



# Local Port of Portland Bay 2019-2020 ANNUAL REPORT



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# 1. Introduction

Throughout the 2019-2020 financial year the Local Port of Portland Bay Trawler Wharf continued to operate at capacity, and at times over capacity, with the rafting up of certain vessels during peak periods. The local trawlers have continued to occupy 8 of the 9 available berths within the wharf, with a further 19 itinerant commercial vessels utilising the facility throughout the year. Itinerant vessels occupied the wharf for a total of 78 days during the 2019-2020 period.

The Glenelg Shire Council continues to drive the next phase of Local Port infrastructure investment proposals strongly aligned with the objectives as set out in the 'Marine Master Plan (2016)'. Planning for key capital infrastructure projects is underway for the replacement of the Town Jetty, extensions to both the Portland Bay Marina and Trawler Wharf, and toilet amenities on the Trawler Wharf. Demand is also increasing for an on-water Fuel Facility within the Local Port of Portland Bay and this will be further explored in the 2020-2021 financial year.

Glenelg Shire Council is pleased to present the 2019-2020 Local Port Annual Report, and celebrate our achievements during the year, and our progress towards the completion of the measures and commitments stated within the 2019-2020 Local Port Business Case and Trawler Wharf budget.

This report is presented to a wide audience of stakeholders, including Department of Transport, Council, Local Port stakeholders, ratepayers, local businesses, Government departments, and those who live, work, play or study within Portland and the Glenelg Shire.



# The Local Port of Portland Bay

## Our Commitments

The Glenelg Shire Council has 5 identified key themes that provide overarching direction and form the foundation for the future direction of the Glenelg Shire Council covering the 2017- 2021 period of operation.



**Growing Glenelg**  
Sustain and grow a diverse economy and social prosperity



**Connecting Glenelg**  
Connecting people, places and spaces



**Liveable Glenelg**  
Embracing inclusive, healthy, sustainable and diverse cultures for living



**Creative Glenelg**  
Creative, inspired, forward-thinking and action-oriented



**Leading Glenelg**  
Create shared visions within the community, ensuring agreed outcomes

## Our Focus

- Recognises Portland's early maritime heritage.
- Provides access to the water and values sense of place.
- Maintains and grows existing maritime infrastructure.
- Supports the Glenelg Shire's emphasis on economic development.
- Accepts responsibility for preserving our environment.

## Our Values

The Glenelg Shire Council respectfully acknowledges the traditional lands and waters of the Gunditjmara people, Bunganditj people, Jardwadjali people and their respective cultural heritages.

Aboriginal and Torres Strait Islander People provide an important contribution to Australia's cultural heritage and identity. We respectfully acknowledge the Aboriginal and Torres Strait community living throughout the Glenelg Shire and the contribution they make to the Glenelg Shire's prosperity and wellbeing.



**RESPECT**



**INTEGRITY**



**TEAMWORK**



**SERVICE EXCELLENCE**



**INNOVATION**



## 2. Local Port of Portland Bay Advisory Committee

The function of a Glenelg Shire Council Advisory Committee is to provide advice to Council on policy, issues and operations. Specific issues on which the Local Port of Portland Bay Advisory Committee may provide advice on includes:

- Strategic issues regarding port boundary management;
- Asset management issues;
- Operating policies and procedures;
- Marine pollution management; and
- Safety and environmental management, risk audits and accreditation.

There were three Local Port of Portland Bay Advisory Committee Meetings held during 2019-2020 in accordance with the Terms of Reference. These Advisory Committee meetings allow the Local Port and the Port of Portland to discuss issues and update stakeholders on any operational issues. Community representatives also have an opportunity to raise any issues concerning the community and other Local Port stakeholders.

The Advisory Committee meetings continue to prove to be an invaluable tool for Local Port Management and Port of Portland in the development of strategic policies and procedures. The Community representatives bring substantial experience in commercial fishing and boating operations. In addition, this forum provides those representatives with an opportunity to highlight any infrastructure requirements.

