manly Council

Income Statement of Council's Other Business Activities

for the financial year ended 30 June 2011

\$ '000	Parking Stations		Swim Centre	
	Actual 2011	Actual 2010	Actual 2011	Actual 2010
Income from continuing operations				
Access charges	-	-	-	-
User charges	4,170	4,102	975	940
Fees	-	-	-	-
Interest	-	-	-	-
Grants and contributions provided for non capital purposes	-	-	-	-
Profit from the sale of assets	-	-	-	-
Other income	-	42	116	105
Total income from continuing operations	4,170	4,144	1,091	1,045
Expenses from continuing operations				
Employee benefits and on-costs	149	150	753	745
Borrowing costs	-	-	-	-
Materials and contracts	1,038	734	128	115
Depreciation and impairment	108	130	21	22
Calculated taxation equivalents	-	-	-	-
Other expenses	274	272	328	308
Total expenses from continuing operations	1,569	1,286	1,230	1,190
Surplus (deficit) from Continuing Operations before capital amounts	2,601	2,858	(139)	(145)
Grants and contributions provided for capital purposes	-	-	-	-
Surplus (deficit) from Continuing Operations after capital amounts	2,601	2,858	(139)	(145)
Surplus (deficit) from discontinued operations	-	-	-	-
Surplus (deficit) from ALL Operations before tax	2,601	2,858	(139)	(145)
less: Corporate Taxation Equivalent (30%) [based on result before capital]	(780)	(857)	-	-
SURPLUS (DEFICIT) AFTER TAX	1,821	2,001	(139)	(145)
plus Opening Retained Profits	230	393	(90)	(45)
plus/less: Prior Period Adjustments	-	-	-	-
plus Adjustments for amounts unpaid:				
- Taxation equivalent payments	-	-	-	-
- Debt guarantee fees	-	-	-	-
- Corporate taxation equivalent	780	857	-	-
add:				
- Subsidy Paid/Contribution To Operations	-	-	155	100
less:				
- TER dividend paid	-	-	-	-
- Dividend paid	(2,676)	(3,021)	-	-
Closing Retained Profits	155	230	(74)	(90)
Return on Capital %	1857.9%	1216.2%	-182.9%	-219.7%
Subsidy from Council	-	-	143	145

Manly Council

Income Statement of Council's Other Business Activities

for the financial year ended 30 June 2011

\$ '000	Children's Services	
	Actual 2011	Actual 2010
Income from continuing operations		
Access charges	-	-
User charges	2,186	1,886
Fees	-	-
Interest	-	-
Grants and contributions provided for non capital purposes	478	460
Profit from the sale of assets	-	-
Other income	13	9
Total income from continuing operations	2,677	2,355
Expenses from continuing operations		
Employee benefits and on-costs	2,360	1,988
Borrowing costs	-	-
Materials and contracts	427	352
Depreciation and impairment	17	17
Other expenses	327	269
Total expenses from continuing operations	3,131	2,626
Surplus (deficit) from Continuing Operations before capital amounts	(454)	(271)
Grants and contributions provided for capital purposes	-	-
Surplus (deficit) from Continuing Operations after capital amounts	(454)	(271)
Surplus (deficit) from discontinued operations	-	-
Surplus (deficit) from ALL Operations before tax	(454)	(271)
less: Corporate Taxation Equivalent (30%) [based on result before capital]	-	-
SURPLUS (DEFICIT) AFTER TAX	(454)	(271)
plus Opening Retained Profits	(173)	(128)
plus/less: Prior Period Adjustments	-	-
add:		
- Subsidy Paid/Contribution To Operations	421	226
less:		
- TER dividend paid	-	-
- Dividend paid	-	-
Closing Retained Profits	(206)	(173)
Return on Capital %	-436.5%	-227.7%
Subsidy from Council	459	277

Manly Council

Balance Sheet of Council's Other Business Activities

as at 30 June 2011

\$ '000	Domestic Waste Management		Commercial Waste	
	Category 1		Category 2	
	Actual 2011	Actual 2010	Actual 2011	Actual 2010
ASSETS				
Current Assets				
Cash and cash equivalents	-	181	-	-
Investments	-	-	-	-
Receivables	220	213	103	192
Inventories	-	-	-	-
Other	-	-	-	-
Non-current assets classified as held for sale	-	-	-	-
Total Current Assets	220	394	103	192
Non-Current Assets				
Investments	-	-	-	-
Receivables	-	-	-	-
Inventories	-	-	-	-
Infrastructure, property, plant and equipment	1,672	1,512	-	-
Investments accounted for using equity method	-	-	-	-
Investment property	-	-	-	-
Other	-	-	-	-
Total Non-Current Assets	1,672	1,512	-	-
TOTAL ASSETS	1,892	1,906	103	192
LIABILITIES				
Current Liabilities				
Bank Overdraft	-	-	-	-
Payables	662	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	562	650	97	105
Total Current Liabilities	1,224	650	97	105
Non-Current Liabilities				
Payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	3	3	-	-
Other Liabilities	-	-	-	-
Total Non-Current Liabilities	3	3	-	-
TOTAL LIABILITIES	1,227	653	97	105
NET ASSETS	665	1,253	6	87
EQUITY				
Retained earnings	665	1,253	6	87
Revaluation reserves	-	-	-	-
Council equity interest	665	1,253	6	87
Minority equity interest	-	-	-	-
TOTAL EQUITY	665	1,253	6	87

