# **CITY OF PORT PHILLIP**



# STRATEGIC RESOURCE PLAN

2011/12 - 2014/15

### **OVERVIEW**

The Strategic Resource Plan (SRP) is a four year plan of the financial and human resources Council requires to implement the actions and deliver the goals and objectives set out in the Council Plan 2009 – 2013.

#### **COUNCIL'S GOALS & STRATEGIES**

In pursuit of its objectives, Council holds central the need for sustainability by ensuring continued operating viability, a positive cash flow, a growing asset base, support of its human resources and strengthening of its service culture. The SRP goal embodies four financial objectives supported by 12 strategies and one non-financial objective supported by two strategies, as detailed below:

Objective	Strategies
1. CoPP will have an ongoing balanced budget and ideally a small surplus.	1. Expenditure on operating activities will be in line with or lower than income from operating activities, producing a surplus. Any surplus achieved will be carried over to subsequent years.
	2. Rate revenue will remain at a constant percentage of total revenue (target less than 60% of total revenue) and other revenue will be strengthened over the medium term to reduce reliance on rate revenue.
	3. Services will be expanded where the expansions are sustainable within operating revenue, or funded by extra revenue.
2. The CoPP asset base will be maintained, enhanced and expanded	<ol> <li>The total pool of assets will increase in value each year – excluding the effect of any revaluation adjustments.</li> </ol>
	5. Assets will be managed in accordance with community need, optimum utilisation and long-term efficiency.
	<ol><li>Capital expenditure on existing assets (asset renewals and enhancements) will be higher than depreciation.</li></ol>
	7. Debt will be managed prudently so that the cost of debt servicing can be redirected into service delivery, where appropriate.
3. Liquidity will be maintained at levels that	8. General reserves will be maintained at levels sufficient to ensure operational liquidity.
assure adequate working capital without the need to resort to borrowings or a bank overdraft.	<ol> <li>Council will consider new loans for funding community capital works projects that will be supported by other cost efficiencies, supplemented by revenue streams, enhanced service delivery, or provide benefits to future generations.</li> </ol>
	10. Investments will be based on increasing reserves to fund periodic large capital expenditure items.
4. Capital works will address community needs without ignoring	11. CoPP's capital assets will be enhanced and preserved to ensure that Council's service delivery capabilities are maintained and improved where possible.
long term financial impacts.	12. CoPP will provide new assets in a way that assists in clustering community assets for social, service delivery and financial effectiveness.
5. CoPP will proactively lead, develop and build organisational culture based on the provision of	13. CoPP will provide leadership and learning to its staff that builds relationships and where core learning objectives will focus on customer service, the provision of same day service, technical skills, leadership and innovation.
same day service and a work life balance.	14. CoPP will support the development of policy and practice in the workplace and community to increase organisational effectiveness.

## NON FINANCIAL RESOURCES

#### OUR CULTURE

At the City of Port Phillip we place a high store on the importance of developing relationships with our customers, stakeholders and each other to assist us to achieve the goal of providing the community with prompt and courteous service.

Our culture is based on the following five key staff values and related behaviours which are intended to provide a framework that reinforces and supports this goal.

#### Working together

I collaborate and actively participate I support my colleagues and respect our differences I actively build relationships across the organisation

#### **Creative and Strategic thinking**

I strive to be innovative I am open to new ideas and new ways of doing things I enquire, listen, research and collaborate

#### **Personal Growth and Performance**

I support the growth of others I seek and give effective and respectful feedback I seek learning and development opportunities

#### Accountability

I strive to do things better I find solutions in a collaborative and timely way I accept accountability for taking action and delivering on promises

#### **Courage and Integrity**

I act with courage and integrityI work in the best interest of the organisationI am passionate about the City of Port Phillip and take pride in my work

#### OUR PEOPLE

Our people are our most valued resource. We have a diverse workforce of committed individuals with an extensive range of skills and experience. We aspire to be an employer of choice and to operate collectively as one organisation focused on the achievement of the Council Plan initiatives. Our commitment to professional development, mentoring, open communication, feedback and a safe and respectful working environment enables us to do this. Through our Enterprise Agreement we are committed to a work and life balance where the needs of our people are maintained and embedded in the way we work.