### 2.1 Local Port of Portland Bay Advisory Committee Members

#### Glenelg Shire Councillors

Cr Geoff White,  
*Chair and Council representative*  
Cr Alistair McDonald,  
*Deputy Chair and Council representative*  
Cr Robert Halliday,  
*Council representative (proxy)*

#### Port of Portland

Jason Sweetman, *Harbor Master*  
Shannon Curran, *Operations Manager*

#### Community Members

Les Thomas, John Sealey, Michael Pickles

#### Portland Coastguard

Christopher Hulonce or David Lanyon

#### Glenelg Shire Council Officers

Robert Alexander, *Director Assets (Outgoing)*  
Edith Farrell, *Director Assets (Incoming)*  
Scott Easson, *Local Port Manager*  
Simon Lipscombe, *Port Officer*  
Jenny Hogan, *Local Port Administrative Officer*

### Attendance Register - Advisory Committee Meetings 2019 -2020

Member	Name	Attended	Apologies
Councillor	Geoff White	3	
Councillor	Alistair McDonald	2	1
Councillor	Robert Halliday	1	
Port of Portland	Jason Sweetman	3	
Port of Portland	Shannon Curran	0	3
Coast Guard	Christopher Hulonce	2	1
Community	Les Thomas	2	1
Community	Michael Pickles	2	1
Community	John Sealey	3	

Please note the March 2020 Local Port of Portland Bay Advisory committee meeting was cancelled due to Covid-19.

## 3. Summary of Operations 2019 - 2020

### 3.1 Overview

The Glenelg Shire Council's Local Port of Portland Bay areas of Management comprises of the Trawler Wharf, Boat Ramp South, Portland Bay Marina, Transit Jetty, Boat Ramp North, Henty beach swimming pontoon, Local Port Water Ways, Swing Moorings, Boat Ramp North Fish Weight station and the Aids to Navigation. Other facilities that fall under the Local Port's areas of management include the fish cleaning table areas and associated car parks.

### 3.2 Trawler Wharf

The Trawler Wharf is currently home to 8 Commercial fishing trawlers (sheet piled section) and 4 Southern Rock Lobster fishing vessels (floating pontoons). There is also itinerant berthing available for visiting commercial vessels such as trawlers, tugs, tender vessels and other large vessels requiring refueling or restocking of general stores and supplies. The Trawler Wharf is also used as a designated refueling area for larger vessels from other areas of the Local Port. The Trawler Wharf registered approximately 19 itinerant vessels throughout the year with 78 days of itinerant berthing within the Trawler Wharf for the financial year.

### 3.3 Portland Bay Marina

The Portland Bay Marina comprises 70 serviced berths which cater for annual leaseholders and visiting itinerant vessels. Demand for berths in the Marina continues, with waiting lists in effect between March and July each year. Numerous short-term bookings were turned away in the 2019-2020 financial year due to no available vacant berths. The Marina continues to see increases in the number of visiting yachts requiring shelter and supplies to continue their journey. The Portland Bay Marina accommodated approximately 88 itinerant vessels throughout the year which was down from 103 on the previous year.

### 3.4 Swing Moorings and Aids to Navigation

There are now three active swing moorings within the Local Port of Portland Bay. The Local Port also manages three Aids to Navigation throughout the Local Port's area of responsibility. Maintenance and inspection of these moorings and navigational aids occurred in September 2019 and are due for further inspection in September 2020.



## 3. Summary of Operations 2019 - 2020 cont.

### 3.5 Boat Ramps

During 2019, the University of Tasmania undertook an extensive study of the recreational Southern Blue Fin Tuna fishery. Part of this study saw traffic counters placed at each the Local Port's boat ramps. The study found that "the newer ramps at Portland had consistently more traffic than the older ramps across all months. The greatest amount of traffic using the boat ramps at Portland was recorded in January 2019. Traffic counts from February through June were reasonably consistent, except for a peak in traffic in April. July and August had the least amount of traffic, with traffic increasing again from September through to the end of the survey in November". (Reference National Survey of Recreational fishing for Southern Bluefin tuna in Australia).

#### 3.5.1 Boat Ramp South

Based on recommendations from the Department of Environment, Land, Water and Planning (DELWP), Council removed the fish cleaning tables in August 2019 due to ongoing problems with aggressive seals. This decision was based on the proximity of the tables to the water's edge given the table's effluent running directly into the water and attracting seals to the site.

Major improvements to this facility took place with the installation of new timber decks and whalers strakes throughout. Minor concrete repairs to the actual ramp and lighting upgrades were also included in the facilities improvements.

#### 3.5.2 Boat Ramp North

Some major improvements have been added to this popular facility with lighting upgrades throughout the entire facility, new tops on the fish cleaning tables and the inclusion of the fish weight station.

The facility fish weight station has been established for operation by permitted users only. The permitted users include members of the following organisations: GSC Local Port staff, Portland Bait & Tackle, Complete Angler, Portland Coastguard, Portland Sports Fishing Club and specific charter operators. This fish weight station eliminates all manual handling issues associated with large fish and has the capabilities to lift catch directly out of the vessel and placed directly onto the cleaning tables for filleting.