Manly Council

Balance Sheet of Council's Other Business Activities

as at 30 June 2011

\$ '000	Parking Stations		Swim Centre	
	Category 1		Category 2	
	Actual 2011	Actual 2010	Actual 2011	Actual 2010
ASSETS				
Current Assets				
Cash and cash equivalents	-	-	-	-
Investments	-	-	-	-
Receivables	22	13	-	-
Inventories	-	-	-	-
Other	-	-	-	-
Non-current assets classified as held for sale	-	-	-	-
Total Current Assets	22	13	-	-
Non-Current Assets				
Investments	-	-	-	-
Receivables	-	-	-	-
Inventories	-	-	-	-
Infrastructure, property, plant and equipment	140	235	76	66
Investments accounted for using equity method	-	-	-	-
Investment property	-	-	-	-
Other	-	-	-	-
Total Non-Current Assets	140	235	76	66
TOTAL ASSETS	162	248	76	66
LIABILITIES				
Current Liabilities				
Bank Overdraft	-	-	-	-
Payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	5	14	147	148
Total Current Liabilities	5	14	147	148
Non-Current Liabilities				
Payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	2	4	3	8
Other Liabilities	-	-	-	-
Total Non-Current Liabilities	2	4	3	8
TOTAL LIABILITIES	7	18	150	156
NET ASSETS	155	230	(74)	(90)
EQUITY				
Retained earnings	155	230	(74)	(90)
Revaluation reserves	-	-	-	-
Council equity interest	155	230	(74)	(90)
Minority equity interest	-	-	-	-
TOTAL EQUITY	155	230	(74)	(90)

Manly Council

Balance Sheet of Council's Other Business Activities

as at 30 June 2011

Children's Services

Category 2

\$ '000	Actual 2011	Actual 2010
ASSETS		
Current Assets		
Cash and cash equivalents	-	5
Investments	-	-
Receivables	-	-
Inventories	-	-
Other	-	-
Non-current assets classified as held for sale	-	-
Total Current Assets	-	5
Non-Current Assets		
Investments	-	-
Receivables	-	-
Inventories	-	-
Infrastructure, property, plant and equipment	104	119
Investments accounted for using equity method	-	-
Investment property	-	-
Other	-	-
Total Non-Current Assets	104	119
TOTAL ASSETS	104	124
LIABILITIES		
Current Liabilities		
Bank Overdraft	-	-
Payables	-	-
Interest bearing liabilities	-	-
Provisions	284	257
Total Current Liabilities	284	257
Non-Current Liabilities		
Payables	-	-
Interest bearing liabilities	-	-
Provisions	26	40
Other Liabilities	-	-
Total Non-Current Liabilities	26	40
TOTAL LIABILITIES	310	297
NET ASSETS	(206)	(173)
EQUITY		
Retained earnings	(206)	(173)
Revaluation reserves	-	-
Council equity interest	(206)	(173)
Minority equity interest	-	-
TOTAL EQUITY	(206)	(173)

Manly Council

Special Purpose Financial Statements

for the financial year ended 30 June 2011

Contents of the Notes accompanying the Financial Statements

Note	Details	Page
1	Summary of Significant Accounting Policies	10

Manly Council

Notes to the Special Purpose Financial Statements

for the financial year ended 30 June 2011

Note 1. Significant Accounting Policies

These financial statements are a Special Purpose Financial Statements (SPFS) prepared for use by Council and the Division of Local Government.

For the purposes of these statements, the Council's business activities (reported herein) are not reporting entities.

These special purpose financial statements, unless otherwise stated, have been prepared in accordance with;

- applicable Australian Accounting Standards,
- other authoritative pronouncements of the Australian Accounting Standards Board,
- Australian Accounting Interpretations,
- the Local Government Act and Regulation, and
- the Local Government Code of Accounting Practice and Financial Reporting.

The statements are also prepared on an accruals basis. They are based on historic costs and do not take into account changing money values nor current values of non-current assets (except where specifically stated).

Certain taxes and other costs (appropriately described) have been imputed for the purposes of the National Competition Policy.

National Competition Policy

Council has adopted the principle of 'competitive neutrality' to its business activities as part of the national competition policy which is being applied throughout Australia at all levels of government.

The framework for its application is set out in the June 1996 Government Policy statement on the "Application of National Competition Policy to Local Government".

The "Pricing & Costing for Council Businesses A Guide to Competitive Neutrality" issued by the Division of Local Government in July 1997 has also been adopted.

