# MUSEUMS BOARD OF VICTORIA

# ANNUAL REPORT

# 2011–12

## Accountable Officer’s Declaration

In accordance with the *Financial Management Act 1994*, I am pleased to present the Report of Operations for the Museums Board of Victoria for the year ending 30 June 2012.

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Dr J. Patrick Greene

Chief Executive Officer

Museum Victoria

30 June 2012

This annual report has been produced in accordance with FRD30A Standard Requirements for the Design and Production of Annual Reports, in order to minimise our impact on the environment.

Further information about Museum Victoria’s activities and our achievements for 2011–12 can be found on the Museum Victoria website ([www.museumvictoria.com.au](http://www.museumvictoria.com.au/)).

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## President’s Message

2011–12 was an immensely successful year for Museum Victoria, one in which we continued to build our national and international profile and to embark on major projects that will contribute to the future development of Museum Victoria and deliver benefits for the Victorian people.

Significant achievements in our research program received extensive media coverage across the globe. These included a number of discoveries, such as the first dinosaur trackway in Victoria, the first Australian spinosaur, or ‘spine lizard’ dinosaur, and the first Australian ceratosaur, carnivorous dinosaur.

The May announcement of a $20 million allocation from the federal budget for the Royal Exhibition Building also attracted significant media interest. This funding will enable Museum Victoria to undertake critical preservation works and interpret the history of this important World Heritage–listed building for the Australian people.

Demolition of the derelict buildings on the former ACI site in Spotswood was completed during the year, achieved with funding from the State Government. Museum Victoria is working with Arts Victoria to develop a plan for this site that will secure the future of Scienceworks and ensure the ongoing protection of the state collections.

It is through the generous support of the Victorian Government and our corporate and philanthropic partners that Museum Victoria is able to build on the success of our exhibitions, programs, online initiatives and research outcomes. This support enables us to sustain visitor numbers and stimulate a passion for learning in visitors of all ages.

The Hon. Joan Kirner AC and Mr Troy Edwards both left the Museums Board of Victoria in June 2012 and I would like to thank them for their contributions. I look forward to continuing to work with my colleagues on the Board to ensure that Museum Victoria is able to provide engaging and inspiring experiences for all Victorians into the future.

**Professor Margaret Gardner AO**

**President, Museums Board of Victoria**

## Chief Executive Officer’s Message

We have just experienced a very successful year at Museum Victoria, with strong attendance at all our museums and 4.6 million visits to our website.

*Tutankhamun and the Golden Age of the Pharaohs* closed in December 2011 after a record-breaking season at Melbourne Museum. It was attended by 796,277 visitors, exceeding the Australian record set by *Titanic: The Artefact Exhibition* in 2010.

The Immigration Museum experienced its best-ever year, attracting 143,054 visitors. The launch of the Immigration Museum’s first intercultural exhibition and festival—*Sweets: Tastes and Traditions from Many Cultures*—brought together five multicultural communities to explore the history and cultural significance of sweet foods and proved very popular with visitors.

The main exhibition space in the Bunjilaka Aboriginal Cultural Centre at Melbourne Museum closed in February 2012 and the exhibitions were decommissioned. Development of a new suite of exhibitions is underway, which will enable visitors to connect with the vibrant culture and history of Victorian Aboriginal communities. The new gallery will open in May 2013.

Long-term exhibition renewal is funded by the Victorian Government and is critical for the ongoing success of Museum Victoria. The recent state budget provided a further $3.4 million, which will enable us to continue the program to 2013–14, and we will work with the government to extend it into future years.

Museum Victoria’s membership program experienced strong growth, finishing the year with 15,576 memberships representing more than 50,000 individuals. This result reflects the connection many Victorian families have with Museum Victoria, as well as our dynamic program of activities and the excellent value of the membership package.

The achievements of Museum Victoria throughout the year are due to the efforts of the Board, staff, volunteers and supporters. I would like to thank everyone for their contribution to the excellent results we have enjoyed over the past 12 months.

**Dr J. Patrick Greene**

**Chief Executive Officer**

## Profile of Museum Victoria

Museum Victoria is Australia’s largest public museum organisation. As the state museum for Victoria, we are responsible for looking after the State Collection, conducting research and providing cultural and science programs for the people of Victoria and visitors from interstate and overseas.

Museum Victoria’s origins date back to 1854, with the founding of the National Museum of Victoria and the establishment, in 1870, of the Industrial and Technological Museum of Victoria (later known as the Science Museum of Victoria). By proclamation of the *Museums Act 1983* (Vic.), these two institutions were amalgamated to form what is today known as Museum Victoria, governed by the Museums Board of Victoria.

Museum Victoria undertakes high-quality research on historical and contemporary issues in the fields of science, history and technology, and Indigenous cultures. Our research is based on a world-class collection of more than 16 million items and is carried out by expert curators. Museum Victoria operates three museums, a collection storage facility and a non-collection facility, and is custodian for the World Heritage–listed Royal Exhibition Building.

#### Immigration Museum

Opened November 1998

The Immigration Museum is one of the world’s leading social history museums, and is situated in the historic Old Customs House on Flinders Street. It is a living cultural centre that engages visitors with the history and experiences of immigration and cultural diversity that have contributed to the shaping of modern Australia.

#### Scienceworks

Opened March 1992

Located in the grounds of and incorporating the historic Spotswood Pumping Station, this extremely popular science and technology museum features modern interactive exhibition galleries, Melbourne Planetarium and the Lightning Room.

#### Melbourne Museum

Opened October 2000

The iconic Melbourne Museum stands adjacent to the historic Royal Exhibition Building, in Carlton Gardens. Melbourne Museum showcases Australian social history, Indigenous cultures, the human mind and body, science and technology, and the environment. Museum Victoria also operates the IMAX Theatre at Melbourne Museum.

#### Royal Exhibition Building

Constructed 1879–80

Museum Victoria ownership since 1996

Located in Carlton Gardens alongside Melbourne Museum, the Royal Exhibition Building was built for the 1880 Melbourne International Exhibition and continues to host exhibitions and other events. The building and gardens were inscribed on the UNESCO World Heritage register in July 2004.

#### Moreland Annexe

Opened October 1996

Museum Victoria’s off-site collection storage facility houses the largest of the museum’s collection items, and complements the collection stores at Melbourne Museum and Scienceworks.

#### Simcock Avenue Store

Opened November 2007

Museum Victoria operates a non-collection store on behalf of a number of arts agencies. The store is adjacent to Scienceworks on land that was purchased by the state government for the Collections Victoria project, which will provide a secure home for Victoria’s cultural assets.

## The Year in Brief

### Key Indicators

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2011–12** | **2010–11** | **2009–10** | **2008–09** | **2007–08** |
| Collection stored to industry standard | 77% | 79% | 81% | 82% | 83% |
| Visitors satisfied with visit overall | 89% | 93% | 94% | 93% | 97% |
| Students participating in education programs | 290,538 | 310,170 | 315,389 | 270,497 | 260,205 |
| Volunteer hours | 50,399 | 50,120 | 52,639 | 52,311 | 43,727 |
| Memberships | 15,576 | 11,676 | 12,559 | 10,247 | 8,747 |

### Visitation

|  | **2011–12** | **2010–11** | **2009–10** | **2008–09** | **2007–08** |
| --- | --- | --- | --- | --- | --- |
| Immigration Museum | 143,054 | 128,350 | 122,571 | 132,127 | 132,877 |
| Scienceworks | 482,305 | 447,708 | 538,183 | 418,498 | 396,810 |
| Melbourne Museum | 1,099,546 | 1,428,238 | 1,077,773 | 752,268 | 732,335 |
| IMAX | 241,943 | 325,262 | 383,700 | 340,008 | 326,411 |
| **Total ticketed visitation** | **1,966,848** | **2,329,558** | **2,122,227** | **1,642,901** | **1,588,433** |
| Discovery Program | 104,036 | 78,540 | 89,431 | 85,631 | 100,086 |
| Website | 4,651,649 | 4,606,574 | 8,654,273 | 5,031,564 | 4,216,913 |
| **Total off-site visitation** | **4,755,685** | **4,685,114** | **8,743,704** | **5,117,195** | **4,316,999** |
| Royal Exhibition Building | 487,976 | 466,267 | 371,361 | 390,056 | 334,797 |
| **Total visitation** | **7,210,509** | **7,480,939** | **11,237,292** | **7,150,152** | **6,240,229** |

Note:

Discovery Program figure includes participation in Discovery Program activities and attendances at Federation Bells performances.

### Environmental Performance

|  | **2011–12** | **2010–11** | **2009–10** | **2008–09** | **2007–08** |
| --- | --- | --- | --- | --- | --- |
| **Energy** |  |  |  |  |  |
| Total energy consumption (gigajoules) | 142,372 | 141,042 | 137,023 | 128,674 | 128,942 |
| Greenhouse emissions associated with energy use (tonnes – CO2) | 21,582 | 20,927 | 24,674 | 25,386 | 27,200 |
| Green power purchased  (% of total electricity consumption) | 26% | 26% | 15% | 10% | 10% |
| **Waste** |  |  |  |  |  |
| Percentage of total waste recycled | 55.30% | 48.70% | 52.98% | 52.51% | 47.11% |
| **Water** |  |  |  |  |  |
| Water consumption (kilolitres) | 70,808 | 75,107 | 71,045 | 65,618 | 64,113 |

Notes:

The installation and operation of a new air-conditioning system for the Melbourne Museum Touring Hall led to a slight increase in energy consumption. Lower visitation compared to the previous year resulted in a decrease in water consumption.

### Financial Summary

|  | **2011–12**  **$’000** | **2010–11**  **$’000** | **2009–10**  **$’000** | **2008–09**  **$’000** | **2007–08**  **$’000** |
| --- | --- | --- | --- | --- | --- |
| Revenue from government | 85,806 | 88,314 | 83,637 | 83,497 | 78,864 |
| Total income from transactions | 118,851 | 120,214 | 123,923 | 109,509 | 99,541 |
| Total expenses from transactions | (131,314) | (120,745) | (122,432) | (111,241) | (108,709) |
| Net result from transactions | (12,463) | (531) | 1,491 | (1,732) | (9,168) |
| Net result for the period | (12,603) | (567) | 1,905 | (1,902) | (9,170) |
|  |  |  |  |  |  |
| Net cash flow from operating activities | 8,958 | 10,294 | 14,426 | 10,744 | 2,645 |
|  |  |  |  |  |  |
| Total assets | 1,062,100 | 1,073,602 | 690,947 | 687,624 | 688,333 |
| Total liabilities | 15,015 | 13,914 | 15,548 | 14,130 | 12,937 |

Notes:

Revenue received from government was lower in comparison to the previous financial year, as most of the funding for significant projects at Scienceworks and the former ACI site was provided in the previous financial year and not replaced by new projects of a similar size. In accordance with government policy, a capital asset charge is included in revenue from government and disclosed separately as an expense within the financial statements. Total income includes donations and grants that are brought to account when received and not matched with expenditure, which may occur in subsequent financial periods.

Museum Victoria receives a substantial proportion of its revenue from government, which does not necessarily fund depreciation. The lack of depreciation funding may result in infrastructure that is no longer fit-for-purpose and may require significant government investment. This does not impact Museum Victoria’s ability to operate as a going concern.

The main factor behind the increase in expenses is that the majority of the payments relating to the former ACI site occurred in 2011–12.

Total assets fell by $12.0 million as a result of higher depreciation charges in 2011–12, after buildings were revalued upwards in 2010–11.

## Statement of Purpose

We will reach out to an increasingly diverse audience through our collection and associated knowledge, using innovative programs that engage and fascinate. We will contribute to our communities’ understanding of the world, and undertake our stewardship of the collection in a way that ensures our inheritance is augmented and passed on to future generations. We will shape the future as a networked museum that fosters creativity.

## Vision

Exploring Victoria, Discovering the World

## Strategic Directions

#### Great Places and Spaces

* Develop and protect our iconic and heritage buildings and their precincts
* Provide an excellent standard of management for our visitor and collection facilities
* Lead the Collections Victoria project to ensure a high standard of care for the State Collection
* Capitalise on the history and World Heritage status of the Royal Exhibition Building precinct to create an attraction of national significance

#### Research and Collections: Knowledge and Connections

* Enhance our reputation by building on our expertise and capability in areas of research that have local, national and international significance
* Extend the ways in which communities can connect with our collection and knowledge
* Continue to develop the collection as a growing resource for education and research, and as a legacy for future generations
* Pursue collaborative partnerships that advance knowledge, support innovation and attract funding in both established and emerging areas of research and collecting

#### Inspiring Experiences: Engagement and Learning

* Engage all Victorians through innovative exhibitions, online experiences and stimulating programs at our venues and throughout the state to increase understanding of Victoria’s place in the world
* Partner with Indigenous communities to undertake projects that promote Indigenous cultures and contribute to reconciliation
* Collaborate with diverse communities to develop programs that promote social cohesion and actively foster access
* Position Museum Victoria as a learning specialist, building on our strengths in areas such as science literacy, values education and early childhood development

### Innovative People, Creative Museum

* Attract, develop and retain people with the skills and capability to build a culture of innovation
* Develop an adaptable and agile organisation that is responsive to change
* Strengthen the networked museum by encouraging a collaborative and integrated approach to everything we do
* Design and implement efficient business systems and processes to support creativity and innovation

#### Visibility and Reputation

* Position Museum Victoria as a museum of which all Victorians can be proud
* Enhance our national and international reputation as a leader in the museum sector through the pursuit of excellence in all our activities
* Raise awareness of the quality and breadth of Museum Victoria’s family of brands
* Maximise our potential as a group of significant Victorian tourist attractions

#### Environmental Responsibility

* Promote Museum Victoria as an authoritative source of information about the effects of climate change on biodiversity, environments and human societies
* Contribute to community wellbeing by increasing public awareness about issues regarding sustainability
* Promote and implement eco-sustainable practices within the museum
* Invest to improve our facilities to reduce our impact on the environment and to become a flagship for environmental responsibility

## Strategic Enablers

Successful implementation of the 2008–13 strategic plan is dependent upon the following enablers:

### Maximising Resources

### Practising Good Governance

## Strategic Direction 1

## Great Places and Spaces

### Developing and Protecting Our Buildings

There is an ongoing program of works at all Museum Victoria venues to maintain and improve the building infrastructure for the benefit of the collection, staff and visitors. These works have improved the performance of Museum Victoria’s buildings to ensure compliance with essential services and certificate of occupancy requirements.

At Melbourne Museum, a number of facility improvement projects commenced or were completed during the year, including:

* an electrical ‘residual current device’ upgrade
* a loading dock upgrade
* an emergency and exit lighting upgrade
* an audit and review of security systems
* security access upgrades.