### 3.6 Transit Jetty

The Transit Jetty plays a much-underestimated role for the smooth operations for the Local Port's functioning ability. This facility is used heavily by the charter operators that berth within the Portland Bay Marina to pick up and drop of their customers. Refueling permits are also issued to certain charter operators to refuel their vessels, mainly by approved portable refueling devices.

Repairs took place to the concrete decks of the Transit Jetty pontoons which may see the life span reach a maximum of a further 2 years. Future plans will need to include the replacement of this facilities pontoons within the next 2 years.

### 3.7 Swimming Pontoon

Thanks to Portland's 'Future Leaders of Industry' program participants and the Victorian State Government's 'Pick my Project' funding program, the Portland Foreshore was granted a new swimming pontoon.

The installation of this pontoon took place in September 2019 and has proved very popular with the Portland and wider community. The Local Port removed the swimming pontoon for maintenance in May 2020, with the pontoon set for reinstallation during September 2020.

### 3.8 Local Port Events

Portland's 'Upwelling Festival' is held every October and the Local Port's Trawler Wharf continues to become a focal point of celebrations on the day. The 2019 festival saw large number of visitors on the wharf for the 'Blessing of the Fleet' which includes the community swim for the cross event.

The New Year's Eve spectacular fireworks display once again took place from the Boat Ramp North facility. This site is the most spacious and suitable for safety reasons and provides great display vantage points for the entire Portland township to enjoy.

Due to Covid-19, several other regular events have not proceeded within the Local Port in the second half of the 2019-2020 financial year.



### 3.9 Goals

There are several goals stated within the 2019-2020 Local Port of Portland Bay Business Case and Trawler Wharf budget.

Goals stated within the 2019 -2020 Local Port of Portland Bay Business Case and Trawler Wharf budget	
2019 - 2020 Goals	2019 - 2020 Action Items
Ensure sound management of the Local Port asset base.	All facilities are effectively maintained to a safe and suitable standard.
Provide responsible Safety and Environmental Management.	No major environmental management incidents within the Local Port.
Recognise and promote Portland's early maritime heritage.	(a) Funding announcement for the replacement of the Old Town Jetty. (b) Heritage listed vessels 'Rosebud' and 'Aerial' located within entrance of Portland Bay Marina.
Expand berthing facilities within the Local Port to cater for current and future berthing demands.	Funding secured for major capital projects to be undertaken in the 2020-2021 financial year include: (a) Portland Bay Marina Extension (b) Trawler Wharf pontoon extension (c) New Town Jetty (d) Trawler Wharf amenities block approval
Continuously improve the Local Ports facilities where possible.	Trawler Wharf top decks replaced, Boat Ramp South top decks replaced, extra storage compounds for Trawler Wharf users, installation of the Boat Ramp North fish gantry, Rock revetment works, safety bollards work at the Boat Ramp South.





## 4. Safety and Environmental Management Plan (SEMP)

An independent audit was completed in early March 2019. Such audits are required every 3 years, and all recommendations and audit findings have been actioned and completed.

The SEMP is a legislative requirement under Part 6A of the *Port Services Act 1995* (Vic) and provides the basis and direction of Safety and Environment Management within Local Port of Portland Bay. The SEMP has been designed to promote the highest level of safety and environmental performance across all aspects of Local Port activities. It encourages management of related issues arising from Port activities and operations for the benefit of employees, Port users and the wider community.

In March 2020, the Local Port of Portland Bay SEMP review was undertaken and encompasses all facilities within the Local Port including the recently installed swimming pontoon located off Henty beach.

One of the major improvements that the Local Port introduced as part of the 2020 review was the inclusion of all stakeholders, with Local Port management extending invitations to the Portland community and Local Port stakeholders. This process ensured that any broader stakeholder concerns or required additions to the SEMP were acknowledged and captured.

Other areas of operational improvements were achieved through the introduction of digital inspections undertaken by the Local Port management team. These inspections include the daily Trawler Wharf inspection, daily Local Port facilities inspection, bi-monthly light inspection, quarterly occupational health and safety (OH&S) inspection, and the monthly on-water inspection. These inspections are all carried out on digital devices and once complete are automatically saved into Councils system.

The SEMP is a working document, with ongoing audits and reviews undertaken when any incidents or near miss incidents occur; or when changes to key legislation, regulations or changes in the nature, scale or extent of port activities occur. The SEMP includes a detailed risk register which identifies all OH&S and Environmental risks within the Local Port, along with the subsequent controls that have been developed.

