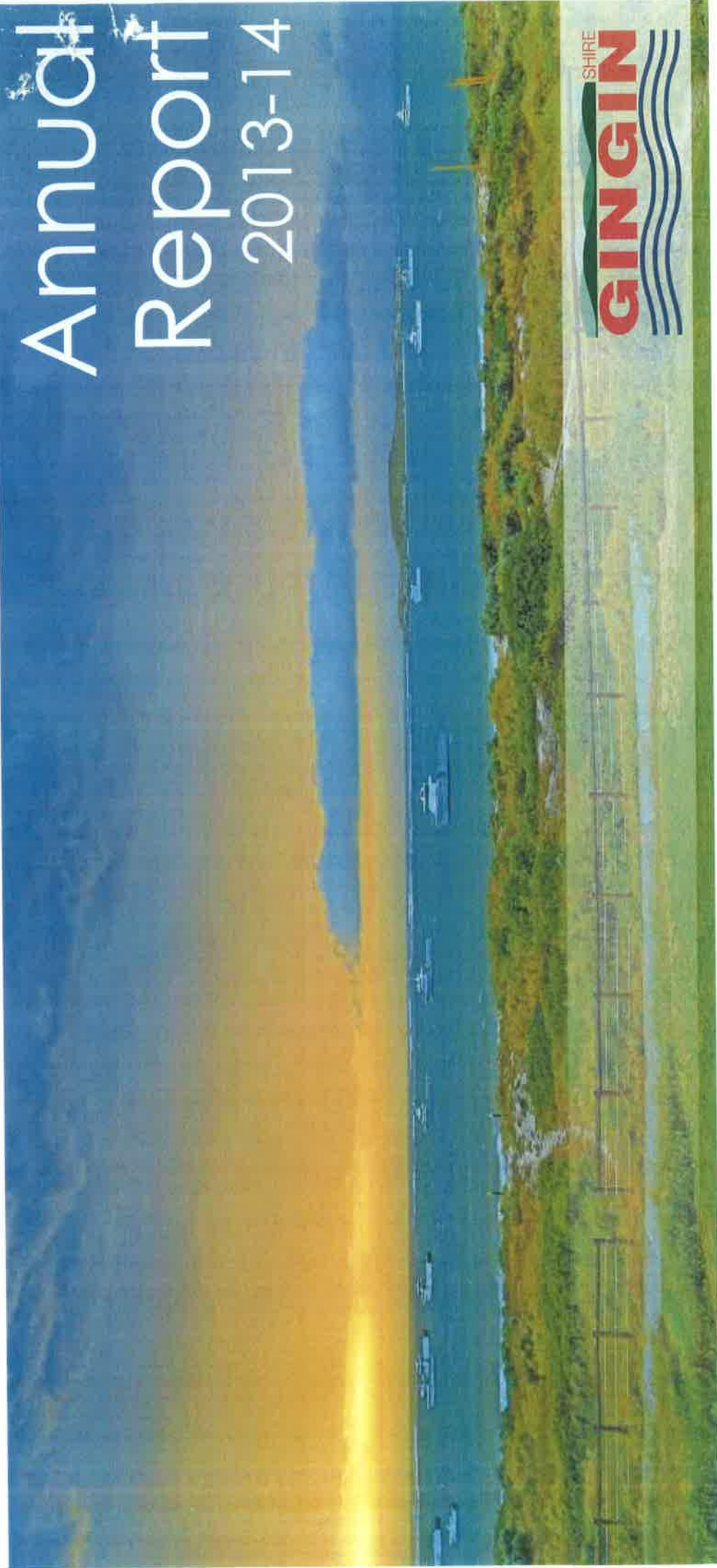


Annual Report 2013-14





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About the Shire of Gingin

The Shire of Gingin is a predominantly rural area strategically located 84 kilometres north of Perth. The Shire covers an area of 3,223 square kilometres and is home to a population of around 4,977 residents. There are five townships within the Shire being Gingin, Guilderton, Lancelin, Ledge Point and Seabird.