The pricing & costing guidelines outline the process for identifying and allocating costs to activities and provide a standard of disclosure requirements.

These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents; council subsidies; return on investments (rate of return); and dividends paid.

Declared Business Activities

In accordance with *Pricing & Costing for Council Businesses - A Guide to Competitive Neutrality*, Council has declared that the following are to be considered as business activities:

Category 1

(where gross operating turnover is over \$2 million)

a. Domestic Waste Management

Comprising the collection of domestic waste from Council's residents.

b. Parking Stations

Comprising Whistler Street, Manly National, Manly Pacific and Peninsula Parking Stations in Manly.

Category 2

(where gross operating turnover is less than \$2 million)

a. Commercial Waste Management

Comprising the collection of commercial rated properties in Council's municipality.

b. Swim Centre

Comprising the operations at Andrew Boy Charlton Manly Swim Centre.

c. Children's Services

Comprising the nine separate services operating out of the following venues: Kangaroo Street Childcare, Ivanhoe Park Pre-School, the Roundhouse Childcare Centre and Harbourview Children's Care Centre.

Monetary Amounts

Amounts shown in the financial statements are in Australian currency and rounded to the nearest one thousand dollars.

Manly Council

Notes to the Special Purpose Financial Statements

for the financial year ended 30 June 2011

Note 1. Significant Accounting Policies (continued)

(i) Taxation Equivalent Charges

Council is liable to pay various taxes and financial duties in undertaking its business activities. Where this is the case, they are disclosed in these statements as a cost of operations just like all other costs.

However, where Council is exempt from paying taxes which are generally paid by private sector businesses (such as income tax), equivalent tax payments have been applied to all Council nominated business activities and are reflected in these financial statements.

For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all council nominated business activities (this does not include council's non-business activities):

Notional Rate Applied %

Corporate Income Tax Rate – 30%

Land Tax – The first **\$387,000** of combined land values attracts **0%**. From \$387,001 to \$2,366,000 the rate is **1.6% + \$100**. For the remaining combined land value that exceeds \$2,366,000, a premium marginal rate of **2.0%** applies.

Payroll Tax – **5.45%** on the value of taxable salaries and wages in excess of \$658,000.

Income Tax

An income tax equivalent has been applied on the profits of the business.

Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account of in terms of assessing the rate of return required on capital invested.

Accordingly, the return on capital invested is set at a pre-tax level (gain/(loss) from ordinary activities before capital amounts) as would be applied by a private sector competitor – that is, it should include a provision equivalent to the corporate income tax rate, currently 30%.

Income Tax is only applied where a positive gain/(loss) from ordinary activities before capital amounts has been achieved.

Since this taxation equivalent is notional - that is, it is payable to the "Council" as the owner of business operations, it represents an internal payment and has no effect on the operations of the council. Accordingly, there is no need for disclosure of internal charges in Council's GPFS.

The rate applied of 30% is the equivalent company tax rate prevalent as at balance date. No adjustments have been made for variations that have occurred during the year.

Local Government Rates & Charges

A calculation of the equivalent rates and charges payable on all Category 1 businesses has been applied to all land assets owned or exclusively used by the business activity.

Loan & Debt Guarantee Fees

The debt guarantee fee is designed to ensure that council business activities face "true" commercial borrowing costs in line with private sector competitors.

In order to calculate a debt guarantee fee, council has determined what the differential borrowing rate would have been between the commercial rate and the council's borrowing rate for its business activities.

(ii) Subsidies

Government policy requires that subsidies provided to customers and the funding of those subsidies must be explicitly disclosed.

Subsidies occur where council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for council to meet its community service obligations.

Accordingly, Subsidies disclosed (in relation to National Competition Policy) represents the difference between revenue generated from 'rate of return' pricing and revenue generated from prices set by the council in any given financial year.

Manly Council

Notes to the Special Purpose Financial Statements for the financial year ended 30 June 2011

Note 1. Significant Accounting Policies (continued)

The overall effect of subsidies is contained within the Income Statement of Business Activities.

(iii) Return on Investments (Rate of Return)

The Policy statement requires that councils with Category 1 businesses “would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field”.

Such funds are subsequently available for meeting commitments or financing future investment strategies.

The Rate of Return on Capital is calculated as follows:

Operating Result before Capital Income + Interest Expense

Written Down Value of I,PP&E as at 30 June

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 5.21% at 30/6/11.

The actual rate of return achieved by each business activity is disclosed at the foot of each respective Income Statement.

(iv) Dividends

Council is not required to pay dividends to either itself as owner of a range of businesses or to any external entities.

MANLY COUNCIL
SPECIAL PURPOSE FINANCIAL STATEMENTS
INDEPENDENT AUDITORS' REPORT

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying *special purpose financial statements* of **Manly Council**, which comprises the Balance Sheet as at 30 June 2011, Income Statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the Statement by Councillors and Management.