Associated procedures such as Job Safety Analysis (JSA), Safe Work Method Statements and permit processes for high risk work continue to be reviewed and implemented for contractors working within the Local Port.

A copy of the SEMP can be located on the Glenelg Shire Council website.

[http://www.glenelg.vic.gov.au/Files/Assets/Local\\_Port\\_SEMP\\_V9\\_March\\_2020\\_-\\_Final.pdf](http://www.glenelg.vic.gov.au/Files/Assets/Local_Port_SEMP_V9_March_2020_-_Final.pdf)



## 4.1 Incident Reports

There was a total of six reportable incidents within the Local Port boundary, which are outlined below.

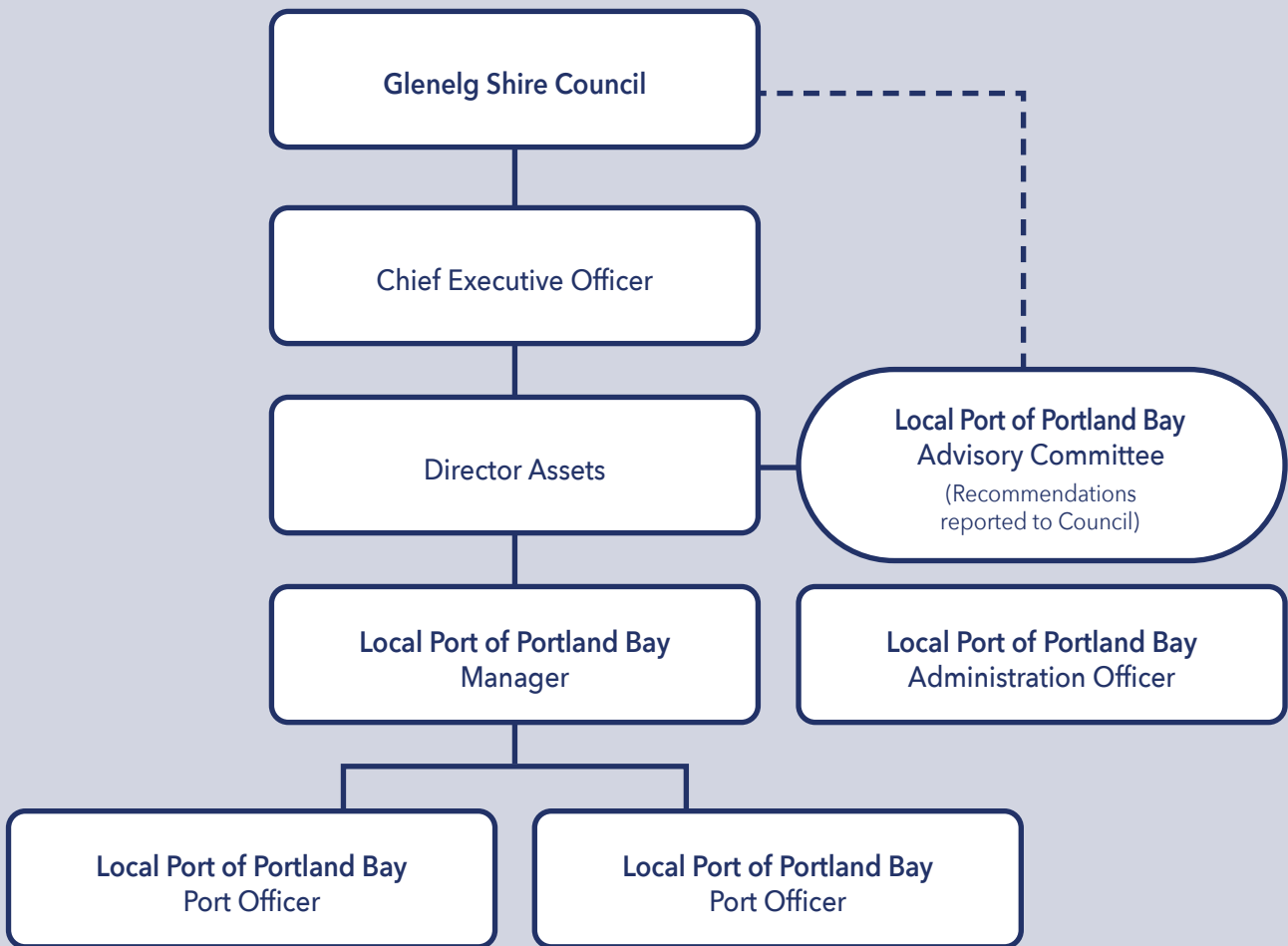
Local Port - List of Reported Incidents 2019 - 2020				
	Incident Type	Facility	Date	Corrective Actions
1	Unauthorised entry to Portland Bay Marina vessels	Portland Bay Marina	15/07/2019	Provide CCTV to Vic Police and communicate incident to stakeholders.
2	Illegal harassing and feeding of Seal - Boat Ramp North fish cleaning tables	Boat Ramp North	14/10/2019	Provide CCTV to DELWP and communicate incident to stakeholders.
3	Near miss / damage - Carpenters workshop	Storage facility	22/11/2019	Improvement to workshop restricting access.
4	Musculoskeletal Injury	Local Port	19/12/2019	Manual Handling training for LP team.
5	Environmental - Report of Marine pollution	Trawler Wharf	29/01/2020	Report to Port of Portland, assist in minor clean up.
6	Difficult customer - dangerous vessel operations	Portland Bay Marina	18/06/2020	Warning letter to vessel operator.