### Managing Our Collection and Visitor Facilities

A ventilated laboratory to treat collection items containing hazardous material is being developed at the Moreland Annexe, as one of the initiatives in the Roadmap for Working Safely with Hazardous Substances in Collections. The laboratory will include a downdraft facility to provide a safe workspace for large specimens and objects being prepared for research and display.

The air-conditioning upgrade at Scienceworks has been completed and is providing reliable visitor comfort and care of the collections. The new plant and equipment was designed to provide maximum efficiency for the site.

The abatement and demolition of derelict buildings to slab level on the former ACI site adjacent to Scienceworks has been completed, to provide a safe facility for interim and future development. The heritage overlay on the majority of the site has been removed and work to record the heritage significance of the site is underway, comprising the development of an archive record, written and oral history, and an interpretative strategy.

A business case has been created for the redevelopment of Scienceworks, which includes an expansion and upgrade of public facilities on the current site and a home for the state’s scientific and cultural collections on the adjacent site.

A new conservation sound studio was opened at Melbourne Museum, which provides a space where audiovisual material, such as interviews, oral histories and films, can be played back and digitised in-house. Digitisation will help to preserve many of the museum’s recordings on fragile media, and ensure their ongoing accessibility.

### Royal Exhibition Building

The World Heritage–listed Royal Exhibition Building hosted a number of exhibitions and trade shows during 2011–12, which included the Melbourne International Flower and Garden Show, Design Made Trade, Art Melbourne and Taste of Melbourne. New exhibitions included Vintage Clothing and the Australasian Beer Spectacular. Other large events included Melbourne Food and Wine Festival Gala Dinner and Twins of Faith annual Islamic conference.

Major focus was given to activating the Melbourne Museum Plaza as an extension to events held in the Royal Exhibition Building, such as Motorclassica, Winter Festival and the Better Homes and Gardens Show.

The Royal Exhibition Building was part of Melbourne’s Open House program in 2011. Thousands of visitors viewed the building, in which an exhibition featured more than 300 images and a documentary about the reinstated garden setting.

The heritage interpretation of the Royal Exhibition Building was enhanced during the year through the development of a new mezzanine display and online content, which includes a virtual tour. A lecture and short documentary about the building was funded by the National Heritage List Program and showcased as part of National Heritage Week.

Other projects undertaken during the year centred on protection and conservation, and on the development of a long-term maintenance and repair program to the building, in conjunction with the National Historic Sites Program. These included:

* completion of repairs to the main dome flagpole
* investigative and design work for further conservation works to joinery
* documentation of facade repairs
* completion of the floor replacement project.

## Strategic Direction 2

## Research and Collections: Knowledge and Connections

### Enhancing Our Research Reputation

In 2011–12, we continued our strong research program, with researchers producing 134 peer-reviewed journal papers, reports, books and other publications, and presenting 227 lectures and talks.

A new five-year research strategy has been developed to provide direction for Museum Victoria’s research. The strategy details our five major research fields: history and technology, Indigenous cultures, sciences, studies in contemporary museums, and progressively important interdisciplinary spaces. Development of capability, collections, collaborations and leadership in research underpin the new strategy.

Museum Victoria was involved as a partner in nine Australian Research Council (ARC) Linkage Grants during the year. We became involved with one new Linkage Grant, ‘Using museums to counter racism and increase acceptance of diversity among young people’, in partnership with the University of Melbourne and Deakin University.

### Extending Our Community Connections

A further 10,000 collection records were added to History and Technology Collections Online during the year. Another 2000 faunal, palaeontological and geological records have been prepared as a prototype for Sciences Collections Online.

Museum Victoria published a range of books during the year, including *The Great Melbourne Telescope* by Dr Richard Gillespie, which recounts the history of the 19th-century telescope and the current project to restore the telescope and return it to its original site at Melbourne Observatory.

In July 2011, Museum Victoria Library records were uploaded to the national database of library holdings and to Trove, the National Library of Australia’s search service. Since then, our library has been responding to a greater number of requests for access to library items, mainly through inter-library loans.

Our Discovery Centres responded to 12,633 enquiries and online comments during 2011–12. Discovery Centre staff are increasingly working online, taking on the role of moderator of all online comments and enquiries, and publishing ‘Your Questions’ and other blog entries on the Museum Victoria website.

### Developing the Collection

Museum Victoria commenced a review of collection development plans during the year. The new five-year plans will provide strategic direction for the development of each disciplinary area represented in the State Collection.

Important acquisitions during the year include:

* a large slab of the mineral Tiger eye from Marra Mamba, Western Australia
* the Argyle Pink Jubilee diamond from Western Australia (donated by Rio Tinto)
* a pocket compass and sundial, used by explorer George Bass during the first European voyage to explore Victoria’s eastern coastline
* Boorun’s canoe, a bark canoe built by a Gunai-Kurnai elder and other community members.

Museum Victoria returned 132 unprovenanced ancestral remains to representatives of Victorian Aboriginal traditional owners at Melbourne Museum in March 2012. These remains were reburied at Weeroona Aboriginal Cemetery at Greenvale. This event was the culmination of seven years of negotiations for a solution to repatriating ancestral remains with no provenance other than Victoria.

Museum Victoria received funding from the Cultural and Community Relations Advisory Group (University of Melbourne) and the Copland Foundation for a Gupapuyngu bark painting conservation project to conserve two important bark paintings from the Donald Thomson Collection.

### Pursuing Collaborative Partnerships

A change in the 2013 funding rules relating to ARC Discovery Grants means that museums and herbaria have been removed from the list of eligible organisations. This will have a major impact on our ability to work in partnership with other organisations to obtain ARC funding. Museum Victoria is currently taking part in a campaign to oppose the changes.

The University of Melbourne and Museum Victoria received the first of two Strategic Australian Postgraduate Awards relating to the theme of Biodiversity and Place: Change in Rural Victoria. The projects will draw on our collection to investigate key contemporary issues relating to the social, biological and cultural biodiversity of rural Victoria.

Victorian Collections, a free online cataloguing system created for collecting organisations throughout Victoria, was officially launched in April 2012. It was developed by Museum Victoria in partnership with Museums Australia (Victoria). Victorian Collections services more than 170 organisations across the state.

Museum Victoria worked with Monash University to develop an online learning resource for middle-year students, titled *Making History*. Museum curators and Monash academics were interviewed to create short videos for students about conducting historical research and enquiry. They also participated in web conferences with students and teachers to share their expertise.

## Strategic Direction 3

## Inspiring Experiences: Engagement and Learning

### Engaging All Victorians

*Tutankhamun and the Golden Age of the Pharaohs* closed in December 2011, after being visited by a record-breaking 796,277 visitors. Building on the success of *Tutankhamun*, *The Wonders of Ancient Mesopotamia*, a collaboration with the British Museum, opened at Melbourne Museum on 4 May.

*On Their Own: British Child Migrants*, a major exhibition from the Australian National Maritime Museum and National Museums Liverpool in the UK, opened at the Immigration Museum in October 2011. The exhibition explored the stories of children sent from Britain to Canada, Australia and other Commonwealth countries through child migration schemes.

At Scienceworks, *Wallace & Gromit’s World of Invention*, an exciting journey through the world of invention inspired by Aardman Entertainment characters Wallace and Gromit, opened in May 2012.

Museum Victoria produced three episodes of *Meet Me at the Museum*, a new online video series allowing visitors to take a guided tour of science-themed objects on display and in collection stores. It is available from the Museum Victoria website.

In 2011, IMAX Melbourne Museum installed a rear-window captioning system that enables cinema-goers who are deaf or hard-of-hearing to access films. It also has the capacity to provide audio description for people who are blind or have low vision. IMAX partnered with Arts Access to conduct consultation sessions about the introduction of the system. This is the first permanent installation of this system outside of North America.

Museum Victoria’s Discovery Program delivered 1137 presentations and loan kits to 81,714 people; 69% of program participants were in regional Victoria. In 2011, Dr J. Patrick Greene presented a lecture series about Tutankhamun in regional galleries and museums. The Federation Handbells were used in performances to an estimated audience of 45,927 people, including CHOGM in October 2011.

Museum Victoria developed and installed 15 custom-designed interactive exhibits for the new Royal Children’s Hospital in Parkville, which was formally opened by Her Majesty the Queen on 16 October 2011.

### Partnering with Indigenous Communities

The community engagement program for the Bunjilaka redevelopment continued, with three workshops with the Yulendj Community Reference Group. The workshops have been instrumental in advising on community permissions, gathering stories of Aboriginal peoples’ spirit and experience, connections with the past and celebrations of culture today.

Melbourne Museum’s summer school-holiday program was themed around *Tiddalik the Thirsty Frog*, an Aboriginal creation story from the Gunai-Kurnai people. A free theatre performance for families was developed in partnership with Ilbijerri Theatre and delivered by Indigenous performers Uncle Herb Patten and Uraine Mastrosavas.

### Collaborating with Diverse Communities

*Talking Difference* is a three-year online media project designed to facilitate dialogue about cultural difference and to promote diversity. A portable studio has been created that allows individuals to watch, create and share multimedia associated with the project. The studio toured Brimbank Libraries in 2011–12 and undertook a six-month tour of regional Victoria.

The Immigration Museum’s *Sweets: tastes and traditions from many cultures* community exhibition and festival was developed in partnership with the Indian, Italian, Japanese, Mauritian and Turkish communities. A food bloggers’ and writers’ event was associated with the exhibition and part of the Melbourne Food and Wine Festival and Cultural Diversity Week 2012.

Memoranda of understanding have been developed with the Association of French Teachers in Victoria and the Victorian Association of Teachers of Italian to enable the ongoing presentation of French- and Italian-language programs.

### Positioning Museum Victoria as a Learning Specialist

A number of innovative new programs were trialled during the year, including:

* an early-years iPad program, where kindergarten children used a touch-screen device to play learning games related to the Scienceworks exhibition *Nitty Gritty Super City*
* an interactive *Hominoid Evolution* program for VCE biology students at Melbourne Museum, which guides students through a range of scientific enquiry activities and enables them to record their responses and email them to be used for review and revision at school
* a new learning kit focusing on the maths curriculum, which includes data loggers, sensors and teacher resources, and shows students the relevance of maths in everyday contexts.

In 2011–12, 177 students participated in Museum Victoria’s vocational education program: 124 secondary students and 53 tertiary interns.

## Strategic Direction 4

## Innovative People, Creative Museum

### Building a Culture of Innovation

Museum Victoria’s continued success and strong performance is realised through the commitment and expertise of our people, maintained by our learning and development framework.

A new learning and development framework was introduced in 2011–12, focusing on core learning, critical skills and knowledge. Key audiences for corporate training programs were identified; these included individual contributors, leaders, emerging leaders and senior leaders.

In 2011–12, we expanded the suite of courses available online to include project management, problem solving and change management. Core compliance sessions, such as bullying prevention, equal opportunity and code of conduct, continue to be mandatory for all staff.

In addition to the corporate training programs, managers have supported employee development needs through seminars, conferences, temporary assignments, mentor programs and cross-divisional project opportunities.

### Developing an Agile Networked Organisation

In January 2012, Museum Victoria commenced a restructure to better position the organisation for the future. In the first stage, four divisions were reduced to three, with the creation of a new Public Engagement Division and the merging of departments with responsibility for the development and delivery of long-term and temporary exhibitions.

Reviews of each department were undertaken as part of the second stage. A particular focus was on reducing costs and increasing revenue, while maintaining Museum Victoria’s strong performance and good governance. A proposal was put to staff and the Community and Public Sector Union for consultation, which would result in the removal of 47 positions from Museum Victoria’s staffing model. Eighteen of these positions are currently filled. Consultation, modifications to the proposal and final decision-making is expected to take place in July 2012, with implementation in 2012–13.

The Bookings and Enquiries Office now provides a fully networked service. Staff have been trained to respond to telephone and online enquiries and to take bookings for all museums, irrespective of their physical location. This has resulted in enhanced service and better management of workloads.

In 2011–12, we conducted our second biannual Volunteer Program health study. The survey found that more than half our volunteers (57%) also volunteer at another organisation, and 81% said they are likely to continue volunteering at Museum Victoria next year. The primary reasons for continuing were job satisfaction (54%) and interacting with people (39%). 543 volunteers are currently active and together they contributed 50,399 hours during the year.

During the year, Melbourne Museum and Scienceworks hosted 26 Indigenous students in identified placements. The students came from Worowa College, Reservoir High School, Dandenong High School, Thornbury Secondary College and the Hume region. Prior to undertaking their week-long placement, students were invited to select an area of personal interest, such as family history. During the week they worked with Indigenous staff members to gain an insight into their selected subject.

### Implementing Efficient Business Systems

The implementation of a centralised customer relationship management system continued during the year, resulting in more accurate stakeholder data and reduced manual processes. Specific achievements include the automated roll-over of annual subscriptions; integration of student and staff online access; online booking functionality for lectures, gift vouchers and special events; and enhanced features for online ticketing.

A new collaboration tool, Microsoft’s Lync, was installed, providing user-friendly and high-quality video conferencing for staff, as well as integrated features such as instant messaging, online meetings, presence and voice calls over the network.

A new financial reporting system, Chameleon, was introduced to provide appropriate staff with a centralised system to input budgetary information. The system also provides for flexible online expenditure and revenue reporting.

Under the Single Identity Management initiative, multiple internal systems have been integrated to improve security and efficiency for staff access to business systems.

## Strategic Direction 5

## Visibility and Reputation

### Positioning Museum Victoria

Museum Victoria received extensive media coverage for exhibitions and for the wide range of announcements related to research. Media coverage during the year was valued at $36.4 million.

Museum Victoria continues to be a leader in the sector for successfully engaging with audiences through social media. Our social media base more than doubled during the year: currently more than 43,000 people are connected with Museum Victoria via Facebook and more than 14,000 via Twitter. The potential of this audience visiting museum venues was realised in the highly successful programs for adult audiences piloted this year, including *Smart Bar* at Melbourne Museum and *Big Kids’ Night Out* at Scienceworks.

The innovative campaign for *Identity: yours, mine, ours* at the Immigration Museum was recognised at the 2011 Arts Portfolio Leadership Awards, where it won Best Marketing and Communications Campaign. Museum Victoria also won the Communications category in the 2011 VicHealth Awards for *Identity: yours, mine, ours* and the online media project *Talking Difference*.

### Enhancing Our Reputation

The year ended with the highest-ever number of Museum Victoria members: more than 15,500 memberships, equating to almost 50,000 individuals. The solid growth of the members program over the past two years is the result of a number of campaigns to promote MV Members and increase rates of membership renewal.

The first phase of a digital communications strategy that aims to increase coverage of Museum Victoria in mainstream media was launched, with a monthly email news digest targeting key writers and editors. The strategy reflects the increasingly rapid transition of media from a print to digital base.

The regular brand health survey revealed the general health of our family of brands. Results show an impressive 91% of all Victorians say they have visited a Museum Victoria venue.