Responsibility of Council for the Financial Statements

The Council is responsible for the preparation and fair presentation of the financial statements in accordance with the Local Government Act 1993 and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial statements, are appropriate to meet the financial reporting requirements of the Division of Local Government. This responsibility includes the maintenance of adequate accounting records and internal controls designed to prevent and detect fraud and error; designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditors' Responsibility

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 Council's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial statements.

Our audit did not involve an analysis of the prudence of business decisions made by Council or management.

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We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion, the special purpose financial statements of the Council are presented fairly in accordance with the requirements of those applicable Accounting Standards detailed in Note I and the Local Government Code of Accounting Practice and Financial Reporting.

Basis of Accounting

Without modifying our opinion, we draw attention to Note I to the financial statements, which describes the basis of accounting. The financial statements have been prepared for the purpose of fulfilling the financial reporting requirements of the Division of Local Government. As a result, the financial statements may not be suitable for another purpose.

HILL ROGERS SPENCER STEER



GARY MOTTAU

Partner

Dated at Sydney this 27th day of September 2011

Manly Council

SPECIAL SCHEDULES

for the year ended 30 June 2011

"Manly - where the natural environment and heritage sustain and complement a vibrant cosmopolitan and community lifestyle"



Manly Council

Special Schedules

for the financial year ended 30 June 2011

Contents

Page

Special Schedules¹

- Special Schedule No. 1	Net Cost of Services	2
- Special Schedule No. 2(a)	Statement of Long Term Debt (all purposes)	4
- Special Schedule No. 2(b)	Statement of Internal Loans (Sect. 410(3) LGA 1993)	n/a
- Special Schedule No. 7	Condition of Public Works	5
- Special Schedule No. 8	Financial Projections	8

¹ Special Purpose Schedules are not audited.

Background

- (i) These Special Schedules have been designed to meet the requirements of special purpose users such as;
- the NSW Grants Commission
 - the Australian Bureau of Statistics (ABS),
 - the NSW Office of Water,
 - the Department of Environment, Climate Change and Water, and
 - the Division of Local Government (DLG).
- (ii) The financial data is collected for various uses including;
- the allocation of Financial Assistance Grants,
 - the incorporation of Local Government financial figures in national statistics,
 - the monitoring of loan approvals,
 - the allocation of borrowing rights, and
 - the monitoring of the financial activities of specific services.

Manly Council

Special Schedule No. 1 - Net Cost of Services

for the financial year ended 30 June 2011

\$'000

Function or Activity	Expenses from Continuing Operations	Income from continuing operations		Net Cost of Services
		Non Capital	Capital	
Governance	2,681	-	-	(2,681)
Administration	12,516	4,410	1,555	(6,551)
Public Order and Safety				
Fire Service Levy, Fire Protection, Emergency Services	1,053	14	-	(1,039)
Beach Control	1,212	63	-	(1,149)
Enforcement of Local Govt Regs	2,129	2,675	-	546
Animal Control	-	27	-	27
Other	-	-	-	-
Total Public Order & Safety	4,394	2,779	-	(1,615)
Health	812	148	-	(664)
Environment				
Noxious Plants and Insect/Vermin Control	-	-	-	-
Other Environmental Protection	921	1,611	-	690
Solid Waste Management	9,960	9,589	-	(371)
Street Cleaning	2,792	-	-	(2,792)
Drainage	360	12	-	(348)
Stormwater Management	-	-	-	-
Total Environment	14,033	11,212	-	(2,821)
Community Services and Education				
Administration & Education	1,213	616	-	(597)
Social Protection (Welfare)	364	272	-	(92)
Aged Persons and Disabled	381	398	-	17
Childrens Services	2,906	2,290	420	(196)
Total Community Services & Education	4,864	3,576	420	(868)
Housing and Community Amenities				
Public Cemeteries	29	35	-	6
Public Conveniences	560	-	-	(560)
Street Lighting	775	97	-	(678)
Town Planning	1,455	33	-	(1,422)
Other Community Amenities	44	-	-	(44)
Total Housing and Community Amenities	2,863	165	-	(2,698)
Water Supplies	-	-	-	-
Sewerage Services	-	-	-	-

Manly Council

Special Schedule No. 1 - Net Cost of Services (continued)