In addition to the townships there are six rural residential areas which include Woodridge, Sovereign Hill, Moondah Ridge, Seaview Park, Redfield Park and Ocean Farm. Geographically the Shire stretches from the coastline across the flat sandy soils of the Swan Coastal Plain in the west to the hinterland and foothills of the Darling Scarp to the east.

The Shire's strategic location means that it is one of the fastest growing rural areas in Western Australia and it is anticipated that the Shire's population will grow by 40.7% to 6,577 by 2023, increasing to 7,879 (+58.35%) by 2031.

With a variety of medium and low density residential and rural locations, different areas within the Shire of Gingin have developed different roles within the housing market. The lower coastal area tends to attract more mature and established families as well as retirees, while the upper coastal area attracts younger families along with retiree households.

Peri-urban growth and associated pressure on market gardening has resulted in the Shire broadening its focus from traditional broad acre to intensive horticulture. Agriculture is the Shire's primary economic contributor, accounting for 41.9% of business and some 137,145 ha of land. Local industries within the Shire include cattle and sheep grazing, apiaries, irrigated horticulture, viticulture, olive groves, aquaculture, piggeries, poultry farms, wineries, abattoirs, feedlots, and crayfishing.

In addition to rural industry the Shire's economy is also based around tourism, with coastal areas experiencing a large influx of people during the summer holiday season. As a result, the population of the four coastal townships – Guilderton, Seabird, Ledge Point and Lancelin – grows considerably, and can be in excess of 5,000 plus at any given time.





Shire of Gingin District Map





Shire President's Report

On behalf of the Councillors of the Shire of Gingin I am pleased to present the 2013-14 Annual Report.

It has been an exciting and challenging year for both Councillors and staff. I extend congratulations to Cr David Roe and Cr Val Ammon on their re-election and welcome new Councillor Sandie Smiles. I was honoured to be re-elected and nominated as the Shire President for a further two years.

Two years ago Council undertook an extensive community consultation, a process which has greatly improved our understanding of the issues within the Gingin Shire. With this in mind staff and Council have been undertaking a strategic review of our governance and processes across the organisation. I am pleased to report we have a clean bill of health and were able to deliver 88 per cent of our planned projects for the year.

Over the next two years Council will be working hard towards bringing more of our community's aspirations to fruition. As our Shire continues to grow, information from community consultation will become increasingly important and we acknowledge the value in engaging residents in decision-making processes. We are committed to facilitating more community consultations in the future, and I would like to extend my thanks to the wider community for your continuing support as we make strides to deliver on your wishes.

The Shire has been working throughout the year on a partnership arrangement with the Shires of Dandaragan and Chittering as part of a tri-council agreement to lobby for growth and funding opportunities at a State and Federal level, as well as to strategically plan for the future of this growing region.

I would like to acknowledge the commitment of Deputy President Cr David Roe and all Councillors who have worked with consideration and vision to not only deliver great outcomes for our community this year, but also for many years to come.

With the close of another successful year, I would like to recognise the work of the Chief Executive Officer Jeremy Edwards, the Executive Management Team, staff and volunteers of the Shire of Gingin for their role in accomplishing so much in the past 12 months.

I am sure that you will agree that the future of the Shire of Gingin is exciting indeed. I look forward to working with our dedicated team of Councillors and staff over the next year to deliver results that are community driven and that provide ongoing benefits for the residents and businesses residing within our great Shire.