*Tjukurrtjanu: Origins of Western Desert Art*, a collaboration between the National Gallery of Victoria and Museum Victoria in partnership with Papunya Tula Artists Inc., had a successful season at the Ian Potter Centre at NGV Australia. This collaboration led to a 2011 Arts Victoria Portfolio Leadership Award. The exhibition will tour to Paris in 2012–13.

The new Melbourne Planetarium show *Tilt!*, which explores how the seasons work, opened in December 2011. It has proved very popular and has already been sold to another Australian planetarium.

Museum Victoria participated in two high-profile online projects during the year:

* HistoryPin is an international project that allows people and organisations to share historic photographs online. Museum Victoria launched its HistoryPin channel with nearly 8300 images from the Biggest Family Album collection, making ours the biggest single collection of images from any organisation.
* Museum Victoria was invited by Google to contribute to phase 2 of the Art Project, launched in April 2012. The only museum in Australia to participate, Museum Victoria contributed 185 high-resolution images of items in the collection, along with detailed information about each work and biographies of the artists.

Promoting Diversity Network events, held at the Immigration Museum, brought together leaders from the multicultural, philanthropic, corporate and not-for-profit sectors to share ideas and initiatives that contribute to promoting diversity in Victoria and Australia.

Padmini Sebastian, Manager, Immigration Museum, was a plenary speaker at the United Nations Alliance of Civilisations forum in Doha, Qatar. She contributed to two panels, including a plenary with the Hon. Gordon Brown, former UK Prime Minister, and other world leaders, about building trust and tolerance through culture.

Museum Victoria venues were used as locations for filming two high-profile TV series: *Masterchef 2012* showcased the Royal Exhibition Building and *Miss Fisher’s Murder Mysteries* was filmed in the historic Spotswood Pumping Station.

### Maximising Our Tourism Potential

Melbourne Museum’s important role in supporting tourism was recognised at the 2011 RACV Victorian Tourism Awards, where it won the Major Attraction category for the second year in a row. Melbourne Museum went on to receive Australia’s top tourism industry honour, Major Tourist Attraction, at the Qantas Australian Tourism Awards 2011.

Our success in engaging the international tourism market was illustrated by passengers from 11 cruise ships visiting Melbourne Museum over the summer. The entire museum mobilised in February to accommodate the almost 1800 European passengers who spent a day at the museum, producing significant commercial returns and very positive feedback.

## Strategic Direction 6

## Environmental Responsibility

### Promoting Our Knowledge

Museum Victoria partnered with Parks Victoria for an intensive biodiversity census of Wilsons Promontory National Park in October 2011. The survey targeted terrestrial, freshwater and marine habitats, and will help Parks Victoria assess the impact of extreme weather on the park, including the major bushfires of 2005 and 2009 and a huge storm in 2011.

Following the success of the Bush Blitz biodiversity survey at Lake Condah, Western Victoria in March 2011, Museum Victoria undertook a second Bush Blitz. This was undertaken on a Trust for Nature reserve at Ned’s Corner in north-western Victoria in November 2011, with funding from the Australian Biological Resources Study and BHP Billiton.

Museum Victoria received funding from the Ian Potter Foundation and the Hugh D.T.  Williamson Foundation to support a biodiversity research fellow. The three-year postdoctoral fellowship will be aimed at an early career researcher undertaking a biodiversity, systematic or conservation research project investigating Victorian or Australian birds.

The University of Melbourne and Museum Victoria were awarded the first of two Strategic Australian Postgraduate Awards relating to the theme of ‘Biodiversity and Place: Change in Rural Victoria’. The projects will draw on our collection to investigate key contemporary issues relating to the social, biological and cultural biodiversity of rural Victoria.

### Increasing Awareness of Sustainability

In early 2012, Scienceworks hosted *Our Water*, a travelling exhibition from Questacon and the National Water Commission, which challenged visitors to make decisions about water, and to examine the consequences of the different uses and reuses of water in Australia. *Our Water* was supported by an exhibition of marine biodiversity images titled *Ensuring a Future for Life in Australia’s Oceans*, highlighting the beauty and fragility of Australia’s marine biodiversity.

The *Taxonomic Toolkit for Marine Life of Port Phillip Bay* was launched in March 2012. The website was developed by Museum Victoria and the Department of Sustainability and Environment, providing information, data, images and tools to help marine scientists, researchers and environmental managers identify, document and monitor 1000 species of marine animal life in the bay.

Melbourne Museum hosted the 12th Greening Australia forum, Toolbox for Environmental Change, which is Victoria’s largest sustainability education forum. It brought together educators from across Victoria to focus on leadership in sustainability and identify ways in which schools and their communities can act together.

### Implementing Eco-sustainable Practices

A review of environmental parameters in collection stores commenced in 2011–12. The pilot program is testing the effects of putting the HVAC system, which controls air temperature and relative humidity, into stand-by mode for prescribed periods of time in specific parts of Melbourne Museum’s collection stores. The project arises from the imperative to meet environmental parameters for the preservation of collections and to ensure the minimum investment of energy and cost in their preservation.

Museum Victoria undertook further development of the cost-of-life planning tool, which aims to manage the whole-of-life impact of developing exhibition technology, and explored the benefits of its use by other organisations. Museum Victoria gave a presentation about cost-of-life planning for exhibition technology at the 2011 Museums Australia National Conference, which attracted interest from other museums.

### Reducing Our Impact

Museum Victoria has commenced work with the Greening Government Buildings program to establish an Energy Performance Contract (EPC) for our property portfolio. This process will be used to procure and implement energy-efficiency plant and equipment, enabling us to deliver on our environmental targets. The EPC process is the first step in the Greening the Arts Portfolio program initiated by Arts Victoria.

Work also commenced to commission and install a new chiller at the Moreland Annexe. The new unit will deliver more dependable and efficient environmental control and dehumidification for collections stored at the facility.

## Strategic Enablers

### Maximising Resources

Commercial events continued to be popular, with hirers taking advantage of the unique and elegant spaces across Melbourne Museum, Scienceworks and the Immigration Museum. Events hosted this year included corporate dinners, product launches and cocktail parties. Scienceworks and Melbourne Museum experienced an increase in the number of wedding receptions held. Commercial operations contributed more than $1,000,000 in additional income in the 2011–12 financial year from ancillary services provided in association with the *Tutankhamun and the Golden Age of the Pharaohs* exhibition, including car parking, ‘Green Screen’ photo sales, the Treasures of the World’s Museums shop, the Tcheft Marquee Restaurant and venue hire.

IMAX Melbourne Museum experienced a challenging year, with a significant drop in attendance resulting from a weaker line-up of available film product. Despite this, the theatre had good success with Hollywood features *Harry Potter and the Deathly Hallows Part 2*, *Mission Impossible: Ghost Protocol* and the re-release of *Titanic* in 3D. *Born to Be Wild 3D*, released the previous year, continued to perform well and the theatre received an award for Best Film Launch by a Theatre at the Giant Screen Cinema Association conference. IMAX released *Journey to Mecca* as part of the 2011 Melbourne International Film Festival, with significant support from the Islamic community.

Museum Victoria received major funding from two philanthropic organisations during the year, the Yulgilbar Foundation and the John T Reid Charitable Trusts, to support aspects of the Bunjilaka redevelopment project.

A number of initiatives were undertaken in 2011–12 to improve our information and communication technology, such as:

* an upgrade to the firewall and internal network backbone, which will provide extremely fast core infrastructure for all museum staff and visitors
* an upgrade to the wireless network to provide coverage in as many museum spaces as possible.

### Practising Good Governance

A collection risk assessment and management project has commenced to assist with the preservation and management of the State Collection. The project will apply a customised risk assessment and management framework across 42 discrete collection units, beginning with analysis of the mineralogy, numismatics and philately collections.

Museum Victoria has produced a roadmap for working safely with hazardous substances in collections, the result of nearly two years work to outline arrangements that will ensure staff and others work safely in this area.

The Victorian Auditor-General’s Office (VAGO) commenced an audit into the efficiency and effectiveness of the management of cultural agency collections, with regards to acquisitions, collection storage, online presence and public access. This involves Arts Victoria, Museum Victoria and other arts portfolio agencies managing significant state collections.

Museum Victoria received the final report on the valuation of the State Collection, prepared by the Australian Valuation Office. The project involved a full statistical revaluation, and placed the total valuation of collection assets at $498 million. This represents a marked increase since the last major valuation exercise in 2008, and is largely due to market-value shifts and upgraded revisions of field re-collection costs.

A records compliance project undertaken in 2011–12 identified priority areas for improving records and information management. Enhanced guidance for staff and simplification of the records system, TRIM, has increased the capture and retrieval rate of electronic records. The first half of 2012 saw a 150% increase in the number of documents captured in TRIM, compared with 2011.

Other achievements include the development of an agency-specific records retention and disposal authority, in conjunction with the National Gallery of Victoria; establishment of an onsite secondary storage facility; and commencement of appraisal, sentencing and destruction of temporary administrative records previously held in commercial storage.

Risk management activities at Museum Victoria assist staff in understanding and addressing risks, and in being accountable for their decision making. All significant exhibitions and projects have formal risk plans and mitigation strategies, and risks are monitored throughout project development. Risk management activities undertaken during 2011–12 include:

* the development of a guide to managing risks in projects
* a review of the risk management framework.

## Future Priorities

In 2012, Museum Victoria will develop a new strategic plan, which will establish a planning framework for 2013–14 and beyond. Priorities for the immediate term include the following initiatives.

### Great Places and Spaces

We will seek support to proceed with the development of ‘Scienceworks for the Future’, which will transform Scienceworks into an interactive science and technology museum of international standard. We will also work towards developing the site adjacent to Scienceworks to provide enhanced public access to the State Collection.

We will undertake investigation and planning associated with the proposed reinstatement of the Royal Exhibition Building Dome Promenade. This will include commissioning an economic assessment, developing a business model, producing a design and engineering solution and developing an interpretative strategy.

### Research and Collections: Knowledge and Connections

Greater community connection with the State Collection and associated research will be achieved through enhancement of online access to our collection, library and archive resources.

Ongoing development and preservation of the collection for future generations will be supported through the application of a customised collection risk management framework and associated initiatives.

### Inspiring Experiences: Engagement and Learning

Greater community understanding of Victoria’s place in the world will be established through:

* the redevelopment of the main gallery of Bunjilaka Aboriginal Cultural Centre at Melbourne Museum in consultation with the Victorian Aboriginal community, featuring stories of Aboriginal spirit and experience, connections with the past and celebrations of culture today
* the development of engaging long-term and regional touring exhibitions
* the presentation of high-quality major international exhibitions that build on the success of *A Day in Pompeii*, *Star Wars: Where Science Meets Imagination*, *Titanic: The Artefact Exhibition* and *Tutankhamun and the Golden Age of the Pharaohs*.

Progress towards reconciliation will be achieved through developing a Reconciliation Action Plan. This plan will contain initiatives that enhance cultural understanding and respect between Indigenous and non-Indigenous communities, both within Museum Victoria and externally.

### Innovative People, Creative Museum

Museum Victoria’s ongoing growth as an adaptable, agile organisation that is responsive to change will be supported by the further development of organisational capacity in the areas of leadership, service excellence, online delivery, entrepreneurial activity and commercial acumen.

Efficient business systems and processes that support creativity, collaboration and innovation will be implemented, including:

* further integration of reporting systems
* simplified access to records and the introduction of initiatives to foster a culture of sharing and learning from information and knowledge
* development of a customer relationship management system that will provide extensive services for our online customers, while improving internal efficiency.

### Visibility and Reputation

Museum Victoria will be established as a leader in the delivery of online experiences, through initiatives such as:

* the cultivation of online communities actively engaged in museum discussion and activities
* the delivery of our field guide app, featuring local content, to all Australian states and territories.

The breadth and depth of our engagement with audiences will be enhanced through the development of an audience engagement strategy, which will identify core and developing audiences for each museum.

### Environmental Responsibility

A reduction of our environmental footprint will be achieved through implementing an Energy Performance Contract and through ongoing research into collection environmental parameters.

A number of eco-sustainable practices will be implemented across Museum Victoria, including:

* ongoing development of sustainable practices in building and exhibition design, construction, management and maintenance
* refinement and further development of Museum Victoria’s cost-of-life planning tools for exhibition development, and sharing of our knowledge within the sector.

## Corporate Governance

### Museums Board of Victoria

Museum Victoria is governed by the Museums Board of Victoria, a statutory body established under the *Museums Act 1983* (Vic.). It consists of a maximum of 11 members, each appointed for a three-year term (for a maximum of three terms) by the Governor-in-Council, and is subject to the direction and control of the Victorian Minister for the Arts.

The Museums Board of Victoria is directly accountable to the Victorian Government through the Minister for the Arts and works closely with Arts Victoria to deliver policy objectives.

The Museums Board of Victoria is responsible for maintaining the standards of Museum Victoria’s management and has the following functions:

* to control, manage, operate, promote, develop and maintain Museum Victoria
* to control, manage, operate, promote, develop and maintain the exhibition land as a place for holding public exhibitions and for the assembly, education, instruction, entertainment or recreation of the public
* to develop and maintain the state collections of natural sciences, Indigenous cultures, social history and science and technology
* to exhibit material from those collections for the purposes of education and entertainment
* to promote the use of those collections for scientific research
* to promote the use of Museum Victoria’s resources for education in Victoria
* to research, present and promote issues of public relevance and benefit
* to act as a repository for specimens upon which scientific studies have been made or which may have special cultural or historical significance
* to provide leadership to museums in Victoria
* to advise the Victorian Minister for the Arts on matters relating to museums and the coordination of museum services in Victoria.

Number of meetings during the year: 5

| **Board Member** | **No. of Meetings Attended** |
| --- | --- |
| Professor Margaret Gardner AO (President) | 5 |
| Mr Michael Perry (Treasurer) | 5 |
| Mr Jim Cousins AO (from 25 Oct 2011) | 3 (of 3) |
| Mr Troy Edwards | 5 |
| Ms Sylvia Falzon | 5 |
| Mr Colin Golvan SC | 4 |
| The Hon. Joan Kirner AC | 4 |
| Dr Gaye Sculthorpe | 5 |
| Mr Tim Sullivan | 4 |

### Committees

The Board has established a number of committees under the Act.

#### Aboriginal Cultural Heritage Advisory Committee

The committee advises the Board on all matters relevant to Aboriginal cultural heritage. Its members include representatives from Aboriginal communities throughout Victoria.