for the financial year ended 30 June 2011

\$'000

Function or Activity	Expenses from Continuing Operations	Income from continuing operations		Net Cost of Services
		Non Capital	Capital	
Recreation and Culture				
Public Libraries	1,885	218	-	(1,667)
Museums	-	-	-	-
Art Galleries	675	145	-	(530)
Community Centres and Halls	452	164	-	(288)
Performing Arts Venues	-	-	-	-
Other Performing Arts	-	-	-	-
Other Cultural Services	51	-	-	(51)
Sporting Grounds and Venues	833	188	49	(596)
Swimming Pools	1,436	1,091	-	(345)
Parks & Gardens (Lakes)	2,657	167	100	(2,390)
Other Sport and Recreation	847	64	-	(783)
Total Recreation and Culture	8,836	2,037	149	(6,650)
Fuel & Energy	-	-	-	-
Agriculture	-	-	-	-
Mining, Manufacturing and Construction				
Building Control	2,897	865	-	(2,032)
Other Mining, Manufacturing & Construction	-	-	-	-
Total Mining, Manufacturing and Const.	2,897	865	-	(2,032)
Transport and Communication				
Urban Roads (UR) - Local	1,033	1,739	286	992
Urban Roads - Regional	-	-	-	-
Sealed Rural Roads (SRR) - Local	-	-	-	-
Sealed Rural Roads - Regional	-	-	-	-
Unsealed Rural Roads (URR) - Local	-	-	-	-
Unsealed Rural Roads (URR) - Regional	-	-	-	-
Bridges on UR - Local	-	-	-	-
Bridges on SRR - Local	-	-	-	-
Bridges on URR - Local	-	-	-	-
Bridges on Regional Roads	-	-	-	-
Parking Areas	1,508	4,478	-	2,970
Footpaths	471	-	-	(471)
Aerodromes	-	-	-	-
Other Transport & Communication	702	573	-	(129)
Total Transport and Communication	3,714	6,790	286	3,362
Economic Affairs				
Camping Areas & Caravan Parks	-	-	-	-
Other Economic Affairs	1,109	450	-	(659)
Total Economic Affairs	1,109	450	-	(659)
Totals – Functions	58,719	32,432	2,410	(23,877)
General Purpose Revenues⁽²⁾		25,344		25,344
Share of interests - joint ventures & associates using the equity method	-	240		240
NET OPERATING RESULT⁽¹⁾	58,719	58,016	2,410	1,707

(1) As reported in the Income Statement | (2) Includes: Rates & Annual Charges (incl. Ex Gratia, excl. Water & Sewer), Non Capital General Purpose Grants & Interest on Investments (excl. Ext. Restricted Assets)

Manly Council

Special Schedule No. 2(a) - Statement of Long Term Debt (all purpose)

for the financial year ended 30 June 2011

\$'000

Classification of Debt	Principal outstanding at beginning of the year			New Loans raised during the year	Debt redemption during the year		Transfers to Sinking Funds	Interest applicable for Year	Principal outstanding at the end of the year		
	Current	Non Current	Total		From Revenue	Sinking Funds			Current	Non Current	Total
Loans (by Source)											
Commonwealth Government	-	-	-							-	-
Treasury Corporation	-	-	-							-	-
Other State Government	-	-	-							-	-
Public Subscription	-	-	-							-	-
Financial Institutions	918	7,249	8,167	2,000	920			499	1,030	8,217	9,247
Other	-	-	-							-	-
Total Loans	918	7,249	8,167	2,000	920	-	-	499	1,030	8,217	9,247
Other Long Term Debt											
Ratepayers Advances	-	-	-							-	-
Government Advances	-	-	-							-	-
Finance Leases	282	440	722		299			101	226	197	423
Deferred Payments	-	-	-							-	-
Total Long Term Debt	282	440	722	-	299	-	-	101	226	197	423
Total Debt	1,200	7,689	8,889	2,000	1,219	-	-	600	1,256	8,414	9,670

Notes: Excludes (i) Internal Loans & (ii) Principal Inflows/Outflows relating to Loan Re-Financing.

This Schedule is prepared using the **face value** of debt obligations, rather than **fair value** (which are reported in the GPFS).

Manly Council

Special Schedule No. 8 - Financial Projections

as at 30 June 2011

\$'000	Actual ⁽¹⁾ 10/11	Forecast 11/12	Forecast 12/13	Forecast ⁽³⁾ 13/14	Forecast ⁽³⁾ 14/15
(i) RECURRENT BUDGET					
Income from continuing operations	60,426	58,402	58,833	60,010	61,209
Expenses from continuing operations	58,719	56,819	58,114	59,168	60,328
Operating Result from Continuing Operations	<u>1,707</u>	<u>1,583</u>	<u>719</u>	<u>842</u>	<u>881</u>
(ii) CAPITAL BUDGET					
New Capital Works ⁽²⁾	1,489	5,500	-	-	-
Replacement/Refurbishment of Existing Assets	9,245	9,074	6,718	6,849	6,983
Total Capital Budget	<u>10,734</u>	<u>14,574</u>	<u>6,718</u>	<u>6,849</u>	<u>6,983</u>
Funded by:					
– Loans	997	6,500	1,000	1,000	1,000
– Asset sales	536	1,573	1,604	1,637	1,669
– Reserves	2,057	1,350	1,350	1,350	1,350
– Grants/Contributions	5,506	1,400	1,600	1,850	2,200
– Recurrent revenue	1,638	3,751	1,164	1,012	764
	<u>10,734</u>	<u>14,574</u>	<u>6,718</u>	<u>6,849</u>	<u>6,983</u>

Notes:

(1) From 10/11 Income Statement.