## 4.2 Permits

A total of 27 permits were issued by the Local Port Management team including 12 crane permits for the Trawler Wharf facility. The remaining permits were for bunkering, school bay swims, public fish sales, hot work or diving permits.



# 5. Glenelg Shire Council - Local Port Structure 2019 - 2020





## 6. Freedom of Information Act 1982 Disclosure

The Victorian *Freedom of Information Act 1982* requires agencies to disclose actions taken in accordance with the Act. The following information is provided to satisfy this requirement for the period 1 July 2019 - 30 June 2020.

The delegated officer is Council's Director Corporate Services.

## 7. Protected Disclosure Act 2012

The Victorian *Protected Disclosure Act 2012* requires agencies to disclose actions taken in accordance with the Act. The following information is provided to satisfy requirements for the period 1 July 2019 - 30 June 2020.

The delegated officer is Council's Director Corporate Services.



Local Port of Portland Bay  
ANNUAL FINANCIAL REPORT

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FOR THE YEAR ENDED 30 JUNE 2020

# LOCAL PORT OF PORTLAND BAY

## Financial Report

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## Certification of the Financial Statements

In the opinion of the Port Manager, the accompanying Annual Financial Statements and associated Notes of the Local Port of Portland Bay;

- a) Give a true and fair view of the Local Port's Comprehensive Income Statement as at 30 June 2020 and of the Local Port's Balance Sheet, Statement of Changes in Equity, and Statement of Cash Flows for the year ended 30 June 2020; and
- b) Complies with relevant Accounting Standards and the Port of Portland Bay Management Agreement' dated 6 July 2017; and
- c) At the date of the statement, there are reasonable grounds to believe that the Local Port will be able to pay its debts as and when they become due and payable.



**Greg Burgoyne**  
**CHIEF EXECUTIVE OFFICER**

**Date: 22 September 2020**



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## INDEPENDENT AUDITOR'S REPORT

### TO THE PORT MANAGER OF LOCAL PORT OF PORTLAND BAY

#### REPORT ON THE AUDIT OF THE FINANCIAL REPORT

##### Opinion

We have audited the accompanying financial report of Local Port of Portland Bay, which comprises the balance sheet as at 30 June 2020, the comprehensive income statement, statement of changes in equity, cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and statement by the Glenelg Shire Council Chief Executive Officer, on behalf of the Glenelg Shire Council.

In our opinion the financial report of Local Port of Portland Bay presents fairly, including giving a true and fair view of the financial position as at 30 June 2020 and of its performance for the year then ended in accordance with the accounting policies described in note 1 to the financial statements.

##### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the entity in accordance with the auditor independence requirements and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. Those standards require that we comply with relevant ethical requirements related to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

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

##### Council's Responsibility for the Financial Report

The Council, as Port Manager of Local Port of Portland Bay are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, and for such internal control as the members determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Council are responsible for assessing the ability of the Local Port of Portland Bay to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members either intend to liquidate the Local Port of Portland Bay or to cease operations, or have no realistic alternative but to do so.

##### Auditor's Responsibility for the Audit of the Financial Report

Our responsibility is to express an opinion on the financial report based on our audit. Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.



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As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report.

The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Port Manager, as well as evaluating the overall presentation of the financial report.

We conclude on the appropriateness of the Port Manager's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

We evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We obtain sufficient appropriate audit evidence regarding the financial information of the entity to express an opinion on the financial report. We are responsible for the direction, supervision and performance of the audit. We remain solely responsible for our audit opinion.

We communicate with the members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **RSD Audit**

A handwritten signature in blue ink, appearing to read 'P.P. Delahunty', written over a light blue horizontal line.