Number of meetings during the year: 4

| **Committee Member** | **No. of Meetings Attended** |
| --- | --- |
| Dr Gaye Sculthorpe (Chair) | 3 |
| Ms Julie Andrews | 4 |
| Professor Henry Atkinson | 4 |
| Ms Carolyn Briggs | 2 |
| Mr Colin Golvan SC | 2 |
| Dr J. Patrick Greene | 1 |
| Ms Gail Harradine | 1 |
| Mr Brendan Kennedy | 0 |
| Ms Diane Kerr | 1 |
| The Hon. Joan Kirner AC | 2 |
| Ms Caroline Martin | 4 |
| Mr Ricky Mullett | 3 |

#### Finance Audit and Risk Committee

The committee assists the Board in fulfilling its responsibilities concerning financial reporting, audit activities, accounting and reporting practices, and financial and operational risk management as prescribed by the Act. All members of the Finance, Audit and Risk Committee are independent.

Number of meetings during the year: 5

| **Committee Member** | **No. of Meetings Attended** |
| --- | --- |
| Mr Michael Perry (Chair) | 5 |
| Ms Sylvia Falzon | 5 |
| Ms Rosemary Foxcroft | 4 |
| Mr Tim Sullivan | 3 |

#### Nominations, Remuneration and Governance Committee

The committee advises the Board on all staffing and governance matters.

Number of meetings during the year: 2

| **Committee Member** | **No. of Meetings Attended** |
| --- | --- |
| Professor Margaret Gardner AO (Chair) | 2 |
| Mr Jim Cousins AO (from 27 Feb 2012) | 0 (of 0) |
| Mr Troy Edwards | 2 |
| Mr Colin Golvan SC | 2 |
| The Hon. Joan Kirner AC | 0 |
| Mr Tim Sullivan | 2 |

#### Research Committee

The committee advises the Board on strategic matters relating to research and collection development and it oversees the implementation of the Board’s research strategy. The committee oversees the Museums Board of Victoria’s Animal Ethics Committee, which was established in February 2007.

Number of meetings during the year: 2

| **Committee Member** | **No. of Meetings Attended** |
| --- | --- |
| Professor Graeme Davison | 1 |
| Dr J. Patrick Greene | 1 |
| Dr Robin Hirst | 2 |
| Professor David Karoly | 2 |
| Professor Lynette Russell | 2 |
| Professor Alistair Thomson | 2 |

Note:

Following the completion of Dr Gael Jennings’ and Professor Daine Alcorn’s terms on the Museums Board of Victoria, we are awaiting the appointment of new Board members to the Research Committee and a new Chair.

The Museums Board of Victoria is represented on the following committee:

#### Donald Thomson Collection Administration Committee

This committee was established to administer the legal agreement between the University of Melbourne, members of the Thomson family and Museum Victoria for the long-term loan of the Donald Thomson Collection to Museum Victoria.

## Our Workplace

### This chart shows the organisational structure of Musuem Victoria.

### Staff Profile

|  | **2011–12** | | | **2010–11** | **2009–10** | **2008–09** | **2007–08** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Male** | **Female** | **Total** | **Total** | **Total** | **Total** | **Total** |
| Ongoing | 176 | 244 | 420 | 445 | 388 | 431 | 407 |
| Fixed | 30 | 61 | 91 | 194 | 148 | 100 | 89 |
| Casual | 37 | 72 | 109 | 134 | 112 | 69 | 81 |
| **Total** | **243** | **377** | **620** | **773** | **648** | **600** | **577** |
| FTE\* | 192 | 271 | 463 | 549 | 495 | 490 | 456 |

\*FTE = Full-time equivalent

Note: Staffing numbers are as at the last pay cycle in the financial year.

Employees have been correctly classified in workforce data collections.

### Staff Development

A critical consideration in staff development has been revising the learning and development framework to ensure that Museum Victoria continues to attract and retain skilled employees.

Employees have been offered a number of learning opportunities, designed to meet critical skills and knowledge requirements. The method of learning has been broadened to include formal and informal opportunities through mentor programs, cross-divisional job experience and project secondments, providing a diverse and rich learning experience that benefits succession planning and organisational capability.

Additionally, the suite of modules available via e-learning was expanded and fully subscribed to, offering employees a self-paced and self-directed learning option. Seminars, webinars and conferences were also actively attended where relevant.

Museum Victoria offered 28 corporate learning and development sessions, representing 15 unique training programs. Of the programs offered, 40% were in-house and internally facilitated. Additionally, 338 e-learn modules were completed. The formal training sessions were attended by 47% of employees; of those attending, 67% participated in more than one session. The majority of participants rated their level of satisfaction as ‘high’ or ‘very high’.

### Employee Relations

The 2009 Staff Partnership Agreement (SPA) expired in 2011. Over the life of the agreement, Museum Victoria has maintained an excellent working relationship with the Community and Public Sector Union (CPSU) and union members. Regular CPSU Consultative Committee meetings have continued, as have constructive discussions regarding organisational reviews and exhibition projects. There has been no industrial action.

Constructive discussion with the CPSU has continued regarding the 2012 Museum Victoria restructure and the SPA. SPA negotiations began in February 2012, but have been delayed pending finalisation of the Victorian Public Service Agreement, to which Museum Victoria has a nexus arrangement.

The Staff Consultative Committee (SCC) has continued to function well over 2011–12, facilitating effective communication between management and staff in relation to major issues affecting Museum Victoria. The healthy partnership between management and staff contributes significantly to the success of the organisation.

In 2011–12, the SCC contributed to the following projects and activities:

* introduction of a new model for designated work groups and health and safety;
* discussions about the SPA
* review of first-aid training
* development of a health and safety management plan
* improvements to staff amenities
* introduction of Equal Employment Opportunity Contact Officers and training
* review of policy documents
* implementation of bicycle parking at the Immigration Museum.

### Values

#### Leadership

We will demonstrate leadership, particularly in the areas of reconciliation, promotion of cultural diversity, communication about the effects of climate change, learning and through the development of our staff.

#### Respect

We will acknowledge and respect the diverse nature of the Victorian community and its views. We will demonstrate respect for the environment by increasing public awareness about the effects of climate change on biodiversity and human societies, and through responsible use of our resources.

#### Reconciliation

We will build on our strong commitment to the achievement of reconciliation between Indigenous and non-Indigenous peoples. By working in partnership with Indigenous communities, we will increase understanding of and respect for Indigenous history, culture and traditions.

#### Human Rights

We will embrace the values of fairness, equity and social justice in all we do. By acknowledging and acting in accordance with the principles of fundamental human rights, we will contribute to social inclusion for all members of the community.

#### Responsiveness

We will engage with the Victorian community in a spirit of openness to encourage access and participation. We will deliver high-quality services and continually seek opportunities for improvement.

#### Integrity

We will maintain our reputation for trustworthiness and authority by being professional and transparent in our actions and decisions. Our research program will be carried out according to the highest standards of scholarship.

#### Impartiality

Our staff will act in accordance with Museum Victoria’s policies, procedures and strategic directions. We will disseminate our knowledge in an equitable manner and take an unbiased approach in the delivery of information that contributes to public debate.

### Accountability

Our stewardship of the State Collection will be undertaken in a manner that preserves and augments this important public inheritance for future generations. We will demonstrate accountability through our service to the community and through efficient and sustainable use of our resources.

### Public Sector Values and Employment Principles

During the 2011–12 financial year, Museum Victoria complied with the *Public Administration Act 2004*.

Museum Victoria recognises its obligation to make staff aware of the requirements of the code of conduct, policies and procedures. Key documents are made available and readily accessible to staff prior to their employment commencing. Our policies and procedures are explained through the induction program and are readily accessible through Museum Victoria’s intranet.

### Health and Safety

Our aim is to create as safe a work place as possible, and to ensure we meet our responsibilities under the *Occupational Health and Safety Act 2004.* To ensure staff are aware of their rights and responsibilities, we have developed a health and safety policy and a management plan, which provide guidance about how to resolve health and safety issues.

Museum Victoria has continued to provide health and safety awareness and occupation-specific training to employees and managers. Health and safety activities undertaken during the year include:

* maintenance and testing programs in accordance with the *Building Act 1993* and Essential Services Regulations
* emergency evacuation drills
* development and implementation of a uniform employee and contractor induction process
* audit and approval of the Melbourne Museum cooling tower risk management plan in accordance with the *Health (Legionella) Regulations 2001*
* introduction of arsenic safe handling procedures
* ongoing review of the management of hazardous substances in collections;
* external review of the health and safety management plan
* development of field work safety protocols
* regular meetings of the Health and Safety Committee, to provide advice and direction on safety procedures and practices across all sites.

### Health and Safety Incidents

Visitors

|  | Visitors | Incidents | Per 100 visitors |
| --- | --- | --- | --- |
| 2010–11 | 2,329,558 | 283 | 0.0121 |
| 2011–12 | 1,966,848 | 218 | 0.0111 |

Staff

|  | Staff FTE | Incidents | Per 100 staff |
| --- | --- | --- | --- |
| 2010–11 | 549 | 56 | 10.2 |
| 2011–12 | 463 | 76 | 16.4 |

Notes:

More staff incidents were reported in 2011–12 as a result of health and safety training and enhanced awareness of the incident reporting process.

## Financial Statements

### Museums Board of Victoria

We certify that the attached financial statements for the Museums Board of Victoria have been prepared in accordance with Standing Direction 4.2 of the Financial Management Act 1994, applicable Financial Reporting Directions, Australian Accounting Standards and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and Notes to the Financial Statements, presents fairly the financial transactions for the year ended 30 June 2012 and financial position of the Board as at 30 June 2012.

At the date of signing these financial statements, we are not aware of any circumstance which would render any particulars to be misleading or inaccurate.

Depreciation expense is not fully funded by Government with funding for the renewal and replacement of infrastructure requested and allocated on a case-by-case basis.

We authorise the attached financial statements for issue on 31 August 2012.

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Mr Michael Perry

TREASURER, MUSEUMS BOARD OF VICTORIA

…… ……………………………………..

Dr J Patrick Greene Ms Melinda Viksne

CHIEF EXECUTIVE OFFICER ACTING CHIEF FINANCIAL OFFICER

31 August 2012

DATED

### Comprehensive Operating Statement for the Financial Year Ended 30 June 2012

|  |  |  |  |
| --- | --- | --- | --- |
|  | **NOTES** | **2012**  **$’000** | **2011**  **$’000** |
| **Income from transactions** | | | |
| Victorian Government Grants | 2 | 85,806 | 88,314 |
| Fees and Charges |  | 14,313 | 13,529 |
| Sales of Goods and Services |  | 3,956 | 4,019 |
| Other Grants | 3 | 3,939 | 3,803 |
| Donations |  | 1,115 | 126 |
| Rent Revenue |  | 3,244 | 3,552 |
| Other Income | 4 | 6,478 | 6,871 |
| **Total income** |  | **118,851** | **120,214** |
| **Expenses from transactions** | | | |
| Employee Expenses | 5(a) | (38,176) | (39,245) |
| Cost of Goods Sold |  | (1,599) | (1,509) |
| Finance Costs |  | (26) | (30) |
| Capital Asset Charge | 1(k) | (37,926) | (37,928) |
| Buildings and Facilities |  | (13,007) | (10,681) |
| Consumables and Corporate Expenses |  | (8,774) | (10,473) |
| Other Operating Expenses | 5(b) | (11,002) | (8,107) |
| **Total expenses** |  | **(110,510)** | **(107,973)** |
| **Net result before depreciation** |  | **8,341** | **12,241** |
| **Expenses from transactions (continued)** |  |  |  |
| Depreciation | 9(d) | (20,804) | (12,772) |
| **Net result from transactions (net operating balance)** | | **(12,463)** | **(531)** |
| **Other economic flows included in net result** |  |  |  |
| Net Gain/(Loss) on Non-Financial Assets |  | 46 | (18) |
| Net Gain/(Loss) Arising from movement of discount rates for Long Service Leave Liability |  | (186) | (18) |
| **Sub total** |  | **(140)** | **(36)** |
| **Net result** |  | **(12,603)** | **(567)** |
| **Other economic flows – other non-owner changes in equity** | | | |
| Changes in Physical Asset Revaluation Surplus |  | 0 | 384,856 |
| **Comprehensive result** |  | **(12,603)** | **384,289** |

**The above Comprehensive Operating Statement should be read in conjunction with the accompanying notes.**

### Balance Sheet as at 30 June 2012

|  |  |  |  |
| --- | --- | --- | --- |
|  | **NOTES** | **2012**  **$’000** | **2011**  **$’000** |
| **Assets** |  |  |  |
| **Financial Assets** |  |  |  |
| Cash and Cash Equivalents | 6,15(a) | 25,805 | 23,545 |
| Receivables | 7 | 2,829 | 2,447 |
| **Total Financial Assets** |  | **28,634** | **25,992** |
| **Non-Financial Assets** |  |  |  |
| Prepayments | 8 | 0 | 210 |
| Inventories |  | 1,203 | 866 |
| Property, Plant and Equipment | 9(b),(c) | 527,947 | 541,803 |
| Exhibitions and W.I.P | 9(c) | 3,607 | 6,565 |
| Collections | 9(a) | 500,709 | 498,166 |
| **Total Non-Financial Assets** |  | **1,033,466** | **1,047,610** |
| **Total Assets** |  | **1,062,100** | **1,073,602** |
| **Liabilities** |  |  |  |
| Payables | 10 | 6,111 | 4,574 |
| Interest Bearing Liabilities | 11 | 332 | 377 |
| Provisions | 12 | 8,572 | 8,963 |
| **Total Liabilities** |  | **15,015** | **13,914** |
| **Net Assets** |  | **1,047,085** | **1,059,688** |
| **Equity** |  |  |  |
| Accumulated Deficit | 13(b) | (95,987) | (82,991) |
| Reserves | 13(c) | 561,702 | 561,309 |
| Contributed Capital | 13(a) | 581,370 | 581,370 |
| **Net Worth** |  | **1,047,085** | **1,059,688** |

Contingent liabilities and contingent assets 14.

Commitments for expenditure 18.