(2) New Capital Works are major non-recurrent projects.

Appendix 3

MANLY COUNCIL'S HUMAN RESOURCE POLICY



Manly Council's Human Resources Policy

Council is required to formulate a Human Resources Plan (including EEO Plan) to guide Human Resource Management, taking into consideration matters such as equal employment opportunity, occupational health and safety, rehabilitation, organisational culture, industrial and award Implementation.

In addition, this year Council was required to adopt a Workforce Plan resulting from the Local Government Amendment (Planning and Reporting) Act 2009. As a recurrent process, workforce planning is a continual process of identifying the strengths and limitations of the workforce; identifies challenges that Council's workforce is projected to face in coming years; and specifies a series of strategies to build a resilient workforce. Please refer to the Community Strategic Plan for further information on the workforce plan.

Activity / Issues:	Objectives:	Strategies:
Recruitment / Selection	To fill every staff vacancy, after a review, with the best possible person for the job, applying merit principle.	<ul style="list-style-type: none"> - Ensure all employees on selection panels apply the merit principle. - Refer to EEO Management plan.
Induction	<ul style="list-style-type: none"> - To provide the new employee with the information, resources and motivation to assist the new employee to adjust to the new work environment and encourage development of loyalty and commitment to the organisation. 	<ul style="list-style-type: none"> - Regularly review, maintain and monitor induction program. - conduct orientation program for all new employees. - Refer to EEO Management Plan.
Remuneration Management <ul style="list-style-type: none"> - Job Evaluation / Job Analysis - Salary Administration - Contracts of Employment - Salary Reviews 	<ul style="list-style-type: none"> - To develop a remuneration policy and procedures to attract and retain appropriate staff for positions in Council. - To provide a system that incorporate skills based progression in accordance with the Local Government State Award (2010). 	<ul style="list-style-type: none"> - Maintain job evaluation system (currently Mercer). - Implement and review a Salary/Remuneration policy and structure. - Maintain and implement appropriate salary policy structure and system, including provision for skills movements and/or

Activity / Issues:	Objectives:	Strategies:
		<p>performance payments.</p> <ul style="list-style-type: none"> - Develop and maintain contracts for Senior staff.
Performance Management	<ul style="list-style-type: none"> - To appraise performance and recognise and reward high level performance. - Respond to sub-standard performance. - Identify training needs and provide feedback. 	<ul style="list-style-type: none"> - Develop, maintain and implement performance management system based on job accountabilities and standards. - Develop, maintain and implement policy. - Identify and provide training opportunities for all employees. - Communicate policy and performance management program on all levels in the organisation. - Refer to EEO Management Plan.
Equal Employment Opportunity	<ul style="list-style-type: none"> - To eliminate discrimination and harassment in employment on the grounds of race, sex, religion, pregnancy, marital status, physical or mental disability, homosexuality, age, transgender and carers' responsibilities. 	<ul style="list-style-type: none"> - Develop, maintain and implement Council's EEO Management Plan. - Refer to EEO Management Plan.
Occupational Health & Safety	<ul style="list-style-type: none"> - To provide the highest level of safety in all areas of Council's activities - To protect both Council's employees and the public 	<ul style="list-style-type: none"> - Develop, maintain and implement Council's OH&S Policy. - Include OH&S Training in training plan.

Activity / Issues:	Objectives:	Strategies:
	<ul style="list-style-type: none"> - To obtain maximum efficiency of operation, while ensuring safe work practices. 	<ul style="list-style-type: none"> - All employees to be aware of their responsibilities in relation to OH&S. - Include responsibilities in Job Description. - Provide assistance to staff by having a designated Safety Officer at the Depot.
Rehabilitation	To enable injured staff to participate in the Return to Work program and be productive, and ultimately return to pre-injury duties as quickly as possible.	<ul style="list-style-type: none"> - Develop, maintain and implement Council's Rehabilitation Policy. - Develop and implement appropriate.
<p>Organisational</p> <ul style="list-style-type: none"> - Organisational culture - Organisational development - Job design 	<ul style="list-style-type: none"> - Ensure that Council has an organisational culture appropriate to corporate objectives. - Provide appropriate programs and services to enable managers to enhance and develop their human resources. - Ensure Council provides and is seen as a family friendly work environment. - To keep job content and outcomes and job documentation under continuous review. 	<ul style="list-style-type: none"> - Review culture or organisation. - Assist in development and maintenance of appropriate organisation culture to meet Family, community and Council expectations and requirements. - Continuously assess organisational implications of Council's plans, strategies and priorities. - Identify opportunities to improve organisational/employee effectiveness through job re-design. - Provide guidance and methodologies for re-design process. - Implement job re-design

Activity / Issues:	Objectives:	Strategies:
		<p>(especially enlargement and enrichment) where appropriate, on ongoing basis, using optimum employee participation including Consultative Committee.</p> <ul style="list-style-type: none"> - Implement associated training and remuneration actions. - Ensure inclusion of needs of community in the Community Strategic Plan. - Provide assistance and support to staff through an EAP and Staff Care Program.
Industrial and Award Implementation	<ul style="list-style-type: none"> - To develop and maintain effective communication mechanisms in the organisation. - To communication information to all levels in the organisation. - To ensure appropriately flexible conditions and practices are applied to support achievement of Council objectives and relevant legislation. - To maintain a harmonious industrial relationship within the workplace and with the relevant Unions and Associations. 	<ul style="list-style-type: none"> - Ongoing review of Consultative Committee composition and operation. - Establish and maintain staff newsletter on regular basis. - Review current workplace practices and hours of work with a view to providing greater flexibility and service to the community and flexibility to employees to address Work/life balance issues.