**P.P Delahunty**

Partner

Bendigo 24 September 2020



## Comprehensive Income Statement For the Year Ended 30 June 2020

	Note	2020 \$'000	2019 \$'000
<b>Income</b>			
User fees	6.1	114	119
Grants - operating	6.2	182	179
Other income		-	2
<b>Total income</b>		<u>296</u>	<u>300</u>
<b>Expenses</b>			
Employee costs	7.1	(180)	(171)
Materials and services	7.2	(120)	(117)
Depreciation	7.3	(1)	-
Other expenses	7.4	-	(12)
<b>Total expenses</b>		<u>(301)</u>	<u>(300)</u>
<b>Surplus/(deficit) for the year</b>		<u>(5)</u>	<u>-</u>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

## Balance Sheet As at 30 June 2020

	Note	2020 \$'000	2019 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	8.1	66	114
Trade and other receivables	8.2	35	17
<b>Total current assets</b>		<b>101</b>	<b>131</b>
<b>Non-current assets</b>			
Property, infrastructure, plant and equipment	9	25	-
<b>Total non-current assets</b>		<b>25</b>	<b>-</b>
<b>Total assets</b>		<b>126</b>	<b>131</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
<b>Total current liabilities</b>		-	-
<b>Non-current liabilities</b>			
<b>Total non-current liabilities</b>		-	-
<b>Total liabilities</b>		-	-
<b>Net assets</b>		<b>126</b>	<b>131</b>
<b>Equity</b>			
Accumulated surplus		126	131
<b>Total Equity</b>		<b>126</b>	<b>131</b>

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

**Statement of Changes in Equity  
For the Year Ended 30 June 2020**

<b>2020</b>	<b>Total \$'000</b>	<b>Accumulated Surplus \$'000</b>
Balance at beginning of the financial year	131	131
Surplus/(deficit) for the year	(5)	(5)
<b>Balance at end of the financial year</b>	<b>126</b>	<b>126</b>

<b>2019</b>	<b>Total \$'000</b>	<b>Accumulated Surplus \$'000</b>
Balance at beginning of the financial year	131	131
Surplus/(deficit) for the year	-	-
<b>Balance at end of the financial year</b>	<b>131</b>	<b>131</b>

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



## Statement of Cash Flows For the Year Ended 30 June 2020

	2020	2019
	Inflows/ (Outflows)	Inflows/ (Outflows)
Note	\$'000	\$'000
<b>Cash flows from operating activities</b>		
User fees	96	106
Grants - operating	182	179
Other receipts	-	2
Employee costs	(180)	(171)
Materials and services	(120)	(117)
Other expenses	-	(12)
<b>Net cash provided by/(used in) operating activities</b>	<b><u>(22)</u></b>	<b><u>(13)</u></b>
<b>Cash flows from investing activities</b>		
Payments for property, infrastructure, plant and equipment	9 <u>(26)</u>	<u>-</u>
<b>Net cash provided by/(used in) investing activities</b>	<b><u>(26)</u></b>	<b><u>-</u></b>
Net increase (decrease) in cash and cash equivalents	(48)	(13)
Cash and cash equivalents at the beginning of the financial year	114	127
<b>Cash and cash equivalents at the end of the financial year</b>	<b><u>66</u></b>	<b><u>114</u></b>

The above statement of cash flows should be read in conjunction with the accompanying notes.

## Statement of Capital Expenditure For the Year Ended 30 June 2020

	Note	2020 \$'000	2019 \$'000
<b>Plant and Equipment</b>			
Floating Plant		18	-
Non-Fixed Plant		3	-
		21	-
<b>Infrastructure</b>			
Fixed Assets		4	-
<b>Total infrastructure</b>		4	-
<b>Total Capital Expenditure</b>		25	-
<b>Represented by:</b>			
New asset expenditure		25	-
<b>Total Capital Expenditure</b>		25	-

The above statement of capital works should be read in conjunction with the accompanying notes.

## Notes to the Financial Report For the Year Ended 30 June 2020

### OVERVIEW

#### Statement of compliance

These financial statements are a special purpose financial report prepared in accordance with the Port of Portland Bay Management Agreement dated 6 July 2017. They consist of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, and notes accompanying these financial statements. The special purpose financial report complies with measurement directives of Australian Accounting Standards, but are generally not required to comply with disclosure requirements of those standards.

#### Significant accounting policies

##### (a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation (except where transitional requirements of *AASB 15 Revenue from Contracts with Customers*, *AASB 16 Leases* and *AASB 1058 Income of Not-for-Profit Entities* do not require restatement of comparatives under the modified retrospective approach adopted by the Council), and disclosure has been made of any material changes to comparatives.