Cr Michael Aspinall
President – Shire of Gingin



Five Year Key Summary of Statistics

	2009-10	2010-11	2011-12	2012-13	2013-14
Total number of residents	4607 Source: Census average between 2006-2011	4704 Source: Census average Between 2006-2011	4801 Source: Actual Census	4879 ID Forecast	4975 ID Forecast
Total number of rateable properties	5121	5189	5210	5229	5233
Minimum general residential rate	640	685	740	777	831
Rates levied (excluding refuse)	\$4,463,053	\$4,933,307	\$5,594,695	\$5,922,040	\$6,386,653
Operating revenue	\$9,473,521	\$10,197,907	\$12,658,712	\$15,576,593	\$11,856,035
Total current assets	\$3,508,519	\$4,253,437	\$5,271,070	\$6,918,135	\$4,712,896
Capital grants revenue	\$2,415,952	\$4,107,530	\$2,441,677	\$2,726,859	\$1,577,494
Operating grants revenue	\$1,651,465	\$1,874,516	\$2,466,964	\$2,049,429	\$1,261,966
Debt service cover ratio	0.0748	0.0707	2.64	12.75	4.34
Full-time equivalent staff	62.9	56.6	55.6	54.4	52.8
Planning applications approved	125	91	126	100	120
Building applications approved	276	224	232	223	263
Licensed dogs registered	146	162	211	440	461
Licensed cats registered	N/A	N/A	N/A	N/A	41
Waste services provided (weekly)	3221	3312	3367	3430	3512
Gingin Aquatic Centre attendance	15173	15900	17780	20990	22709
Library loans of books & other items	Gingin 4,041 Lancelin 3,050	Gingin 3,492 Lancelin N/A	Gingin N/A Lancelin 2,798	Gingin 2,211 Lancelin 2,248	Gingin 3,300 Lancelin 2,342