**The above Balance Sheet should be read in conjunction with the accompanying notes.**

### Statement of changes in Equity for the Financial Year Ended 20 June 2012

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Notes* | Physical Asset Revaluation Surplus | Accumulated Deficit | Trust Funds | Externally Funded Special Projects | Contributions by Owner | Total $’0000 |
| **Balance at 1 July 2010** |  | **161,032** | **(81,432)** | **6,490** | **7,939** | **581,370** | **675,399** |
| Net result for the year |  | 0 | (567) | 0 | 0 | 0 | (567) |
| Other comprehensive income for the year |  | 384,856 | 0 | 0 | 0 | 0 | 384,856 |
| Transfer (to)/from Accumulated Deficit | **13(c)** | 0 | (992) | 778 | 214 | 0 | 0 |
| **Balance at 30 June 2011** |  | **545,888** | **(82,991)** | **7,268** | **8,153** | **581,370** | **1,059,688** |
| Net result for the year |  | 0 | (12,603) | 0 | 0 | 0 | (12,603) |
| Other comprehensive income for the year |  | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer (to)/from Accumulated Deficit | **13(c)** | 0 | (393) | 1,177 | (784) | 0 | 0 |
| **Balance at 30 June 2012** |  | **545,888** | **(95,987)** | **8,445** | **7,369** | **581,370** | **1,047,085** |

**The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.**

### Cash Flow Statement for the Financial Year Ended 30 June 2012

|  |  |  |  |
| --- | --- | --- | --- |
|  | **NOTES** | **2012**  **$’000** | **2011**  **$’000** |
| **Cash Flows from Operating Activities** |  |  |  |
| **Receipts** |  |  |  |
| Government Grants: Recurrent |  | 85,806 | 88,314 |
| Grants and Donations |  | 5,055 | 3,930 |
| Interest |  | 1,627 | 1,447 |
| Fees and Charges |  | 14,313 | 13,529 |
| Sales – Commercial Operations |  | 3,956 | 4,019 |
| Other |  | 7,713 | 8,633 |
| Goods and Services Tax on Receipts |  | 2,488 | 3,520 |
| Goods and Services Tax Recovered from the ATO |  | 1,077 | 1,365 |
| **Total Receipts** |  | **122,035** | **124,757** |
| **Payments** |  |  |  |
| Salaries and Associated Costs |  | (38,772) | (39,308) |
| Operating Expenses |  | (55,771) | (57,963) |
| Building and Facilities |  | (13,007) | (10,681) |
| Cost of Goods for Resale |  | (1,936) | (1,596) |
| Finance Costs |  | (26) | (30) |
| Goods and Services Tax on Expenditure |  | (3,565) | (4,885) |
| **Total Payments** |  | **(113,077)** | **(114,463)** |
| **Net Cash Flows Provided by Operating Activities** | 15(b) | **8,958** | **10,294** |
| **Cash Flows from Investing Activities** |  |  |  |
| **Receipts for Non-Current Physical Assets** |  |  |  |
| Proceeds from sales of assets |  | 42 | 22 |
| **Payments for Non-Current Physical Assets** |  |  |  |
| Payments for assets |  | (6,569) | (11,366) |
| **Net Cash Flows Used in Investing Activities** |  | **(6,527)** | **(11,344)** |
| **Cash Flows from Financing Activities** |  |  |  |
| **Payments** |  |  |  |
| Finance Leases |  | (171) | (143) |
| **Net Cash Flows Used in Financing Activities** |  | **(171)** | **(143)** |
| **Net Increase/(Decrease) in Cash Held** |  | **2,260** | **(1,193)** |
| Cash and Cash Equivalents at the Beginning of the Financial Year |  | 23,545 | 24,738 |
| **Cash and Cash Equivalents at the End of the Financial Year** | 6,15(a) | **25,805** | **23,545** |

**The above Cash Flow Statement should be read in conjunction with accompanying notes.**

## Notes to the Financial Statements for the Financial Year Ended 30 June 2012

##### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. **STATEMENT OF COMPLIANCE**

These general purpose financial statements have been prepared in accordance with the Financial Management Act 1994, applicable Australian Accounting Standards (AAS) which include Interpretations, issued by the Australian Accounting Standards Board (AASB). In particular, they are presented in a manner consistent with the requirements of the AASB 1049 Whole of Government and General Government Sector Financial Reporting.

Where appropriate, those AAS paragraphs applicable to not-for-profit entities have been applied.

The financial statements were authorised for issue by Melinda Viksne (Acting Chief Financial Officer –Museums Board of Victoria) on the date the declaration was signed.

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

1. **BASIS OF ACCOUNTING PREPARATION AND MEASUREMENT**

The accrual basis of accounting has been applied 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.

These financial statements are presented in Australian dollars, the functional and presentation currency of Museum Victoria.

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

The financial report has also been prepared on a going concern basis. Museum Victoria is economically dependent on the Victorian State Government grant to assist in funding its operations.

This report has been prepared in accordance with the historical cost convention. Historical cost is based on the fair values of the consideration given in exchange for assets.

1. **SCOPE AND PRESENTATION OF FINANCIAL STATEMENTS**

*Comprehensive operating statement*

Income and expenses in the comprehensive operating statement are classified according to whether or not they arise from ‘transactions’ or ‘other economic flows’. This classification is consistent with the whole of government reporting format and is allowed under AASB 101 Presentation of financial statements.

‘Transactions’ are those economic flows that are considered to arise as a result of policy decisions, usually interactions between two entities by mutual agreement. Transactions also include flows within an entity, such as depreciation. Transactions can be in kind or where the final consideration is cash.

‘Other economic flows’ are changes arising from market re-measurements. They include gains and losses from disposals, revaluations and impairments of non-current physical and intangible assets.

##### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT’D)

The net result is equivalent to profit or loss derived in accordance with AASs.

*Balance sheet*

Assets and liabilities are presented in liquidity order with assets aggregated into financial assets and non-financial assets.

Current and non-current assets and liabilities (those expected to be recovered or settled beyond 12 months) are disclosed in the notes, where relevant.

1. **SCOPE AND PRESENTATION OF FINANCIAL STATEMENTS (cont’d)**

*Cash flow statement*

Cash flows are classified according to whether or not they arise from operating, investing, or financing activities. This classification is consistent with requirements under AASB 107 Statement of cash flows.

*Statement of changes in equity*

The statement of changes in equity presents reconciliations of each non-owner and owner equity opening balance at the beginning of the reporting period to the closing balance at the end of the reporting period. It also shows separately changes due to amounts recognised in the comprehensive result and amounts recognised in other comprehensive income related to other non-owner changes in equity.

1. **NON-CURRENT PHYSICAL ASSETS**

All non-current physical assets are recognised initially at cost and subsequently measured at fair value less accumulated depreciation and impairment. Where an asset is received for no or nominal consideration, the cost is the asset’s fair value at the date of acquisition.

The fair value of the Collections (cultural assets) , heritage assets and other non-current physical assets that the State intends to preserve because of their unique historical, cultural or scientific attributes, is measured at the replacement cost of the asset less, where applicable, accumulated depreciation (calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset) and any accumulated impairment.

The fair value of infrastructure systems and plant, equipment and vehicles, is normally determined by reference to the asset’s depreciated replacement cost. For plant and equipment, existing depreciated historical cost is generally a reasonable proxy for depreciated replacement cost because of the short lives of the assets concerned.

*Revaluations of non-current physical assets*

Non‑current physical assets measured at fair value are revalued in accordance with the FRD103D issued by the Minister for Finance. Revaluations of Land & Buildings and Collections were carried out by independent valuers in 2010/2011 as required under the FRD103D. Revaluation increases or decreases arise from differences between an asset’s carrying value and fair value.

Net revaluation increases are recognised in ‘other economic flows – other movements in equity and accumulated in equity under the asset revaluation surplus. However, the net revaluation increase is recognised in the net result to the extent that it reverses a net revaluation decrease in respect of the same class of property, plant and equipment previously recognised as an expense (other economic flows) in the net result.

##### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT’D)

Net revaluation decreases are recognised immediately as other economic flows in the net result, except that the net revaluation decrease is recognised in ‘other economic flows – other movements in equity’ to the extent that a credit balance exists in the asset revaluation surplus in respect of the same class of property, plant and equipment. The net revaluation decrease recognised in ‘other economic flows – other movements in equity’ reduces the amount accumulated in equity under the asset revaluation surplus.

**(d) NON-CURRENT PHYSICAL ASSETS (cont’d)**

Revaluation increases and decreases relating to individual assets within a class of property, plant and equipment are offset against one another within that class but are not offset in respect of assets in different classes.

Any asset revaluation surplus is not normally transferred to accumulated funds on de-recognition of the relevant asset.

*Depreciation*

Depreciation is charged on non-current physical assets, other than land, at rates assessed to match the cost or other revalued amount of these assets against their estimated useful lives to the entity.

Depreciation is calculated on the straight-line method. No provision is made for the depreciation of the Collections or for the Library Collection Rare and High Value Books as they are heritage assets and are deemed to have an indefinite useful life.

Depreciation of an asset begins when it is available for use. Prior to depreciation commencing, an asset will be reported as work-in-progress.

Estimates of remaining useful lives to the entity are made on an annual basis for all assets, with annual assessments for all classes. The following are the estimated useful lives for the different asset classes for current and prior years.

Buildings 20-100 years

Plant and equipment 1-20 years

Exhibitions 1-5 years

Library (non-Rare or High Value items) 50 years

Exhibitions with a life of one year or less are expensed immediately. Exhibitions with an anticipated life of more than one year are capitalised and depreciated over their remaining useful life.

*Disposal of Non-Financial Assets*

Any gain or loss on the sale of non-financial assets is recognised at the date that control of the asset is passed to the buyer and is determined after deducting from the proceeds the carrying value of the asset at that time.

*Impairment of Assets*

Assets are assessed annually for indications of impairment, except for inventories (refer Note 1(e)).

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

**(e) INVENTORIES**

Inventories include goods and other property held either for sale or for distribution at no or nominal cost in the ordinary course of business operations. It excludes depreciable assets.

Inventories are measured at the lower of cost or net realisable value.

##### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT’D)

**(f) RECEIVABLES**

Trade debtors are recognised at the amount receivable, as they are due for settlement no more than 30 days from the date of recognition. Collectability of trade debtors is reviewed on an ongoing basis. A provision for doubtful debts is raised when there is objective evidence that the debts will not be collected. Bad debts are written off when identified.

**(g) INCOME FROM TRANSACTIONS**

Income from fees and charges is recognised at the time of attendance by visitors paying fees and charges.

Income from the sale of goods and services is recognised upon delivery of the goods and services to the customer.

Interest income is recognised on the proportional basis taking into account interest rates applicable to the financial assets.

Grants from Government and other sources are brought to account as income as and when received, and when the Museum gains control of the underlying assets. For non-reciprocal grants, the Museum is deemed to have assumed control when the grant is received or receivable. Expenditure from such grants is recognised when incurred.

Specific donations, for exhibition development have been treated in these financial statements as income, when received or receivable

**(h) EMPLOYEE BENEFITS**

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered to the reporting date.

*(i) Wages, Salaries & Annual Leave*

Liabilities for wages and salaries and annual leave expected to be settled within 12 months of the reporting date are recognised in respect of employees’ services up to the reporting date and are measured as the amounts expected to be paid when the liabilities are settled.

*(ii) Long Service Leave*

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

*Current liability –unconditional LSL* (representing 7 or more years of continuous service for staff and executives) is disclosed as a current liability even where the Museum does not expect to settle the liability within 12 months because it will not have an unconditional right to defer the settlement of the entitlement should the employee take leave within 12 months.

*Non-current liability –conditional LSL* (representing less than 7 years of continuous service for staff and executives) is disclosed as a non-current liability. There is an unconditional right to defer the settlement of the entitlement until the employee has completed the requisite years of service.

Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using interest rates on national Government guaranteed securities with terms to maturity that match, as closely as possible, the estimated future cash outflows.

(iii) *Employee Benefit On-costs*

Employee benefit on-costs, including superannuation, workers compensation and payroll tax are recognised and included in employee benefit liabilities and costs when the employee benefits to which they relate are recognised as liabilities.

##### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT’D)

(iv) *Superannuation*

The amount recognised in the Comprehensive Operating Statement in relation to employer contributions for members of defined benefit superannuation plans represents the employer contributions that are paid or payable to these plans during the operating period. The level of these contributions will vary depending upon the relevant rules of each plan. The Department of Treasury and Finance centrally recognises the defined benefit liability or surplus in such funds.

**(i) ROUNDING**

1. Amounts in the financial statements and notes thereto have been rounded to the nearest thousand dollars, unless otherwise stated.

**(j) CONTRIBUTIONS BY OWNERS**

Additions to net assets which have been designated as contributions by owners are recognised as contributed capital. Other transfers that are in the nature of contributions or distributions have also been designated as contributions by owners.

Transfers of net assets arising from administrative restructurings are treated as distributions to or contributions by owners. Transfers of net liabilities arising from administrative restructurings are treated as distributions to owners

**(k) CAPITAL ASSET CHARGE**

The capital asset charge represents the opportunity cost of capital invested in the non-current physical assets used in the provision of outputs. The charge is calculated on the budgeted carrying amount of applicable non-current physical assets.

In accordance with Government policy, this charge has been recognised as revenue within the Government grant and disclosed separately as an expense within the financial statements.

**(l) CASH AND DEPOSITS**

Cash and deposits, including cash equivalents, comprise cash on hand and cash at bank, deposits at call with an original maturity of three months or less, which are held for the purpose of meeting short-term cash commitments rather than for investment purposes, and which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value.

**(m) PAYABLES**

These amounts represent liabilities for goods and services provided prior to the end of the financial year and which are unpaid. The amounts are unsecured and are usually paid within 30 days following the month of recognition.

**(n) LEASES**

Operating lease payments are charged to the Comprehensive Operating Statement in the periods in which they are incurred, as this represents the pattern of benefits derived from leased assets.

Finance leases are capitalised. A leased asset and liability are established at the present value of minimum lease payments. Lease payments are allocated between the principal component of the lease liability and the interest expense. The finance lease facility was ratified by Cabinet as part of the new Vic Fleet facility and is restricted to vehicle acquisitions.

**(o) EVENTS AFTER THE REPORTING PERIOD**

Museums Board of Victoria is not aware of any material events after balance date which would affect these financial statements.

**(p) NEW AND REVISED ACCOUNTING STANDARDS AND INTERPRETATIONS**

Museums Board of Victoria has adopted all of the new and revised Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for annual reporting from 1 July 2011.

##### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT’D)

Management has given due consideration to new and revised standards and interpretations issued by the AASB that are not yet effective and are not aware of any material financial impact on the financial statements.

**(q) FINANCE COSTS**

Finance costs are recognised as expenses in the period in which they are incurred and include finance lease charges.

**(r) GOODS AND SERVICES TAX (GST)**

Income, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the Balance Sheet.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the taxation authority, are presented as operating cash flow.

**(s) FOREIGN CURRENCY**

All foreign currency transactions during the financial year are brought to account using the exchange rate in effect at the date of the transaction. Exchange differences are recognised in profit or loss in the period in which they arise.