**Notes to the Financial Report  
For the Year Ended 30 June 2020**

**Note 1 Performance against budget**

The performance against budget notes compare Local Port of Portland Bay financial plan, expressed through its annual budget, with actual performance. Local Port of Portland Bay has adopted a materiality threshold of the lower of 10% percent or \$10K where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

**1.1 Income and expenditure**

	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance 2020 %	Ref
<b>Income</b>					
User fees	135	114	(21)	-16%	1
Grants - operating	182	182	-	-	
Other income	-	-	-	-	
<b>Total income</b>	<b>317</b>	<b>296</b>	<b>(21)</b>	<b>-7%</b>	
<b>Expenses</b>					
Employee costs	168	180	(12)	-7%	
Materials and services	125	120	5	4%	
Depreciation	-	1	(1)	-	
Other expenses	24	-	24	100%	2
<b>Total expenses</b>	<b>317</b>	<b>301</b>	<b>16</b>	<b>5%</b>	
<b>Surplus/(deficit) for the year</b>	<b>-</b>	<b>(5)</b>	<b>(37)</b>	<b>-</b>	

**(i) Explanation of material variations**

1	User Fees	Lower User Fees due to restrictions enforced for COVID-19
2	Other Expenses	Lower Actual costs due to lower Internal Fleet Allocation for Motor Vehicles

## Notes to the Financial Report For the Year Ended 30 June 2020

### 1.2 Capital Expenditure

The POPB owns assets, which are included in these financial statements. In addition, it manages assets on behalf of other parties, the value of which is not included in these financial statements. In accordance with the Management Agreement;

- a. Other assets comprising Fixed Assets (such as Trawler Wharf and Jetty) which are owned by the State are utilised by the Port Of PB but are not considered to be controlled by the POPB and so these are not recorded on the balance sheet of POPB. That the POPB is responsible for the management, maintenance and operational control on behalf of TFV;
- b. Other assets, referred to as Non Funded assets, are owned by GSC and utilised by the POPB, but the council is responsible for the management, maintenance and operational control of the Non Funded assets. These are not recognised on the balance sheet of the Port;
- c. There are assets that are the property of the Port Manager (POPB).

	Budget 2020 \$'000	Actual 2020 \$'000	Variance \$'000	Variance %	Ref
<b>Plant and Equipment</b>					
Floating Plant	-	18	18	100%	
Non-Fixed Plant	-	3	3	100%	
<b>Total Plant and Equipment</b>	<b>-</b>	<b>21</b>	<b>21</b>		<b>1</b>
<b>Infrastructure</b>					
Fixed Assets	-	4	4	100%	
<b>Total infrastructure</b>	<b>-</b>	<b>4</b>	<b>4</b>	<b>100%</b>	<b>2</b>
<b>Total capital expenditure</b>	<b>-</b>	<b>25</b>	<b>25</b>	<b>100%</b>	
<b>Represented by:</b>					
New asset expenditure	-	25	25	100%	
<b>Total capital expenditure</b>	<b>-</b>	<b>25</b>	<b>25</b>	<b>100%</b>	

#### (i) Explanation of material variations

Variance Ref	Item	Explanation
1	Plant and Equipment	Plant and Equipment expenditure unbudgeted for 2019/2020
2	Infrastructure	Infrastructure expenditure unbudgeted for 2019/2020



## Notes to the Financial Report For the Year Ended 30 June 2020

### Note 2 Committee and Key Management Personnel

#### Parent entity

Glenelg Shire Council is the Committee of Management for the Local Port of Portland Bay.

#### Advisory Committee Members

Details of persons holding a position on the Advisory Committee during the reporting year are:

Councillor Geoff White	appointed for Council Term 2016-2020
Councillor Alistair McDonald	appointed for Council Term 2016-2020
John Sealey - Community Representative	
Les Thomas - Community Representative	
Michael Pickles - Community Representative	
Jason Sweetman - Port of Portland Representative	
Shannon Curran - Port of Portland Representative	

#### Related Party Disclosures

For 2019-2020 there have been no transactions, loans or commitments entered into with related parties.

### Note 3 Employment Arrangements

**Note** - Greg Burgoyne, CEO of Glenelg Shire Council, has overall Management Responsibility of the Portland. No CEO salary is costed to Portland Bay Local Port.

The Local Port of Portland Bay utilises Glenelg Shire Council employees in its operations. The labour cost and associated Labour on costs are charged to the Local Port of Portland Bay on a cost basis. 3 employees perform 1.7 FTE hours of services for the local Port of Portland Bay.