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Appendix 4

MANLY COUNCIL'S EQUAL EMPLOYMENT OPPORTUNITY PLAN



Manly Council's Equal Employment Opportunity Plan:

Statement of Intent:

Equal Employment Opportunity is a set of principles which Council is required to follow to ensure that all employees and potential employees are treated fairly in all aspects of their employment. This includes appointment to positions, benefits, training opportunities and/or career development opportunity within the organisation, ensuring people will be equally considered, based on their relevant skills and qualifications. It is the opportunity to compete with others and be fairly considered without being excluded by attitudes, practices, policies or procedures.

Council believes the implementation of an EEO Policy, and program will create a more productive workplace, where diversity is valued and will result in better services to the community.

Equal Employment Opportunity (EEO) is about:

- Fair practices in the workplace.
- Management decisions being made without bias.
- Recognition of, and respect for, the social and cultural backgrounds of all staff and customers.
- Employment practices which result in staff satisfaction, commitment to the job, and the delivery of quality services to customers.
- Improving productivity by guaranteeing that:-
 - The best person is recruited and / or promoted.
 - Skilled staff are retained.
 - Training and development are linked to employee needs and customer needs.
 - The workplace is efficient and free of harassment and discrimination.

The purposes of Council's EEO Policy are:

- To comply with the NSW Anti-Discrimination Act, and other state and Federal legislation.
- To eliminate discrimination or harassment in employment that happens because of someone's race, religion, pregnancy, sex, marital status, physical or mental disability, homosexuality, age, transgender, or carers' responsibilities. These types of discrimination are against the NSW Anti-Discrimination Act.

To promote equal employment opportunity for women, members of ethnic minorities, aboriginal and Torres Strait Islanders and people with a disability. Members of these groups have been discriminated against in the past historically, and so may require special extra measures to make sure that they have equal opportunities in all areas of employment.

The goal of an EEO Policy is to ensure that for any position, the best available person is selected, based on merit. In other words, a person's race, religion, sex, pregnancy, marital status, physical or mental disability, age, homosexuality or transgender or carers' responsibilities should not affect a person's chance of employment, promotion or access to employment benefits or training and development opportunities.

In practical terms, a commitment to EEO means that staff selection must be accurate, fair, accountable and systematic and appointment/promotions should be based solely on merit. Decisions about staff selection must be made on job-related criteria only.

Council's EEO programs aim to identify and eliminate barriers which may operate to exclude certain groups from the equal opportunity to be considered on their merits for employment, promotion and training.

The policy also aims to eliminate all forms of workplace harassment and notes that some forms of harassment are against the law.

Note: Council has a separate Policy on harassment.

Eligibility:

This Policy applies to all staff, contractors and volunteers. All staff are obliged to follow non-discriminatory practices in the workplace, and Council, as the responsible employer, is legally accountable for discrimination in employment matters.

Definitions:

- **Discrimination** is unfair treatment. Discrimination may be direct, indirect or systemic.
- **Direct discrimination** occurs when an action is taken, or a procedure or rule is applied based on the characteristics of a particular individual or group of people, when those characteristics are irrelevant to the situation (stereotyping). For example, excluding a group of people from consideration for a job because of their racial background is direct discrimination.
- **Indirect discrimination** is where there is a rule, procedure or policy that appears to treat everyone equally, but whose effect has a disproportionate result. If the requirement is not "reasonable" it will be indirect discrimination. For example, a requirement stating that an employee must be 180 cm tall is likely to discriminate against women and some ethnic groups.

- **Systemic discrimination** are rules or practices which result in different patterns of access to different jobs and different access to benefits or services. It is the result of both direct and indirect discrimination.
- **Equal Employment Opportunity (EEO)** means that all employment and promotion decisions are made on merit.
- **Merit** means assessing each person's skills and abilities against the needs of the job, and disregarding unlawful personal characteristics that are irrelevant to the job. Merit recognises experience gained both inside and outside formal employment.
- **EEO Target Groups** as specified in the *NSW Local Government Act, 1993* are:-
 - Women
 - Members of racial, ethnic or ethno religious minority groups (including people from NESB)
 - Aboriginal people or Torres Strait Islanders, and
 - People with a disability
- **Sex discrimination** where someone is treated unfairly because they are female or because they are male. Sex discrimination includes pregnancy discrimination and sexual harassment.
- **Marital status** where someone is treated unfairly because they are married, single, de-facto, divorced, separated or widowed.
- **Race discrimination** where someone is treated unfairly because of their race, nationality, cultural background or ethno-religion.
- **Aboriginal or Torres Strait Islander** is a person of Aboriginal or Torres Strait Islander descent, who identifies as Aboriginal or Islander, and is accepted as such by the Aboriginal or Islander community.