##### VICTORIAN GOVERNMENT GRANTS

|  |  |  |
| --- | --- | --- |
| **Recurrent Grant** | **2012**  **$’000** | **2011**  **$’000** |
| Applied to Operations and Assets | 43,848 | 44,134 |
| Capital Funding | 4,032 | 6,252 |
| Capital Asset Charge | 37,926 | 37,928 |
| **TOTAL** | **85,806** | **88,314** |

##### OTHER GRANTS

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **2012**  **$’000** | **2011**  **$’000** |
| Other Grants from Victorian Government Entities | | 1,041 | 1,762 |
| Commonwealth Grants | | 1,303 | 661 |
| Other Grants | | 1,595 | 1,380 |
| **TOTAL** | **3,939** | **3,803** |

##### 4. OTHER INCOME

|  |  |  |
| --- | --- | --- |
|  | **2012**  **$’000** | **2011**  **$’000** |
| Interest Revenue from Financial Assets | 1,638 | 1,487 |
| Miscellaneous Income | 4,840 | 5,384 |
| **TOTAL** | **6,478** | **6,871** |

##### 5. EXPENSES FROM TRANSACTIONS

|  |  |  |
| --- | --- | --- |
| **5(a) Employee Expenses** | **2012**  **$’000** | **2011**  **$’000** |
| Salaries, wages and associated costs | 35,084 | 36,040 |
| Superannuation | 3,092 | 3,205 |
| **TOTAL** | **38,176** | **39,245** |
| **5(b) Other Operating Expenses** | **2012**  **$’000** | **2011**  **$’000** |
| Marketing and promotion | 2,801 | 3,200 |
| Contractors and Exhibition Display Costs | 8,076 | 4,760 |
| Collections Management | 125 | 147 |
| **TOTAL** | **11,002** | **8,107** |

##### 6. CASH AND CASH EQUIVALENTS

|  |  |  |
| --- | --- | --- |
|  | **2012**  **$’000** | **2011**  **$’000** |
| Interest Bearing Deposits | 25,569 | 22,602 |
| Cash | 236 | 943 |
| **TOTAL** | **25,805** | **23,545** |

##### 7. RECEIVABLES

|  |  |  |
| --- | --- | --- |
| **Current** | **2012**  **$’000** | **2011**  **$’000** |
| **Contractual** |  |  |
| Debtors | 2,446 | 2,138 |
| Less Provision for Doubtful Debts | 0 | (50) |
| **SUBTOTAL** | **2,446** | **2,088** |
| Interest Receivable | 161 | 149 |
| **SUBTOTAL** | **2,607** | **2,237** |
| **Statutory** |  |  |
| GST input tax recoverable | 222 | 210 |
| **TOTAL** | **2,829** | **2,447** |

##### 8. PREPAYMENTS

|  |  |  |
| --- | --- | --- |
| **Current** | **2012**  **$’000** | **2011**  **$’000** |
| Prepaid expenses | 0 | 210 |
| **TOTAL** | **0** | **210** |

##### 9. NON-CURRENT PHYSICAL ASSETS

Fair value in the sub-sections below for this note is represented by values at valuation less accumulated depreciation and at cost less accumulated depreciation where applicable under Note 1(d) Non-Current Physical Assets.

**9(a) Collections**

|  |  |  |
| --- | --- | --- |
| **At Fair Value** | **2012**  **$’000** | **2011**  **$’000** |
| Indigenous Collections\* | 127,587 | 127,587 |
| History and Technology Collections\* | 74,273 | 74,275 |
| Natural Science Collections\* | 282,310 | 282,310 |
| Library Rare and High Value\* | 8,306 | 8,301 |
| Library non-Rare or High Value | 5,703 | 5,614 |
| Less Accumulated Depreciation Library non-Rare or High Value | (114) | 0 |
| **Additions at Cost** | 2,644 | 79 |
| **TOTAL COLLECTIONS** | **500,709** | **498,166** |

\* Valued at fair value at 30 June 2011 by the Australian Valuation Office. The valuation methodology for fair value was based on a statistical sampling approach given the extent and diversity of the Collections, and by reference to market based evidence where available and to replacement cost.

**9(b) Property**

|  |  |  |
| --- | --- | --- |
|  | **2012**  **$’000** | **2011**  **$’000** |
| **Land at Fair Value \*\*\*** | 153,982 | 153,982 |
| **Buildings at Fair Value \*\*\*** |  |  |
| Former ACI Site, including Simcock Avenue Store | 1,570 | 1,570 |
| Scienceworks | 20,076 | 18,303 |
| Royal Exhibition Building | 43,111 | 38,444 |
| Immigration Museum | 13,936 | 13,936 |
| Moreland Store | 7,611 | 7,611 |
| Melbourne Museum (including IMAX) | 298,535 | 298,524 |
|  | 538,821 | 532,370 |
| **Buildings at Cost** |  |  |
| Royal Exhibition Building | 0 | 3,776 |
|  | **538,821** | **536,146** |
| **Less Accumulated Depreciation** |  |  |
| Former ACI site including Simcock Avenue store | (116) | 0 |
| Royal Exhibition Building | (1,838) | (33) |
| Immigration Museum | (568) | 0 |
| Scienceworks | (1,005) | 0 |
| Moreland Store | (492) | 0 |
| Melbourne Museum (including IMAX) | (11,608) | 0 |
|  | **(15,627)** | **(33)** |
| **TOTAL PROPERTY** | **523,194** | **536,113** |

*\*\*\* Scienceworks, Royal Exhibition Building, Moreland Store, Immigration Museum, Melbourne Museum (including IMAX) and Former ACI Site. The Valuer-General Victoria undertook a valuation of Museum Victoria’s land and buildings at fair value in 2010/2011. The valuation methodology for Land was based on an analysis of market based evidence and allowances for any restrictions to the marketability of the property. The valuation methodology for Buildings was based on depreciated replacement cost.*

**9(c) Plant and Equipment, Exhibitions and W.I.P**

|  |  |  |
| --- | --- | --- |
|  | **2012**  **$’000** | **2011**  **$’000** |
| **Plant and Equipment** |  |  |
| Plant and Equipment at Fair Value | 26,460 | 25,660 |
| Less Accumulated Depreciation | (22,038) | (20,339) |
| **TOTAL PLANT AND EQUIPMENT** | **4,422** | **5,321** |
| **Plant and Equipment under Finance Lease** |  |  |
| Plant and Equipment under Finance Lease at Cost | 635 | 629 |
| Less Accumulated Depreciation | (303) | (260) |
| **TOTAL PLANT AND EQUIPMENT UNDER FINANCE LEASE** | **332** | **369** |
| **TOTAL PLANT AND EQUIPMENT** | **4,754** | **5,690** |
| **Exhibitions** |  |  |
| Melbourne Museum at Fair Value | 59,320 | 59,436 |
| Less Accumulated Depreciation | (56,188) | (53,581) |
|  |  |  |
| Scienceworks at Fair Value | 3,622 | 3,624 |
| Less Accumulated Depreciation | (3,565) | (3,411) |
|  |  |  |
| Immigration Museum at Fair Value | 5,327 | 5,327 |
| Less Accumulated Depreciation | (5,006) | (4,830) |
| **TOTAL EXHIBITIONS** | **3,510** | **6,565** |
|  |  |  |
| **Works in Progress - W.I.P.** |  |  |
| Exhibitions at Cost | 96 | 0 |
| Less Accumulated Depreciation | 0 |  |
| **TOTAL W.I.P.** | **96** | **0** |
| **TOTAL PROPERTY, PLANT AND EQUIPMENT, Exhibitions AND W.I.P.** | **531,554** | **548,368** |
| *Independent valuations at fair value for Property and Collections were carried out in 2010/2011 in accordance with the FRD 103D Non-Current Physical Assets. A fair value assessment for Plant & Equipment and Exhibitions was undertaken by management during the year ended 30 June 2011 in accordance with the FRD 103D Non- Current Physical Assets in order to reconfirm the fair value of Plant & Equipment and Exhibitions.* | | |

**9(d) Movements in Carrying Amounts of Non-Current Physical Assets**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Carrying amount** | **Land** | **Buildings** | **Plant and Equipment** | **Exhibitions** | **W.I.P.** | **Collections** | **Total** |
|  | **$'000** | **$'000** | **$'000** | **$'000** | **$'000** | **$’000** | **$’000** |
| **Balance at 1 July 2010** | **127,115** | **254,869** | **24,956** | **5,585** | **3,965** | **246,711** | **663,201** |
| Additions | 0 | 5,271 | 3,202 | 2,769 | 0 | 123 | 11,365 |
| Disposals | 0 | 0 | (115) | (1) | 0 | 0 | (116) |
| Asset revaluation | 26,867 | 106,657 | 0 | 0 | 0 | 251,332 | 384,856 |
| Transfers | 0 | \*\*21,142 | \*\*(18,527) | 1,350 | (3,965) | 0 | 0 |
| Depreciation | 0 | (5,808) | (3,826) | (3,138) | 0 | 0 | (12,772) |
| **Balance at 30 June 2011** | **153,982** | **382,131** | **5,690** | **6,565** | **0** | **498,166** | **1,046,534** |
| Additions | 0 | 2,184 | 1,568 | 24 | 134 | 2,659 | 6,569 |
| Disposals | 0 | 0 | (33) | (1) | 0 | (2) | (36) |
| Asset revaluation | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfers | 0 | 491 | (491) | 38 | (38) | 0 | 0 |
| Depreciation | 0 | (15,594) | (1,980) | (3,116) | 0 | (114) | (20,804) |
| **Balance at 30 June 2012** | **153,982** | **369,212** | **4,754** | **3,510** | **96** | **500,709** | **1,032,263** |

*\*\* Transfer of building components from Plant & Equipment to Buildings in the revaluation process where the major components have been revalued as part of the buildings.*

**10. PAYABLES**

|  |  |  |
| --- | --- | --- |
|  | **2012**  **$’000** | **2011**  **$’000** |
| **Current Contractual** |  |  |
| Trade Creditors | 2,155 | 971 |
| Other Payables | 3,705 | 3,486 |
| Accrued Salaries | 251 | 117 |
| **Total** | **6,111** | **4,574** |

##### 11. INTEREST BEARING LIABILITIES

|  |  |  |
| --- | --- | --- |
|  | **2012**  **$’000** | **2011**  **$’000** |
| **11(a) Current** |  |  |
| **Secured** |  |  |
| Lease liabilities (Note 18) | 199 | 242 |
| **TOTAL** | **199** | **242** |
|  |  |  |
| **11(b) Non-current** |  |  |
| **Secured** |  |  |
| Lease liabilities (Note 18) | 133 | 135 |
| **TOTAL** | **133** | **135** |
| **Total INTEREST BEARING LIABILITIES** | **332** | **377** |
| Lease liabilities are effectively secured as the rights to the  leased assets revert to the lessor in the event of default |  |  |
| **11(c) Assets pledged as security** |  |  |
| Plant and equipment under finance lease  (Note 9(c)) | 332 | 369 |
| **TOTAL NON-CURRENT ASSETS PLEDGED AS SECURITY** | **332** | **369** |

##### 12. PROVISIONS

|  |  |  |
| --- | --- | --- |
|  | **2012**  **$’000** | **2011**  **$’000** |
| **Current Provisions** |  |  |
| **Employee Benefits (Note 12(a)) – Annual Leave** |  |  |
| Unconditional and expected to be settled within 12 months\*\* | 2,600 | 2,724 |
| **Employee Benefits (Note 12(a)) – Long Service Leave** |  |  |
| Unconditional and expected to be settled within 12 months\*\* | 3,112 | 3,035 |
| Unconditional and expected to be settled after 12 months\*\*\* | 1,283 | 1,309 |
|  | **6,995** | **7,068** |
| **Provisions related to employee benefit on-costs (Note 12(a)):** |  |  |
| Unconditional and expected to be settled within 12 months\*\* | 868 | 875 |
| Unconditional and expected to be settled after 12 months\*\*\* | 195 | 199 |
|  | **1,063** | **1,074** |
| **Total Current Provisions** | **8,058** | **8,142** |
|  |  |  |
| **Non-Current Provisions** |  |  |
| Employee Benefits (Note 12(a)) | 446 | 713 |
| Employee Benefits on-costs | 68 | 108 |
| **Total Non-Current Provisions** | **514** | **821** |
| **TOTAL PROVISIONS** | **8,572** | **8,963** |
| **12(a) Employee Benefits and related on-costs** |  |  |
| **Current Employee Benefits** |  |  |
| Annual Leave | 2,600 | 2,724 |
| Long Service Leave entitlements | 4,395 | 4,344 |
| **Non-Current Employee Benefits** |  |  |
| Long Service Leave entitlements | 446 | 713 |
| **Total Employee Benefits** | **7,441** | **7,781** |
| Current on-costs | 1,063 | 1,074 |
| Non-current on-costs | 68 | 108 |
| **Total on-costs** | **1,131** | **1,182** |
| **TOTAL EMPLOYEE BENEFITS AND RELATED ON-COSTS – Refer Note 1 (h)** | **8,572** | **8,963** |

*\*\* The amounts disclosed are nominal amounts.*

*\*\*\* The amounts disclosed are discounted to present values.*

##### 13. EQUITY

|  |  |  |
| --- | --- | --- |
|  | **2012**  **$’000** | **2011**  **$’000** |
| **13(a) CONTRIBUTED CAPITAL\*** |  |  |
| Balance at beginning of year | 581,370 | 581,370 |
| **Balance at End of Year** | **581,370** | **581,370** |
| **13(b) ACCUMULATED DEFICIT** |  |  |
| Balance at beginning of year | (82,991) | (81,432) |
| **Net result** | (12,603) | (567) |
| **Transfers to Reserves** |  |  |
| Transfer (to)/from Trust Funds | (1,177) | (778) |
| Transfer (to)/from Externally Funded Special Projects | 784 | (214) |
| **Balance at End of Year** | **(95,987)** | **(82,991)** |
| **13(c) RESERVES** |  |  |
| **TRUST FUNDS\*\*** |  |  |
| Balance at beginning of year | 7,268 | 6,490 |
| Transfer (to)/from Accumulated Deficit | 1,177 | 778 |
| **Balance at End of Year** | **8,445** | **7,268** |
| **13(c) RESERVES** |  |  |
| **EXTERNALLY FUNDED SPECIAL PROJECTS\*\*\*** |  |  |
| Balance at beginning of year | 8,153 | 7,939 |
| Transfer (to)/from Accumulated Deficit | (784) | 214 |
| **Balance at End of Year** | **7,369** | **8,153** |
| **PHYSICAL ASSET REVALUATION SURPLUS** |  |  |
| Balance at beginning of year | 545,888 | 161,032 |
| Asset revaluation increases | 0 | 384,856 |
| **Balance at End of Year** | **545,888** | **545,888** |

*\*“Contributed Capital” consists of capital funds provided by the Victorian Government for the Melbourne Museum, Scienceworks, Immigration Museum and Royal Exhibition Building. Ministerial approval has been received for the treatment of these amounts as Contributed Capital.*

*\*\* “Trust Funds” consist of those funds which may be used by the Museums Board of Victoria for Museum purposes defined by the relevant Trust deed or will.*

*\*\*\* “Externally Funded Special Projects” consist of unexpended Government and other grants tied to a specific purpose.*

##### 14. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

Museum Victoria believes that there are no material contingent liabilities or contingent assets (2010/2011: Nil).