The following chart shows the Full Time Equivalent (FTE) staff Council employs to deliver services by Division. The FTE changes and associated costs for these staff are shown and a plan of costs for the next four years if staffing numbers were to remain constant

Equivalent Full Time (FTE) Employment by Division and associated costs *									
	Approved Budget 2010-2011	Projection of costs 2010-2011 \$000	Increase in EFT from Prior Year Budget	Approved Budget 2011-2012	Budget 2011-2012 \$000	Budget 2012-2013 \$000	Budget 2013-2014 \$000	Budget 2014-2015 \$000	
CEO	2.92	505	0.00	2.92	535	562	590	620	
City & Infrastructure Services	81.50	7,756	4.56	86.06	8,353	8,771	9,209	9,670	
Corporate Services (Note)	127.56	13,298	2.59	130.15	14,884	15,628	16,410	17,230	
Cultural & Community Development	291.12	20,915	9.35	300.47	22,509	23,633	24,815	26,056	
Environment & Planning	142.40	11,800	7.42	149.82	12,977	13,626	14,307	15,022	
Sub Total	645.50	54,274	23.92	669.42	59,258	62,220	65,331	68,598	

\* Cost assumption is that staffing numbers will remain constant with the 2011-2012 numbers in the Plan years.

Note: Corporate Services includes an amount of \$2.661M in salaries for the year 2011-12 for the Streetsahead program. This is fully funded through contract income and is cost neutral to council.

### FINANCIAL RESOURCES

The Strategic Resource Plan achieves a sustainable financial position for the Council. The plan generates a neutral budget position which shows that Council can meet its day to day expenditure from recurrent income. The Plan includes the following assumptions:

#### **INCOME STATEMENT**

- CPI of 3.0 per cent each year
- Rates revenue increases by 6% each year with price movements of 4.5 per cent and growth of 1.5 per cent each year
- Parking revenue from ticket machines will increase in line with CPI of 3% and volume movements.
- Parking revenue from fines will increase by 2% each year
- User fees and charges will increase by CPI of 3%
- Open space contributions will remain constant at \$1.2 million per annum
- Government grants (operating) will increase by CPI of 3%
- Government grants (capital) will match the 5 year Capital Works program. A notional amount of \$1.500M has been provided each year.
- Interest income will remain constant at \$1.5 million each year
- Other income will increase by CPI of 3%
- Employee benefits will increase by 5.0 per cent after the budget year being 4.5 per cent for EBA increases and a provision for banding increases and reclassified positions
- Contract services will increase by CPI of 3%
- Utility costs will increase by 5% each year.
- Materials and other costs will increase by CPI of 3%
- Professional services will increase by CPI of 3%
- Borrowing costs and loan repayments will increase in 2012/13 in line with Council's decision to borrow \$5 million to fund the St Kilda family and children's centre project.
- Depreciation will increase by \$400K each year to cover new assets constructed and vested in Council
- Capital works expenditure will match the 5 year Capital Works program
- Capital expenditure will increase by CPI plus 2.0 per cent

#### **BALANCE SHEET**

- Payables have decreased in 2010/11 to account for the settlement of the St Kilda triangle development of \$1.5M
- \$5.0M is being borrowed in June 2012 and is to be repaid over ten years at an anticipated interest rate of 7.00 per cent.

#### **RATING STRATEGY**

Council's rating strategy is supported by the following principles:

- Local government taxes (rates) are levied in accordance with a ratepayer's capacity to pay as measured by the Net Annual Value (NAV) of property owned within the municipality. Rates levied are therefore directly proportional to the NAV of individual properties. Other measures such as concessions, deferral of rate payments and other discounts to fees and charges will be applied by Council to address equity and access issues.
- Universal services are funded from the broadest forms of income, rates and parking revenue.
- Fees for broadly used subsidised services provided by Council in a contestable market such as childcare and aged care will be based on a clearly articulated policy position and these services will be funded through a mix of user charges, government grants and rates and aim to achieve equitable outcomes.
- Specific individual regulatory services such as but not limited to animal licences, parking permits and planning permits will be funded, where possible, through user charges (some may be set by statute) and otherwise through rates.
- Special rates are levied against retail tenants in various shopping precincts and this rate income is then distributed to centralised trader associations to spend on the improvement of the shopping strip for the benefit of all traders.

Council's main revenue source is derived from assessment rates on properties in the municipality. Given the magnitude of council's rates revenue (approximately 59% of total revenue) it is vital that it plans properly for future rate increases.