Shire of Gingin Councillors 2013-14



Cr Michael Aspinall
Shire President



Cr David Roe
Deputy Shire President



Cr Alan Alderson



Cr Val Ammon



Cr Reg Beale
1 July 2013
to 19 October 2013



Cr Sam Collard



Cr Janice Court



Cr Bob James



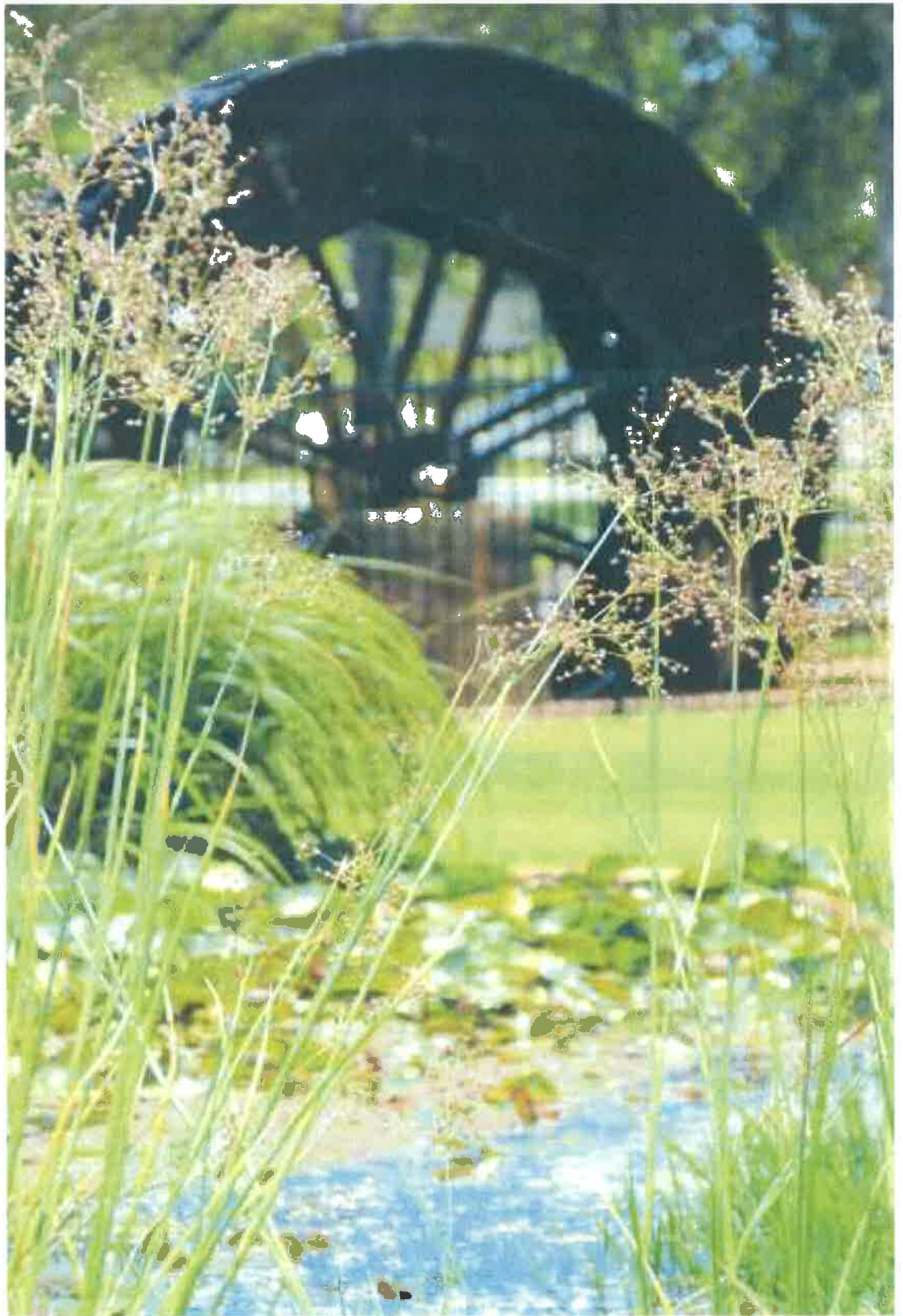
Cr Robert Kestel



Cr Glenn Rule
1 July 2013
to 19 October 2013



Cr Sandra Smiles
19 October 2013
to 30 June 2014





Our Community Vision and Aspirations

Our vision has been developed through feedback and input from our community who have stated that the vision for the Shire of Gingin is:

"We are a progressive and caring community that celebrates its unique lifestyle and offers a welcoming place to live, work and visit."

The Shire of Gingin is a diverse region with 10 communities of interest and it is a place where people want to live, work and visit.

The Shire offers many tourist attractions such as the Moore River, Gravity Discovery Centre, the coastal communities of Guilderton, Seabird, Ledge Point and Lancelin, along with many recreational activities and local and regional events such as the British Car Day and Lancelin Ocean Classic.

As a result of this diversification, five key themes emerged when developing our Strategic Community Plan and these emergent themes were translated into the following aspirations:

Community Wellbeing

Aspiration: An active and engaged community with a range of easily accessible services and facilities.

Natural Environment

Aspiration: A pristine environment which is protected for future generations.

Built Environment

Aspiration: Sustainable population growth and relevant infrastructure provision in all towns.

Local Business

Aspiration: Strong economic growth and support with local employment opportunities.

Leadership & Governance

Aspiration: Progressive and transparent leadership which is contemporary and involves the community in responsible governance.

The Shire is committed to our community and committed to achieving the strategic objectives that have been set in consultation with our stakeholders. It is recognised that there is much work to do, but the Shire is demonstrating a commitment towards leadership and transparency that will assist in becoming more sustainable.





Our Strategic Community Plan 2013–2023

The **Strategic Community Plan** is the primary community planning document for the Shire of Gingin. It has been designed to be a living document – reviewed every two years to ensure it remains relevant and adaptable to change.

The Shire's progress in delivering the various strategies for each focus area since its implementation in 2013 is captured in the following tables:

Community Wellbeing

Aspiration: An active and engaged community with a range of easily accessible services and facilities.

Objective 1 - Opportunities for Ageing In Place

Desired Outcome	Strategy	Action	Status
1.1 Diverse range of aged care facilities	Partner with age care providers to develop ageing in-place accommodation	Council working group - age care	Council Working Party Committee established
	Conduct feasibility study for future provision of facilities for senior citizens	WDC Age Care Strategy	Completed Study in partnership with the Wheatbelt Develop. Comm.
1.2 Services which enhance quality of life for seniors	Attract support services which provide in-home care and support	Advocate additional support ie, Silver Chain or HACC	Shire representation at Silver Chain meetings
	Implement programs which increase health and wellbeing of seniors	Continue to support the Shire of Gingin Pensioners' Social Group	Ongoing support provided through community events & volunteer recognition events