##### 15. NOTES TO THE CASH FLOW STATEMENT

|  |  |  |
| --- | --- | --- |
|  | **2012**  **$’000** | **2011**  **$’000** |
| **15(a) Reconciliation of Cash** |  |  |
| For the purposes of the Cash Flow Statement, Museum Victoria considers cash to include cash on hand and in banks. Cash at the end of the reporting period, as shown in the Cash Flow Statement, is reconciled to the related items in the Balance Sheet as follows: | | |
| Cash | 236 | 943 |
| Interest Bearing Deposits | 25,569 | 22,602 |
| **TOTAL** (refer to Note 6) | **25,805** | **23,545** |
| **5 (b) Reconciliation of Net Result to Net Cash Flows from Operating Activities** | |  |  |
| **Net result for the year** | | **(12,603)** | **(567)** |
| Loss /(Gain) on Sale of Non-Current Assets | | (46) | 18 |
| **Non-cash movements:** | |  |  |
| Depreciation | | 20,804 | 12,772 |
| Doubtful Debt Expense | | (50) | 50 |
| **Net cash provided by operating activities before change in assets and liabilities** | | **8,105** | **12,273** |
| **Movement in assets and liabilities:** | |  |  |
| Decrease/(Increase) in Receivables | | (332) | (393) |
| Decrease/(Increase) in Prepayments | | 210 | (85) |
| Decrease/(Increase) in Inventories | | (337) | (87) |
| Increase/(Decrease) in Payables | | 1,702 | (1,580) |
| Increase/(Decrease) in Provisions | | (390) | 166 |
| **Net cash provided by operating activities** | | **8,958** | **10,294** |
| **15(c) Non-cash financing and investing activities** | |  |  |
| **Financing Facilities** | |  |  |
| Finance Lease Assets | |  |  |
| Acquisitions | | 162 | 173 |
| Disposals | | (157) | (128) |
|  | | **5** | **45** |

##### 16. RESPONSIBLE PERSONS

**16(a) Responsible Persons**

The following disclosures are made regarding responsible persons for the reporting period.

Responsible Minister – Hon. Ted Baillieu MP

Accountable Officer – Dr J Patrick Greene

Board Members:

Professor Margaret Gardner AO (President)

Mr Troy Edwards

Ms Sylvia Falzon

Mr Colin Golvan SC

The Hon. Joan Kirner AM

Mr Michael Perry

Dr Gaye Sculthorpe

Mr Tim Sullivan

Mr Jim Cousins AO (from 25 November 2011)

**16(b) Remuneration of Responsible Persons**

Members of the Board act in an honorary capacity.

Amounts relating to the Responsible Minister are reported in the financial statements of the Department of Premier and Cabinet.

The remuneration of the Accountable Officer, who is not a Member of the Board, during the reporting period, was in the range of $300,000 - $310,000 ($310,000 - $319,999 in 2010/2011). The remuneration of the Accountable Officer is not included in note 16(d) below.

**16(c)****Related party transactions**

*($ thousand)*

|  |  |  |
| --- | --- | --- |
|  | *2012* | *2011* |
| Professor Margaret Gardner AO |  |  |
| Purchases from RMIT for training course fees and venue hire refund | 14 | 0 |
| Fees from RMIT for museum admissions and public programs (less than $1,000) | 0 | 0 |
| **Total** | **14** | **0** |

|  |  |  |
| --- | --- | --- |
|  | *2012* | *2011* |
| Mr Tim Sullivan |  |  |
| Purchases from Sovereign Hill for retail shop stock and venue hire | 4 | 0 |
| **Total** | **4** | **0** |

**16(d) Executive Officer Remuneration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Income Band** | **Total Remuneration** | | **Base Remuneration** | |
|  | 2012 | 2011 | 2012 | 2011 |
|  | No. | No. | No. | No. |
| $150,000 - $159,999 | 0 | 0 | 0 | 1 |
| $160,000 - $169,999 | 0 | 0 | 1 | 1 |
| $170,000 - $179,999 | 0 | 1 | 1 | 2 |
| $180,000 - $189,999 | 0 | 0 | 2 | 0 |
| $190,000 - $199,999 | 2 | 2 | 0 | 0 |
| $200,000 - $209,999 | 1 | 0 | 0 | 0 |
| $240,000 - $249,999 | 1 | 1 | 0 | 0 |
| **TOTAL NUMBERS** | **4** | **4** | **4** | **4** |
| **TOTAL ANNUALISED EMPLOYEE EQUIVALENT (AEE)** | **3.5** | **4** | **3.5** | **4** |
|  |  |  |  |  |
| **TOTAL** | **$846,000** | **$768,000** | **$700,000** | **$683,000** |

|  |  |  |
| --- | --- | --- |
| **16(e) Reconciliation of executive numbers** | **2012** | **2011** |
| Executives with remuneration over $100,000 | 4 | 4 |
| *Add* Accountable Officer (Chief Executive Officer) | 1 | 1 |
| **Total executive numbers at 30 June** | **5** | **5** |

##### 17. SUPERANNUATION

Museum Victoria has, in its staffing profile, a number of employees who are members of the following public sector superannuation schemes:

1. **State Superannuation Fund (Revised Scheme & New)**

Employer contributions paid to the above Schemes were $480,545 (2010/11: $549,644). Contributions outstanding at 30 June 2012 were $Nil (2010/2011: $Nil). The contributions rates are advised by the Trustees of the Funds.

(**b) State Superannuation Fund (VicSuper Scheme**)

Employer contributions paid to the above Scheme were $1,899,278 (2010/11: $1,955,735). Contributions outstanding at 30 June 2012 were $Nil (2010/2011: $Nil). This represented a contribution rate of 9% of normal salary.

Museum Victoria is required to recognise all superannuation payments as expenses in its comprehensive operating statement. The Department of Treasury and Finance shall recognise the aggregate unfunded superannuation liability relating to employing entities in its financial statements of 30 June 2012 as the Victorian Government has assumed responsibility for this liability.

##### 18. LEASES AND COMMITMENTS FOR EXPENDITURE

|  |  |  |
| --- | --- | --- |
|  | **2012**  **$’000** | **2011**  **$’000** |
| **Operating Lease Commitments** |  |  |
| Non-cancellable operating leases contracted for  but not capitalised in the accounts |  |  |
| Payable: |  |  |
| not longer than 1 year | 565 | 747 |
| longer than 1 year but not longer than 5 years | 328 | 660 |
| **TOTAL** | **893** | **1,407** |
| **Finance Leases** |  |  |
| Finance leases are payable as follows: |  |  |
| within 1 year | 212 | 258 |
| longer than 1 year but not longer than 5 years | 140 | 140 |
| Minimum lease payments | 352 | 398 |
| Less future finance charges | 20 | 21 |
| Present value of minimum lease payments | **332** | **377** |
| Representing lease liabilities: |  |  |
| Current (Note 11(a)) | 199 | 242 |
| Non–current (Note 11(b)) | 133 | 135 |
| **TOTAL** | **332** | **377** |

##### 19. FINANCIAL INSTRUMENTS

* + 1. **Financial risk management objectives and policies**

The significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset, financial liability and equity instrument are disclosed in Note 1 to the financial statements.

The main purpose in holding financial instruments is to prudentially manage the entity’s financial risks within its policy parameters. The entity’s main financial risks include credit risk, liquidity risk and interest rate risk. The entity manages these financial risks in accordance with its financial management policies.

Cash investments are governed by an investment policy approved by the Museums Board of Victoria. The policy restricts the types and terms of investments to government securities or government guaranteed securities and low risk instruments with rated financial institutions.

**(b) Categorisation of financial instruments**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contractual financial assets-loans and receivables | Contractual financial liabilities at amortised cost | Total  *$'000* |
| **2012** |  |  |  |
| **Contractual financial assets** |  |  |  |
| Cash and deposits | 25,805 | 0 | 25,805 |
| Receivables |  |  |  |
| Sale of goods and services | 0 | 0 | 0 |
| **Total contractual financial assets** | 25,805 | 0 | 25,805 |
| **Contractual financial liabilities** |  |  |  |
| Payables |  |  |  |
| Supplies and services | 0 | 6,111 | 6,111 |
| Borrowings |  |  |  |
| Lease liabilities | 0 | 332 | 332 |
| **Total contractual financial liabilities** | 0 | 6,443 | 6,443 |
|  |  |  |  |
| **2011** |  |  |  |
| **Contractual financial assets** |  |  |  |
| Cash and deposits | 23,545 | 0 | 23,545 |
| Receivables |  |  |  |
| Sale of goods and services | 2,237 | 0 | 2,237 |
| **Total contractual financial assets** | 25,782 | 0 | 25,782 |
| **Contractual financial liabilities** |  |  |  |
| Payables |  |  |  |
| Supplies and services | 0 | 4,574 | 4,574 |
| Borrowings |  |  |  |
| Lease liabilities | 0 | 377 | 377 |
| **Total contractual financial liabilities** | 0 | 4,951 | 4,951 |

\*\* The amount of receivables disclosed here excludes statutory amounts.

**(c) Credit Risk**

Credit risk arises from the contractual financial assets of the entity, which comprise cash and cash equivalents, and trade and other receivables. The entity’s exposure to credit risk arises from the potential default of the counter party on their contractual obligations resulting in financial loss to the entity. Credit risk is measured at fair value and is monitored on a regular basis.

The maximum exposure to credit risk on financial assets which have been recognised on the Balance Sheet is the carrying amount, net of any provisions for doubtful debts, without taking into account of the value of any collateral obtained. The entity follows a process of reviewing all trade debtors during the year to identify doubtful debts or other possible impairments.

Currently Museum Victoria does not hold any collateral as security nor credit enhancements relating to any of its financial assets.

There are no financial assets that have had their terms renegotiated so as to prevent them from being past due or impaired, and they are stated at the carrying amounts as indicated.

**Ageing analysis of contractual financial assets**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ageing analysis of contractual financial assets** |  |  |  |  | ***$ '000*** |
|  | Carrying amount | Not past due and not impaired | Past due but not impaired | | Impaired financial assets |
|  |  |  | less than 1 year | 1 - 5 years |  |
| **2012** |  |  |  |  |  |
| Cash | 236 | 236 | 0 | 0 | 0 |
| **Receivables:** |  |  |  |  |  |
| Sale of goods and services | 2,607 | 933 | 1,674 | 0 | 0 |
| **Investments and other contractual financial assets** |  |  |  |  |  |
| Short-term cash investments | 25,569 | 25,569 | 0 | 0 | 0 |
| **Total** | **28,412** | **26,738** | **1,674** | **0** | **0** |
| **2011** |  |  |  |  |  |
| Cash | 943 | 943 | 0 | 0 | 0 |
| **Receivables:** |  |  |  |  |  |
| Sale of goods and services | 2,237 | 1,267 | 920 | 0 | 50 |
| **Investments and other contractual financial assets** |  |  |  |  |  |
| Short-term cash investments | 22,602 | 22,602 | 0 | 0 | 0 |
| **Total** | **25,782** | **24,812** | **920** | **0** | **50** |

**(d) Liquidity Risk**

Liquidity risk arises when the entity is unable to meet its contractual financial obligations as they fall due. The entity operates under the Government fair payments policy of settling financial obligations within 30 days and in the event of a dispute, makes payments within 30 days from the date of resolution. It also continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets and dealing in highly liquid markets.

**(d) Liquidity Risk (cont’d)**

The entity’s exposure to liquidity risk is deemed insignificant based on prior periods’ data and current assessment of risk. Cash for unexpected events is generally sourced from cash and cash equivalent assets.

Maximum exposure to liquidity risk is the carrying amounts of financial liabilities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Maturity analysis of contractual financial liabilities** | | |  |  | ***$ '000*** |
| **2012** | Carrying amount | Nominal Amount | Past due but not impaired | | |
|  |  |  | less than 1 year | 1 - 5 years | 5+ years |
| **Payables:** |  |  |  |  |  |
| Supplies and services | 6,111 | 6,111 | 6,111 | 0 | 0 |
| **Borrowings** |  |  |  |  |  |
| Lease liabilities | 332 | 332 | 199 | 133 | 0 |
| **Total** | **6,443** | **6,443** | **6,310** | **133** | **0** |
| **2011** |  |  |  |  |  |
| **Payables:** |  |  |  |  |  |
| Supplies and services | 4,574 | 4,574 | 4,574 | 0 | 0 |
| **Borrowings** |  |  |  |  |  |
| Lease liabilities | 377 | 377 | 242 | 135 | 0 |
| **Total** | **4,951** | **4,951** | **4,816** | **135** | **0** |

**(e) Market Risk**

The entity’s exposures to market risk are primarily through interest rate risk with only insignificant exposure to foreign currency and other price risks. Objectives, policies and processes used to manage each of these risks are disclosed in the paragraphs below.

*Foreign currency risk*

The entity is exposed to insignificant foreign currency risk through its payables relating to purchases of supplies and consumables from overseas. This is because of a limited amount of purchases denominated in foreign currencies and a short timeframe between commitment and settlement.

The entity manages its risk through continuous monitoring of movements in exchange rates and ensures availability of funds through rigorous cash flow planning and monitoring.

*Interest rate risk*

Exposure to interest rate risk arises primarily through the entity’s interest bearing cash and cash equivalents assets. Minimisation of risk is achieved by mainly undertaking short-term fixed-rate cash investments.

The impact of a reasonably possible 1% increase or decrease in interest rates is not expected to have a material effect on the entity’s net result or equity.