The current forward financial plan has assumed an annual growth of 6% in rates revenue which is made up of two components, price -4.5% and growth arising from new properties -1.5%. In addition to this the current and future budgets have made provision for supplementary rate revenue of \$600K per annum.

Port Phillip has adopted the Net Annual Value (NAV) rating system. Municipalities which have a relatively large commercial property base (i.e. inner city councils) have tended to remain on NAV due to the fact that it offers protection to residential ratepayers through an in built differential and this obviates the need for high transparent differential rates for commercial properties. Under NAV rating, property rates are determined in accordance with the rental yield and this is always assessed as being 5% of the Capital Improved Value (CIV) for residential properties and at a higher rate (typically 7% to 9%) for commercial and industrial properties. Councils that use CIV rating typically have differential rates in place for commercial and industrial properties.

Council provides for rate concessions for recreational land. Under the Cultural and Recreational Lands Act 196, provision is made for a Council to grant a rating concession to any "recreational lands" which meet the test of being "rateable land" under the Act. There are 25 recreational properties in Port Phillip that are rated under the Cultural and Recreational Lands Act and rate concessions ranging from 20% to 85% are provided.

Council provides rate concessions to pensioners. Port Phillip is one of a few councils that provide a Council pensioner rate rebate in addition to the State Government pensioner rate rebate. The 2011/2012 Budget proposes an increase in the Council pensioner rate rebate to \$136.00 which may be claimed on top of the State Government rebate of \$193.40.

Council also offers self funded retirees the option to defer their rates until the settlement of their estate. In addition to this, there is a 50% discount on the penalty interest that accrues over the period for which their rates are deferred.

#### **BORROWINGS STRATEGY**

Council's borrowings strategy is supported by the following principles:

- Borrowings will not be used to fund ongoing operations.
- A prudent and fiscally responsible approach will be applied in considering any proposals for new debt to deliver Council objectives.
- Where debt is increased, the servicing costs ideally need to be funded from future revenue streams or cost savings that can be expected from the investment of the funds raised.
- Borrowings are also appropriate for the purpose of funding large non-recurrent capital works projects that can be expected to provide benefits to future generations.
- Debt levels will be reduced progressively to enable the cost of debt servicing to be redirected into service delivery or building up cash backed reserves.

Details of current and proposed loan borrowings by Council are provided below.

- Council borrowed \$6.400M in June 1999 to assist in funding its defined benefits superannuation liability. This loan was taken out at a fixed interest rate of 6.15% and is to be fully repaid by April 2014.
- Council is budgeting to borrow another \$5.0M in June 2012 to fund the St Kilda Family and Children's Centre. It is anticipated that these funds will be borrowed at an interest rate of 7.00 per cent with the loan to be repaid over ten years.

#### INFRASTRUCTURE AND ASSET MANAGEMENT STRATEGY

Council's infrastructure and asset management strategy is supported by the following principles:

- Council's investment and asset management strategies, purchasing arrangements and other financial tools should encourage environmental responsibility.
- Council is committed to spending between 20 and 25 percent of its total revenue budget on capital works and capital expenditure. This represents the baseline or floor that is required for Council to renew and enhance its asset base to ensure their ongoing fitness for use. It takes into account expected asset deterioration, increased asset utilisation (capacity requirements) and technology development.
- Replenishment (renewal) of existing assets is generally funded from the depreciation expense that is provided each year. This needs to be applied to the different asset subsets (drainage, roads, buildings and land improvements) to ensure consistency across the entire network of assets that Council manages.
- Maintenance of capital expenditure at levels that will replenish existing assets is a higher priority than debt reduction and investment in new assets, as asset funding shortfalls will transfer the liability to future generations.
- Asset acquisitions and capital works projects are funded from either rate revenue, sales of existing assets, government grants or external borrowings.