Objective 2 - Healthy Community

Desired Outcome	Strategy	Action	Status
2.1 Quality health services and facilities	Advocate improved health facilities and services	Support the provision of a local doctor and/or other health professionals	The Shire is providing financial & physical resources to support the medical practices in the towns of Lancelin & Gingin
	Encourage more medical specialists to relocate to region	Support the provision of health professionals in the Shire of Gingin	As above
2.2 An active and healthy community	Advocate high quality preventative health initiatives	Lobby State Government and health providers	Government lobbying continuing
	Develop programs which encourage a healthy and active lifestyle	Investigate and support health programs eg, Be Active, Kidsport.	Kidsport initiative is widely supported & promoted across the Shire. Be Active triathlon conducted as part of the end of season event for the Gingin Aquatic facility
		Liaison with recreation centres and local sporting groups	The Shire's Club Development Officer has increased the communication between sporting groups and the Shire
		Investigate the viability of a Club Development Officer	Club Development Officer employed in partnership with neighbouring Shires
	Develop open spaces which facilitate physical activity	Development of a Community Facilities Plan	Included within the Budget for 2014/15
		Maintain open spaces/parks and reserves	Provided as part of everyday service delivery



Objective 3 - Well Utilised Community Facilities

Desired Outcome	Strategy	Action	Status
3.1 High quality development and maintenance of community facilities	Maintain current facilities to appropriate standard	Development of Asset Management Plan	Completed as part of the Integrated Planning Framework
	Develop new facilities which provide for future community need	Development of Community Facilities Plan	Included within the Budget for 2014/15
3.2 Increase use of community facilities	Review current facility use and rationalise community facility assets	Development of Community Facilities Plan	Included within the Budget for 2014/15
	Promote community facilities to encourage increased use	Utilise media/communications tools to promote ie, flyers, website, social media etc.	Increased media presence through Council to Community and media releases
		Develop a Communications/Marketing Plan	Budget provision for future years

Objective 4 - Strong Community Spirit

Desired Outcome	Strategy	Action	Status
4.1 Local and regional events	Support and fund local/regional events	Support community events and provide community grants	Suite of events in partnership with Bendigo Community Bank
	Develop a program of Council-run community events in each town	Develop community events in each town	Included within annual budget
		Development of Council events calendar	Included within annual budget
	Encourage art and culture programs and events	Support community events	Included within annual budget
4.2 Volunteers are recognised and supported	Continue to conduct volunteer recognition events	Promote recognition events	Included within annual budget
		Continue to support volunteers - financial and physical resources	Included within annual budget
	Nominate community groups for awards	Refer to action listed above	Included within annual budget
4.3 Strong and resilient community	Provide ongoing support and training to community groups	Investigate the viability of a Club Development Officer	Club Development Officer employed in partnership with neighbouring Shires
	Encourage development of new community groups	Investigate the viability of a Club Development Officer	Club Development Officer employed in partnership with neighbouring Shires
	Develop community networks to encourage partnership opportunities	Investigate the viability of a Club Development Officer	Club Development Officer employed in partnership with neighbouring Shires



Objective 5 - Youth Development and Engagement

Desired Outcome	Strategy	Action	Status
5.1 Youth leadership opportunities	Develop a youth development strategy and policy	Youth strategy and policy development	Budget provision for future years
	Provide a program for young people to be involved in decision making	Consultation and relationship building with Student Council	Ongoing support as per annual budget process
5.2 Provision of youth programs and facilities	Investigate the demand for youth facilities and services	Support Student Council	Ongoing support as per annual budget process
	Support the development of youth programs	Refer to actions listed above	Ongoing support as per annual budget process
	Advocate improved education and training for young people	Lobby Dept of Education for improved educational resources	Action for future years
		Shire to continue offering employment and work experience opportunities	Ongoing opportunities provided as part of normal services
		Advocate apprenticeships/traineeships and scholarships	The Shire offered both an apprenticeship and traineeship within the reportable year