Museum Victoria’s exposure to interest rate risk and the effective weighted average interest rate for each class of financial assets and liabilities is set out below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Interest rate exposure of financial instruments** | |  |  |  | ***$ '000*** |
| **2012** | Weighted average effective interest rate % | Carrying amount | Interest rate exposure | | |
|  |  |  | Fixed interest rate | Variable interest rate | Non-interest bearing |
| **Financial Assets** |  |  |  |  |  |
| Cash and deposits | 3.91% | 236 | 0 | 155 | 81 |
| Receivables: |  |  |  |  |  |
| Sale of goods and services |  | 2,607 | 0 | 0 | 2,607 |
| Investments and other financial assets: |  |  |  |  |  |
| Short-term cash investments | 4.40% | 25,569 | 21,000 | 4,569 | 0 |
| **Total financial assets** |  | **28,412** | **21,000** | **4,724** | **2,688** |
| **Financial Liabilities** |  |  |  |  |  |
| Payables: |  |  |  |  |  |
| Trade and other creditors |  | 6,111 | 0 | 0 | 6,111 |
| Interest bearing liabilities: |  |  |  |  |  |
| Lease liabilities | 6.66% | 332 | 0 | 332 | 0 |
| **Total financial liabilities** |  | **6,443** | **0** | **332** | **6,111** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Interest rate exposure of financial instruments** | |  |  |  | ***$ '000*** |
| **2011** | Weighted average effective interest rate % | Carrying amount | Interest rate exposure | | |
|  |  |  | Fixed interest rate | Variable interest rate | Non-interest bearing |
| **Financial Assets** |  |  |  |  |  |
| Cash and deposits | 4.00% | 943 | 0 | 785 | 158 |
| Receivables: |  |  |  |  |  |
| Sale of goods and services | - | 2,237 | 0 | 0 | 2,237 |
| Investments and other financial assets: |  |  |  |  |  |
| Short-term cash investments | 5.29% | 22,602 | 20,500 | 2,102 | 0 |
| **Total financial assets** |  | **25,782** | **20,500** | **2,887** | **2,395** |
| **Financial Liabilities** |  |  |  |  |  |
| Payables: |  |  |  |  |  |
| Trade and other creditors | - | 4,574 | 0 | 0 | 4,574 |
| Interest bearing liabilities: |  |  |  |  |  |
| Lease liabilities | 7.03% | 377 | 0 | 377 | 0 |
| **Total financial liabilities** |  | **4,951** | **0** | **377** | **4,574** |

1. **Fair value**

The fair values and net fair values of financial instrument assets and liabilities are determined as follows:

* the fair value of financial instruments with standard terms and conditions and traded in active liquid markets are determined with reference to quoted market prices; and
* the fair value is determined using inputs other than quoted prices that are observable for the financial asset or liability, either directly or indirectly; and
* the fair value is determined in accordance with generally accepted pricing models based on discounted cash flow analysis using unobservable market inputs.

The entity considers that the carrying amount of financial instrument assets and liabilities recorded in the financial statements to be a fair approximation of their fair values, because of the short term nature of the financial instruments and the expectation that they will be paid in full.

**20. REMUNERATION OF AUDITORS**

|  |  |  |
| --- | --- | --- |
|  | **2012**  **$’000** | **2011**  **$’000** |
| Victorian Auditor-General’s Office |  |  |
| Audit of financial report | 50 | 47 |
|  |  |  |
| **TOTAL** | **50** | **47** |

## Victorian Auditor-General’s Report

## This object shows page one of the Auditor General's report.

## This object shows page two of the Auditor-General's Report.

## Statutory Reports

### Freedom of Information

The *Freedom of Information Act 1982* entitles members of the public to obtain information, other than information that is exempt under the Act, held by Museum Victoria. For the 12 months ending 30 June 2012, five applications were received and four of these were from the media. Three requests have been completed and two are being processed. In the reporting period, one outstanding enquiry was decided by the Victorian Civil and Administrative Tribunal.

The information below is required to be published annually under Part II of the *Freedom of Information Act 1982*. The information required to be published under section 7(1)(a)(i) is located elsewhere in this annual report.

#### Contacts

Principal Officer: Dr J. Patrick Greene (Chief Executive Officer)

Freedom of Information Officer: Manager, Information Services

Address: GPO Box 666, Melbourne VIC. 3001

Telephone: (03) 8341 7109

Fax: (03) 8341 7299

Email: [foi@museum.vic.gov.au](mailto:foi@museum.vic.gov.au)

### Categories of Documents

Documents maintained in the possession of Museum Victoria include:

* records pertaining to our buildings and other assets
* records pertaining to objects in the Museum Victoria collection
* Museum Victoria policies and procedures
* records of divisional operations
* records of Museums Board of Victoria meetings
* finance and accounting records
* volunteer records
* personnel and salary records
* Board member records
* Museum Victoria member records.

### Requests for Access to Documents

Access to documents (as defined in section 5 of the Act) may only be obtained through a written request to the Freedom of Information Officer; a fax is sufficient. Each request should be accompanied by a $25.10 application fee. An applicant may request photocopies of documents or inspection of specific documents at Museum Victoria, or else other access arrangements as may be appropriate to the application.

Applications should be as specific as possible to enable Museum Victoria to identify the documents sought. Where a request does not sufficiently identify the documents, the applicant will be advised and provided with an opportunity to consult with Museum Victoria in order to redefine the request.

Section 21 of the Act requires that all reasonable steps be taken to notify the applicant of the decision concerning the release of documents as soon as practicable. It must be no later than 45 days after the date on which the request was received.

### Charges Under the Act

Section 22 of the Act outlines the principles for the levy to be paid by an applicant before access to a document is given, and for the waiver of charges. The current application fee is $25.10. Further charges may be levied for photocopying and searching for documents, or for supervising access. Some charges may be waived in certain circumstances.

### Literature Available by Subscription or Free Mailing Lists

Museum Victoria maintains the following subscription services and free mailing lists:

* *Six Months* Museum Victoria magazine
* *Memoirs of Museum Victoria*
* *Play and Folklore*
* *MVTeachers* e-newsletter
* Volunteer Program email bulletin
* MV Members e-newsletter
* Museum Victoria *What’s On* brochure
* Museum Victoria e-news
* IMAX e-blast newsletter
* Scienceworks Explorer Club newsletter.

### Availability of Additional Information

The following information relating to Museum Victoria and relevant to the financial year is available to the Minister, members of parliament and the public on request:

* a statement that declarations of pecuniary interests have been duly completed by all relevant officers
* details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary
* details of publications produced by Museum Victoria about the museum, and the places where publications can be obtained
* details of changes in prices, fees, charges, rates and levies charged by Museum Victoria
* details of major research and development activities undertaken by Museum Victoria
* details of overseas visits undertaken, including a summary of the objectives and outcomes of each visit
* details of major promotional, public relations and marketing activities undertaken by Museum Victoria to develop community awareness of and engagement with the museum venues and the services we provide
* details of assessments and measures undertaken to improve the occupational health and safety of employees
* details of any major external reviews carried out on Museum Victoria
* a general statement on industrial relations within Museum Victoria and details of time loss through industrial accidents and disputes
* a list of major committees sponsored by Museum Victoria, the purpose of each committee and the extent to which its purposes have been achieved
* details of all consultancies and contractors, including consultants/contractors engaged, services provided and expenditure committed to for each engagement.

### Information Privacy

Museum Victoria complies with the *Information Privacy Act 2000* (Vic.). The information privacy principles contained within the Act establish standards for the use of personal information in the public sector. Museum Victoria received no complaints in relation to breaches of privacy in 2011–12.

For enquiries, or to request a copy of Museum Victoria’s Privacy Policy, contact:

Privacy Officer: Manager, Information Services

Address: GPO Box 666, Melbourne VIC. 3001

Telephone: (03) 8341 7109

Fax: (03) 8341 7299

### Legislative Changes

There were no amendments to the *Museums Act 1983* in the 2011–12 financial year.

### Cultural Diversity Statement

Museum Victoria values and is committed to fairness and equity in all we do. We actively encourage access and participation, and embrace the principles of sustainability, social justice and reconciliation.

### Relevant Activities Undertaken During the 2011–12 Financial Year

* Ongoing community engagement undertaken at Melbourne Museum, the Immigration Museum and Bunjilaka to deliver exhibitions and festivals
* Continued implementation of the Staff and Organisation Development Strategy, which includes initiatives to ensure merit, fairness and equity, and to care for staff
* Delivery of equal employment opportunity training for all staff and volunteers
* Ongoing provision of facilities for Indigenous groups to meet free of charge
* Continued general access to the ethnographic and photographic Indigenous collections for members of the Indigenous community
* Enhanced understanding of the Indigenous Cultures collection through a research program and through the development of priority areas of the collection
* Continued safeguarding of the internationally significant Indigenous Cultures collection through best-practice collection management
* Continued program for repatriation of ancestral remains and secret and sacred objects to Aboriginal communities
* Engagement with local disadvantaged communities through the program Discovering Science at the Museum
* Delivery of the multicultural youth initiative through programs such as Hands on History, Talking Faiths, Narratives Across Cultures and Talking Difference
* Presentation of early-learning programs, including the World’s Biggest Playgroup and Romp & Stomp
* Maintenance of long-term loans to Aboriginal community-based museums in Shepparton, Bairnsdale, Yarrabah, Kakadu and Tennant Creek.

### Disability Action Plan

Progress achieved during the year towards Museum Victoria’s Disability Action Plan 2009–12 includes:

* implementation of a rear-window captioning system to enable people with a hearing impairment to enjoy films at IMAX Melbourne Museum
* continued implementation of high-priority recommendations from venue access appraisals, including:
  + accessible and wayfinding signage upgrades
  + installation of TGSIs on internal stairwells
  + removal of trip hazards on the Scienceworks cafe deck
  + installation of ramps outside emergency exits to remove trip hazards
* universal access audits of Moreland Annexe and the Simcock Avenue collection storage facility
* the implementation of recommendations from the W3C WCAG 2.0 audit of the Museum Victoria website.

### Victorian Government Risk Management Framework

I, Margaret Gardner, certify that the Museums Board of Victoria (trading as ‘Museum Victoria’) has risk management processes in place consistent with the *Australian/New Zealand Risk Management Standard* and an internal audit control system is in place that enables the executive to understand, manage and satisfactorily control risk exposures. The Finance, Risk and Audit Committee verifies this assurance and that the risk profile of the Museums Board of Victoria has been critically reviewed within the last 12 months.

<signature inserted>

Professor Margaret Gardner

President, Museums Board of Victoria

30 June 2012

### National Competition Policy

Museum Victoria is committed to competitive neutrality principles, ensuring fair and open competition. Many non-core activities have been outsourced, such as cleaning, food and beverage services, and security.

### Victorian Industry Participation Policy

Museum Victoria identifies and maximises local sourcing opportunities that offer value-for-money outcomes.

Details of contracts completed during the year to which the Victorian Industry Participation Policy (VIPP) applies are as follows:

* one contract totalling $3,255,000 in value (excluding GST), in metropolitan Melbourne.

The outcomes under the VIPP include:

* an overall level of local content at 100% of the total value of the contract
* 40 full-time equivalent jobs
* four new full-time jobs.

The benefits to the Victorian economy include works that were locally made, installed and commissioned onsite by local labour. The sourcing of contractors was targeted based on locality to the work site.

### Consultancies

Museum Victoria did not commission any consultancies during 2011–12.

### Building and Maintenance Compliance

At 30 June 2012, Museum Victoria was responsible for eight government-owned buildings. The museum also occupied premises at Swann House, Melbourne, as a tenant. Museum Victoria complied with all provisions of the *Building Act 1993*.

All works undertaken by Museum Victoria during 2011–12 complied with the Building Code of Australia and with the relevant Australian standards for building and maintenance works.

### Major Works (more than $50,000)

#### Melbourne Museum

Fire mode audit

Emergency and exit light remedial works

Security access remedial works

#### Royal Exhibition Building

Completion of flooring replacement project

Lift upgrade

Stage 1 of flagpole repairs

#### Scienceworks and Adjacent Site

Air-conditioning upgrade

Abatement and demolition works at the former ACI site

Commencement of heritage compliance for the former ACI site

Commencement of planning for interim use of the former ACI site

### Whistleblowers Protection

Museum Victoria is committed to the aims and objectives of the *Whistleblowers Protection Act 2001*. We do not tolerate improper conduct by our employees, officers or members, nor reprisals against those who come forward to disclose such conduct.

Museum Victoria recognises the value of transparency and accountability in our administrative and management practices, and supports disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources and conduct involving a substantial risk to public health and safety or to the environment.

Museum Victoria will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. We will also afford natural justice to the person who is the subject of the disclosure.

Disclosures of improper conduct or detrimental action by Museum Victoria or our employees may be made to the following officers:

Protected Disclosure Coordinator:

Director, Corporate Services

Telephone: (03) 8341 7746

Protected Disclosure Officer:

Manager, Human Resources

Telephone: (03) 8341 7768

Museum Victoria

11 Nicholson Street

Carlton VIC. 3053

A disclosure about improper conduct or detrimental action by Museum Victoria or our employees may also be made directly to the ombudsman.

Ombudsman Victoria

Level 9, 459 Collins Street (North Tower)

Melbourne VIC. 3000

(DX: 210174)

Internet: [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au/)

Email: [ombudvic@ombudsman.vic.gov.au](mailto:ombudvic@ombudsman.vic.gov.au)

Telephone: (03) 9613 6222

Toll-free: 1800 806 314

#### Further Information

Full written procedures outlining the system for reporting disclosures of improper conduct or detrimental action by Museum Victoria or our employees are available on request or on the Museum Victoria website ([www.museumvictoria.com.au](http://www.museumvictoria.com.au/)).

### Disclosures Under the Whistleblowers Protection Act 2001

There were no disclosures made to Museum Victoria during 2011–12.

### Fees and Charges

#### Museum Prices

|  | **Adult** | **Child** | **Concession** |
| --- | --- | --- | --- |
| Melbourne Museum | $10.00 | $0.00 | $0.00 |
| IMAX | $18.00 | $13.50 | $14.50 |
| Scienceworks Museum | $10.00 | $0.00 | $0.00 |
| Melbourne Planetarium | $6.00 | $4.50 | $5.00 |
| Lightning Room | $6.00 | $4.50 | $5.00 |
| Immigration Museum | $10.00 | $0.00 | $0.00 |

Notes:

Prices are as at 30 June 2012.

The IMAX prices shown above are for regular-length IMAX films; different prices apply for full-length feature films.

Tours of the Royal Exhibition Building are $5.00 per adult, $3.50 per child/concession.

Special fees apply for various ticket options, such as combined IMAX Theatre, Melbourne Planetarium, Victoria University High Voltage Theatre and school bookings, tour groups, special activities and programs. Surcharges apply for some special touring exhibitions.

#### Membership Fees for Museum Victoria Members

|  |  |
| --- | --- |
| Adult | $46.00 ($35.00 renew rate) |
| Child | $16.00 |
| Concession | $30.00 ($19.00 renew rate) |
| Household | $70.00 ($59.00 renew rate) |
| Additional child | $6.00 |
| Administration fee (on joining) | $11.00 (inc. GST) |

Notes:

All fees are for a one-year membership.

The joining fee is not applicable for a child or additional child.

A household membership covers two adults and up to four dependent children, 16 years and under, at the one address.

Membership provides unlimited entry to all venues and includes the Royal Exhibition Building tours; discounted entry to the Melbourne Planetarium and Lightning Room; discounts for touring exhibitions and retail outlets; member-only events and previews; free admission to a number of interstate museums; and subscription to Museum Victoria’s *Six Months* magazine.

To be eligible for the renewal rate, members must renew their membership before the membership expiry date.

## Disclosure Index

This annual report has been prepared in accordance with all relevant Victorian legislation. The disclosure index has been prepared to facilitate identification of Museum Victoria’s compliance with statutory disclosure requirements.

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## Contact Details

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2 Booker Street

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Telephone: (+61 3) 9392 4800

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#### Melbourne Museum

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Environmental statement

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Vic Government