## FINANCIAL STATEMENTS

#### Budgeted Standard Income Statement converted to Cash

For the four years ending 30 June 2015

	Forecast Actual	Budget	-	ic Resource Projections	Plan
	2010/11 \$'000	2011/12 \$'000	2012/13 \$'000	2013/14 \$'000	2014/15 \$'000
OPERATING RESULT					
Revenues from ordinary activities					
Rates Parking revenue User fees & charges	82,401 23,782 14,540	88,438 24,880 14,484	93,804 25,490 14,919	99,396 26,116 15,367	105,324 26,757 15,828
Open space contributions Grants - operating Grants - capital Interest received Other income Profit on sale of assets	1,200 9,068 3,430 2,300 8,487 0	1,200 9,395 3,730 1,809 8,613 1,300	1,200 9,677 1,500 1,500 8,815 0	1,200 9,967 1,500 1,500 9,079 0	1,200 10,266 1,500 1,500 9,351 0
	145,208	153,849	156,905	164,125	171,726
Expenses from ordinary activities					
Employee benefits Contract services Utilities Materials & other expenses Professional services Borrowing costs Depreciation <b>Total Expenditure</b>	54,418 37,493 2,379 22,466 1,854 130 16,652 135,392	59,258 35,551 2,532 21,504 5,486 206 17,362 141,899	59,426 40,486 2,659 21,326 4,892 401 17,452 146,642	62,398 41,700 2,792 21,966 5,039 337 17,852 152,084	65,517 42,951 2,932 22,625 5,190 285 18,252 157,752
Operating surplus (deficit) for the year	9,816	11,950	10,263	12,041	13,974
CONVERSION TO CASH					
Less cash costs not included in the operating result					
St Kilda Triangle settlement (cash costs) Capital works program Capital works carry over Capital expenditure - IT, parking machines & other Borrowings	2,000 26,650 12,055 1,884 0	1,500 31,968 0 2,989 (5,000)	0 26,000 0 3,079 0	0 26,780 0 3,171 0	0 27,583 0 3,266 0
Loan repayments Transfers to/(from) statutory reserves Transfers to/(from) general reserves	526 (500) (1,527) 41,088	(0,000) 559 (1,760) (445) 29,811	952 (1,900) (400) 27,731	1,016 (1,200) <u>150</u> 29,917	412 600 <u>300</u> 32,161
Plus non cash costs included in operating result	11,000		21,101	20,011	02,101
Depreciation	16,652	17,362	17,452	17,852	18,252
Surplus/(deficit) for the year	(14,620)	(499)	(16)	(24)	65
Accumulated position brought forward					
Carry Over Surplus/(Deficit) B/Fwd Surplus to fund Capital Works Carry Over	1,332 14,097	809 0	310 0	294 0	270 0
Surplus/(Deficit) Carried Forward	809	310	294	270	335

## **Budgeted Standard Balance Sheet** For the four years ending 30 June 2015

	Forecast Actual	Budget	Strategic Resource Plan Projections		
	2010/11	2011/12	2012/13	2013/14	2014/15
	\$'000	\$'000	\$'000	\$'000	\$'000
Current assets					
Cash and cash equivalents	27,852	26,138	24,178	23,130	24,125
Receivables	9,178	9,178	9,178	9,178	9,178
Accrued income	858	858	858	858	858
Prepayments	919	919	919	919	919
Total current assets	38,807	37,093	35,133	34,085	35,080
Non-current assets	4	/	/	/	/
Other financial assets	5,774	5,774	5,774	5,774	5,774
Property, infrastructure, plant & equipment	1,866,370	1,882,975	1,894,602	1,906,701	1,919,298
Total non-current assets	1,872,144	1,888,749	1,900,376	1,912,475	1,925,072
Total assets	1,910,951	1,925,842	1,935,509	1,946,560	1,960,152
Current liabilities					
Payables	13,543	12,043	12,043	12,043	12,043
Trust funds and deposits	2,352	2,352	2,352	2,352	2,352
Provisions	7,529	7,529	7,529	7,529	7,529
Interest-bearing liabilities	560	595	989	384	412
Total current liabilities	23,984	22,519	22,913	22,308	22,336
	- ,	,	1	,	,
Non-current liabilities					
Payables	1,285	1,285	1,285	1,285	1,285
Provisions	0	0	0	0	0
Interest-bearing liabilities	2,286	6,691	5,702	5,318	4,906
Total non-current liabilities	3,571	7,976	6,987	6,603	6,191
Total liabilities	27,555	30,495	29,900	28,911	28,527
Net assets	1,883,396	1,895,347	1,905,609	1,917,649	1,931,625
Equity	F74 400		004 400	014.040	007 000
Accumulated surplus	574,402	588,558	601,120	614,210	627,286
Asset revaluation reserve	1,285,519	1,285,519	1,285,519	1,285,519	1,285,519
Other reserves	23,475	21,270	18,970	17,920	18,820
Total equity	1,883,396	1,895,347	1,905,609	1,917,649	1,931,625