### Note 4 Contingent Liabilities and Contingent Assets

The Local Port of Portland Bay has provided no guarantees in respect of loans and overdrafts.

The Local Port of Portland Bay currently has no contingent assets.

The Local Port of Portland Bay currently has no contingent liabilities.

### Note 5 Commitments

The Local Port of Portland Bay has no Contract Commitments at 30 June 2020.

**Notes to the Financial Report  
For the Year Ended 30 June 2020**

<b>Note 6 Local Port of Portland Funding</b>	<b>2020</b>	<b>2019</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>6.1 User Fees</b>		
Berth and Moorings	114	119
<b>Total User Fees</b>	<u>114</u>	<u>119</u>

Statutory fees and fines (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.

<b>6.2 Funding from other levels of government</b>	<b>2020</b>	<b>2019</b>
	<b>\$'000</b>	<b>\$'000</b>
Grants were received in respect of the following :		
<b>Summary of grants</b>		
Commonwealth funded grants	-	-
State funded grants	182	179
<b>Total grants received</b>	<u>182</u>	<u>179</u>
<b>(a) Operating Grants</b>		
<i>Recurrent - State Government</i>		
Department of Transport	182	179
<b>Total recurrent operating grants</b>	<u>182</u>	<u>179</u>
<b>Total operating grants</b>	<u>182</u>	<u>179</u>

Grant income is recognised at the point in time when the PBLP satisfies its performance obligations as specified in the underlying agreement.

<b>Note 7 Local Port of Portland Expenditure</b>	<b>2020</b>	<b>2019</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>7.1 Employee costs</b>		
Wages and salaries	145	141
Superannuation	12	16
Fringe benefits tax	6	3
Other - WorkCover & Leave Provisions	17	11
<b>Total employee costs</b>	<u>180</u>	<u>171</u>

**Notes to the Financial Report  
For the Year Ended 30 June 2020**

	2020 \$'000	2019 \$'000
<b>7.2 Materials and services</b>		
Contract Expenses	65	64
Material Expenses	4	
Internal Plant Hire	15	15
Utility Expenses	34	37
Office Administration	1	1
<b>Total Materials and Services</b>	<u>120</u>	<u>117</u>
<b>7.3 Depreciation</b>	<b>2020 \$'000</b>	<b>2019 \$'000</b>
Floating Plant	1	-
Non-Fixed Plant	0	-
Fixed Assets	0	-
<b>Total Depreciation</b>	<u>1</u>	<u>-</u>
<b>7.4 Other Expenses</b>	<b>2020 \$'000</b>	<b>2019 \$'000</b>
Other Expenses	0	12
<b>Total Other Expenses</b>	<u>0</u>	<u>12</u>
<b>Note 8 Our Financial Position</b>		
<b>8.1 Financial assets</b>	<b>2020 \$'000</b>	<b>2019 \$'000</b>
<b>Cash and cash equivalents</b>		
Cash at bank and on Hand	66	127
<b>Total cash and cash equivalents</b>	<u>66</u>	<u>127</u>
<b>Total Financial Assets</b>	<u>66</u>	<u>127</u>
The Unexpended Cash & Cash equivalents balance includes Grant income received in prior years.		
<b>8.2 Trade and other receivables</b>	<b>2020 \$'000</b>	<b>2019 \$'000</b>
<b>Current</b>		
Receivables - General	35	17
<b>Total Trade and other receivables</b>	<u>35</u>	<u>17</u>

**Notes to the Financial Report  
For the Year Ended 30 June 2020**

**Note 9 Property, plant and equipment**

Property, plant and equipment are measured on the cost basis less depreciation and any impairment losses.

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than the estimated recoverable amount, the carrying amount is written down immediately to the estimated recoverable amount and impairment losses are recognised either in profit or loss or as a revaluation decrease if the impairment losses relate to a revalued asset. A formal assessment of recoverable amount is made when impairment indicators are present.

	Cost 30 June 2019 \$'000	Additions \$'000	Depreciation \$'000	Cost June 2020 \$'000
Plant and equipment	-	23	-	23
Infrastructure	-	4	(2)	2
<b>Total Property, Plant and equipment</b>	-	<b>27</b>	<b>(2)</b>	<b>25</b>

**Depreciation**

The depreciable amount of all fixed assets is depreciated on a straight-line basis over the asset's useful life to the entity commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are -

**Plant and Equipment**

Floating Plant	7%
Non-Fixed Plant	13%



## Local Port of Portland Bay

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