- **Non-English speaking background (NESB)** refers to people who were born in a country where English is not the main language spoken, or to people born in Australia with one or both parents of non-English speaking background.
- **Disability discrimination** where someone is treated unfairly because they have a disability or because someone thinks they have a disability.

A disability includes:

- Physical disability.
 - Intellectual disability.
 - Psychiatric disability.
 - Learning disability.
 - Disfigurement or different formation of any part of the body.
 - The presence or an organism in someone's body that could make them sick.
- **Homosexual discrimination** is where someone is treated unfairly because they are gay or lesbian or someone thinks they are gay or lesbian.
 - **Transgender discrimination** is a term to describe anyone who lives, or wishes to live, as a member of the opposite gender to their birth gender. It may encompass under a broader definition anyone who presents or behaves ambiguously in relation to commonly accepted male / female gender expectations.
 - **Carers' Responsibilities Discrimination** is when employees with carers' responsibilities of the types listed in the Act are harassed or treated unfairly or differently because they have carers' responsibilities.

Variation:

Council reserves the right to vary or revoke this Policy.

Provisions – EEO Management Plan:

Council will develop and maintain an EEO Management Plan. The purpose of the plan is to eliminate discrimination in the workplace.

The EEO Management Plan includes:

- Identification of policies and programs that will achieve the objectives of the EEO Policy.
- Development of strategies for communicating Council's policies and programs to staff.

- Undertaking an EEO Survey, and collecting and recording statistical or other information that may be needed to develop EEO programs, and to monitor their effectiveness.
- Review of personnel policies and practices to identify any discriminatory practices. Personnel practices may include recruitment techniques, selection criteria, training and staff development programs, promotion, transfer or separation policies and patterns, and conditions of service. Any new policies or practices that occur as a result of workplace reform should also be examined to ensure that they are non-discriminatory in their intent and effect.
- Setting goals and targets to measure the success of the plan in achieving the objectives under the EEO Policy.
- Determining other means to evaluate policies and programs developed under the EEO Policy.
- Regular review and amendment of the EEO Management Plan.
- The provision of resources to implement the requirements of the EEO Management Plan.
- The Manager, Organisation Development, in consultation with Managers and staff will develop specific policies, guidelines and best practice standards.
- The Community Strategic Plan will provide affirmative action programs for EEO groups when needed.
- Council's EEO Policy will be available to staff.
- The Manager, Organisation Development will report regularly to the General Manager and the community on the EEO Management Plan and EEO achievements.
- The Manager, Organisation Development will develop a program to collect baseline information on EEO groups. The purpose of this information is to analyse participation of EEO groups.
- EEO awareness training will be incorporated into management and supervision training. Staff will attend EEO awareness sessions, and EEO will be included in the Orientation Program for new staff.
- Staff who have participated on staff selection committees will be given training on staff selection, interview techniques and reporting.

- EEO responsibilities and accountabilities are to be included in job descriptions of all staff with management or supervisory responsibilities.
- The EEO Policy will be reviewed annually.

Implementation / Responsibilities:

Manager – Organisation Development will:

- Work with management and staff to develop and implement EEO policy and programs, including guidelines and best practice standards.
- Research EEO matters, including the establishment of an EEO Committee, and keep Council and management informed of developments in EEO.
- Provide statistical and other human resources information to allow Council to develop and monitor its EEO program.
- Integrate the EEO Policy and Practices into human resources management practice and Council programs.
- Advise on grievance handling procedures, supported by the Workplace Grievance Policy & Procedures document.
- Allocate sufficient funds for EEO training activities.
- Program EEO awareness training and other training for EEO groups.
- Assist with the development and review of personnel policies and procedures.

All Staff:

- Are responsible for upholding the EEO principles outlined in this Policy. However, specific responsibility lies with line managers and supervisors, to prevent discrimination, and promote equal opportunity in the workplace.
- Have the right to seek advice from the Anti-Discrimination Board.

Managers will:

- Ensure that the EEO Policy and Program are implemented within their division.
- Ensure that all staff, with supervisory responsibilities, are aware of staff's rights and

obligations under Council's EEO Policy, and under legislation.

General Manager will:

- Ensure that Council's EEO Policy and Program is implemented with Council.
- Ensure all staff comply with Council's EEO Policy, and within legal obligations, under relevant legislation.
- Ensure that management audits of the EEO Program are undertaken, on a regular basis, to ensure that the EEO Policy and Program continue to meet their objectives.
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