## **Budgeted Standard Cash Flow Statement** For the four years ending 30 June 2015

	Forecast Actual	Budget	Strategic Resource Plan Projections		
	2010/11	2011/12	2012/13	2013/14	2014/15
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
Cash flows from operating activities	()	(***********	( )	( )	()
Receipts					
Rates and garbage charges	82,401	88,438	93,804	99,396	105,324
Parking fees and fines	23,782	24,880	25,490	26,116	26,757
User charges and other fines	14,540	14,484	14,919	15,367	15,828
Grants	12,498	13,125	11,177	11,467	11,766
Contributions	1,200	1,200	1,200	1,200	1,200
Interest	2,300	1,739	1,500	1,500	1,500
Other revenue	8,487	9,858	8,815	9,079	9,351
	145,208	153,724	156,905	164,125	171,726
Payments	-,	)	,	-,	, -
Payments to suppliers	(37,493)	(39,306)	(40,486)	(41,700)	(42,951)
Payment to employees	(54,418)	(56,596)	(59,426)	(62,398)	(65,517)
Other Payments	(26,700)	(28,722)	(28,878)	(29,798)	(30,746)
St Kilda Triangle settlement	(2,000)	(1,500)	(,)	()	0
	(_,,	(-,)	-	-	-
	(120,611)	(126,124)	(128,790)	(133,896)	(139,214)
Network and the difference device and there	04 507	07.000	00.445		00.540
Net cash provided by operating activities	24,597	27,600	28,115	30,229	32,512
Cook flows from investing activities					
Cash flows from investing activities	(40 500)	(24.057)	(00.070)	(20.054)	(20, 0.40)
Payments from property, plant and equipment Proceeds for property, plant and equipment	(40,589)	(34,957)	(29,079)	(29,951)	(30,849)
Proceeds for property, plant and equipment Payments for investments	0	1,300 0	0	0	0
Net cash used in investing activities	0 (40,589)	(33,657)	0 (29,079)	0 (29,951)	(30,849)
Net cash used in investing activities	(40,569)	(33,057)	(29,079)	(29,951)	(30,649)
Cash flows from financing activities					
Finance costs	(130)	(97)	(401)	(337)	(285)
Proceeds from borrowings	(100)	5,000	(101)	(007)	(200)
Repayment of borrowings	(525)	(560)	(595)	(989)	(384)
Net cash provided by (used in) financing	(020)	(000)	(000)	(000)	(00+)
activities	(655)	4,343	(996)	(1,326)	(669)
	(000)	4,040	(000)	(1,020)	(000)
Net decrease in cash & cash equivalents	(16,647)	(1,714)	(1,960)	(1,048)	994
Cash & cash equivalents at beginning of year	44,499	27,852	26,138	(1,048) 24,178	23,131
Cash & cash equivalents at beginning of year	27,852	26,138	20,138	23,130	23,131
oush a cash equivalents at end of year	21,002	20,130	24,178	23,130	24,120

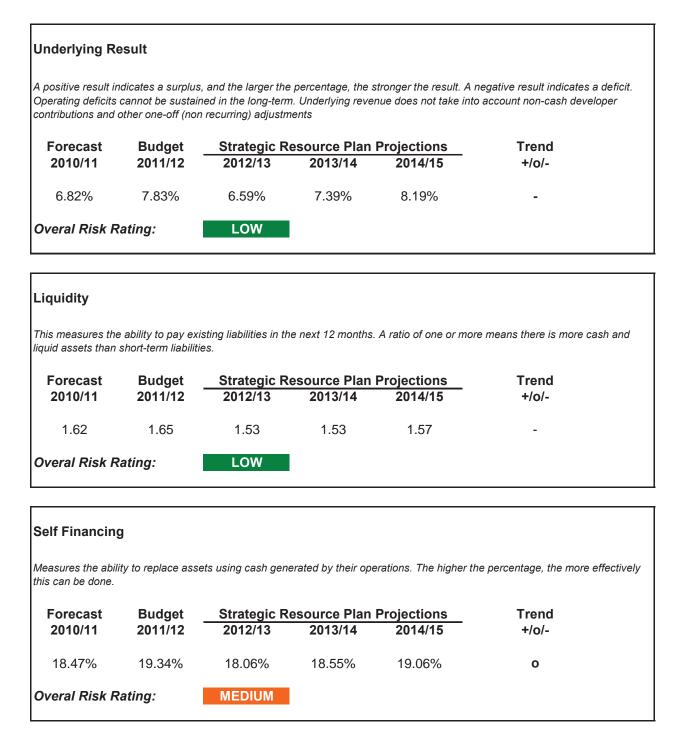
## **Budgeted Standard Capital Works Statement** For the four years ending 30 June 2014