Natural Environment

Aspiration: *A pristine environment which is protected for future generations.*

Objective 1 - Environment and Biodiversity

Desired Outcome	Strategy	Action	Status
1.1 Protection and conservation of local biodiversity	Conserve natural bushland, wetlands and open spaces	Conduct and support coastal hazard management planning	Coastal Adaptation Planning being conducted with the Shire of Dandaragan and the Northern Agricultural Catchment Council
		Develop a coastal management strategy	Refer to status report above
		Continued liaison with DEC and local community environmental groups	Ongoing liaison provided as part of normal services
	Implement ground and surface water management strategies	Develop stormwater management plans for towns within Shire of Gingin	Action for future years
		Continued liaison with Dept of Water	Ongoing liaison provided as part of normal services
1.2 Community ownership of natural assets	Educate community on benefits of protecting our natural environment	Support of advertising environmental conservation issues by NRM groups	Ongoing support as per annual budget process
	Provide support to existing and new environmental groups	Investigate the viability of a Club Development Officer. Refer to actions from Community Wellbeing	Club Development Officer employed in partnership with neighbouring Shires

Objective 2 - Rivers and Coast

Desired Outcome	Strategy	Action	Status
2.1 Protection of river systems and coastal environment	Deliver coastal protection works	Implementation of coastal management works	Monitoring of construction and infrastructure works
	Reduce environmental impacts upon the river system	Continued liaison with existing community environmental groups and DEC	Action for future years
	Develop an approach to minimise coastal and river bank erosion	Lobby/advocate State/Federal Government on coastal erosion	Action for future years
2.2 Reduction in dune erosion	Deliver dune rehabilitation works	Implementation of coastal management works	Ongoing opportunities provided to community groups as part of the annual community grants process
	Control vehicle access to beachfront	Review local laws for coastal areas	Local law review initiated during the reporting period
		Implementation of exclusion zones and enforcement	Local law review initiated during the reporting period
	Deliver infrastructure works which minimise dune damage	Improved delineation of access points to coastal and river areas	Action for future years
		Monitoring of construction and infrastructure works	Action for future years



Objective 3 - Sustainable Living

Desired Outcome	Strategy	Action	Status
3.1 The community lives in a sustainable way	Deliver initiatives to promote reduction of water and energy use by the community	Promote energy efficient and water wise technology initiatives	Action for future years
		Disperse information from utility providers/agencies	Action for future years
	Promote and encourage the development of sustainable built form	Implement provisions of BCA	Ongoing service provision as per annual budget process
3.2 Reduced carbon footprint	Implement strategies for Shire to reduce water and energy use	Conduct energy audits on Council and community facilities	Ongoing service provision as per annual budget process
		Replace inefficient technologies with energy efficient options	Action for future years
		Incorporate energy efficient principles into Shire's Asset Management Plan	Asset Management completed review to incorporate energy efficient principles
		Development of a Council policy to reduce water and energy use	Action for future years
	Communicate with community on Shire's sustainability achievements	Development of a Communications/Marketing Plan	Planned for 2014/15 financial year

Objective 4 - Waste Management

Desired Outcome	Strategy	Action	Status
4.1 Minimise waste	Undertake waste minimisation education programs	Develop a Waste Minimisation Plan	Ongoing data collection required to develop waste minimisation plan
	Reduce waste through encouragement of recycling	Develop recycling promotional campaign	Ongoing service provision as per annual budget process
		Liaise with managers of landfill sites to source recycling markets	New markets are being sourced
		Implementation of greenwaste collections throughout coastal regions	Annual Program - conducted and completed 2014 program
		Investigate the feasibility of providing curb-side recycling service (yellow bin)	Discussions commenced with contractor - to be considered in new contract
4.2 Efficient waste management service	Provide efficient and effective waste management service	Review current collection service and identify efficiencies/inefficiencies	Review conducted and operating at optimum capacity
		Implement strategies (eg. e-waste)	Action for future years
	Pursue new waste management technologies to reduce waste	Refer to action items above	Ongoing research into new technology that may be implemented in the future