	Forecast	Dudaat	Strategic Resource Plan		
	Actual	Budget		Projections	2044/45
	2010/11	2011/12	2012/13	2013/14	2014/15
	\$'000	\$'000	\$'000	\$'000	\$'000
Capital works areas					
Roads	10,630	10,680	8,453	8,651	8,855
Parks & open space	4,976	6,245	2,526	6,012	4,772
Buildings	10,254	14,003	14,286	11,707	13,531
Signage & street furniture	790	1,040	735	410	425
	26,650	31,968	26,000	26,780	27,583
Capital expenditure areas					
Plant & Equipment	1,584	2,988	3,079	3,171	3,266
TOTAL CAPITAL	28,234	34,956	29,079	29,951	30,849
Represented by:					
Asset renewal	12,224	13,688	12,222	13,454	12,284
New assets - capital works	10,276	12,980	11,940	7,900	1,945
Asset expansion/upgrade	4,150	5,300	1,838	5,426	13,354
New assets - capital expenditure	1,584	2,988	3,079	3,171	3,266
TOTAL CAPITAL	28,234	34,956	29,079	29,951	30,849

#### Reconciliation of net movement in property, plant and equipment

	Forecast Actual	Budget	Strategic Resource Plan Projections			
	2010/11	2011/12	2012/13	2013/14	2014/15	
	\$'000	\$'000	\$'000	\$'000	\$'000	
Capital works	26,650	31,968	26,000	26,780	27,583	
Capital expenditure	1,584	2,988	3,079	3,171	3,266	
Capital works carried forward	0	0	0	0	0	
-	28,234	34,956	29,079	29,951	30,849	
Asset revaluation increment	0	0	0	0	0	
Depreciation & amortisation	(16,652)	(17,052)	(17,452)	(17,852)	(18,252)	
Written down value of assets sold	0	0	0	0	0	
Granted assets	0	0	0	0	0	
Recognition of previously unrecognised assets	0	0	0	0	0	
Net movement in property, plant & equipment	11,582	17,904	11,627	12,099	12,597	

### FINANCIAL SUSTAINABILITY INDICATORS



#### Indebtedness

Comparison of non-current liabilities (mainly comprised of borrowings) to own sourced revenue. The higher the percentage, the less able to cover non-current liabilities from the revenues the generate themselves. Own sourced revenue is used (rather than total revenue) because it does not include capital grants, which are usually tied to specific projects.

Forecast	Budget	Strategic Resource Plan Projections			Trend	
2010/11	2011/12	2012/13	2013/14	2014/15	+/o/-	
2.72%	5.72%	4.83%	4.36%	3.90%	+	
Overal Risk R	ating:	LOW				

#### Investment Gap Comparison of the rate of spending on infrastructure with its depreciation. Ratios higher than 1:1 indicate that spending is faster than the depreciating rate. This is a long-term indicator, as capital expenditure can be deferred in the short-term if there are insufficient funds available from operations, and borrowing is not an option. Forecast Budget **Strategic Resource Plan Projections** Trend 2010/11 2011/12 2012/13 2013/14 2014/15 +/o/-2.32 1.84 1.49 1.50 1.51 **Overal Risk Rating:** LOW

#### **Renewal Gap**

Comparison of the rate of spending on existing assets through renewing, restoring and replacing existing assets with depreciation. Ratios higher than 1:1 indicate that spending on existing assets is greater than the depreciation rate.

This is a long-term indicator, as capital expenditure can be deferred in the short-term if there are insufficient funds available from operations, and borrowing is not an option.

Forecast	Budget	Strategic R	esource Plan	Trend		
2010/11	2011/12	2012/13	2013/14	2014/15	+/o/-	
0.98	1.09	0.81	1.06	1.40	-	
Overal Risk R	ating:	MEDIUM				