Built Environment

Aspiration: *Sustainable population growth and relevant infrastructure provision in all towns*

Objective 1 - Places for People

Desired Outcome	Strategy	Action	Status
1.1 Accessible public spaces which promote community activity	Provide diverse range of well managed public open space	Identify public space requirements (service standards) as part of Community Facilities Plan	Included within the Budget for 2014/15
		Implement maintenance schedule for POS	Ongoing service provision as per annual budget process
	Develop community amenity in public open space	Review and identify existing POS amenities and infrastructure	Included within the Asset Management Plan and to be identified as part of the development for the Community Facilities Plan
		Record all POS infrastructure on GIS format	Completed within the reporting period 2013/14
1.2 A pedestrian and cycle friendly environment	Plan for bicycle and pedestrian connections	Review Dual Use Pathway Plan	Reviewed as part of budget development process
	Develop initiatives which encourage sustainable transport options	Promotional/educational initiatives	Action for future years

Objective 2 - Meeting Infrastructure Needs

Desired Outcome	Strategy	Action	Status
2.1 Safe and efficient infrastructure to meet current and future needs	Implement Asset Management Plans	Develop plans for adoption by Council	Completed as part of the Integrated Planning Framework
		Further development of Council's Asset Management Policy	Completed as part of the Integrated Planning Framework
	Plan progressive improvement of road infrastructure	Development of road hierarchy	Partially completed as part of Integrated Planning Framework, further work to be conducted
		Review Forward Capital Roadworks Plan	Completed in accordance with 10 year forward capital works program
	Advocate upgrading major infrastructure to meet community needs	Lobby and seek funding for regional road groups	Government lobbying continuing
		Implement priorities from Asset Management Plan	Considered as part of the annual budget process
2.2 A connected network of public transport options	Advocate connected public transport networks	Continue to lobby State and Federal Government	Government lobbying continuing
	Partner with community to initiate community transport options	Continue to lobby relevant agencies for delivery of transport options	Government lobbying continuing



Objective 3 - Planning for the Future

Desired Outcome	Strategy	Action	Status
3.1 Diverse land uses which meet the needs of a progressive community	Develop land use planning strategies to meet current and future community needs	Review of local planning strategy	Local Planning Strategy completed and endorsed by the Western Australian Planning Commission
	Plan for foreshore development which is sympathetic to natural environment	Develop local planning policy for future foreshore development	Covered by State Planning Policy 2.6 - State Coastal Planning Policy Guidelines
3.2 Places of heritage are preserved and recognised	Identify key heritage sites	Review of Local Heritage List	Partially completed future work to be considered as part of budget review for 2014/15
	Maintain and promote heritage sites as cultural assets	Review of Local Heritage List	Partially completed future work to be considered as part of budget review for 2014/15
		Identification of heritage sites within Asset Management Plan	Partially completed as part of Integrated Planning Framework further work to be conducted
		Promote sites in the Shire's Communications/Marketing Plan	To be included as part of future marketing plan

Objective 4 - High Quality Built Form

Desired Outcome	Strategy	Action	Status
4.1 Development of quality built form	Encourage sustainable built form and best practice design standards	Implementation of BCA and Australian Standards	Ongoing service provision as per annual budget process
	Encourage development of quality built form	Implementation of BCA and Australian Standards	Ongoing service provision as per annual budget process
		Develop local planning policies to encourage quality built form	Ongoing service provision as per annual budget process
4.2 Affordable housing which meets community needs	Facilitate diverse and affordable housing options	Investigate options for sewerage scheme within townsites to allow for diverse and affordable housing (density infills)	Action for future years
	Partner with community housing providers to deliver affordable housing	Continued partnership with Department of Housing and other agencies to provide social/aged housing	Action for future years





Local Business

Aspiration: *Strong economic growth and support with local employment opportunities*

Objective 1 - A Unique Tourism Destination

Desired Outcome	Strategy	Action	Status
1.1 High quality tourism opportunities	Attract and develop diverse range of tourism providers	Continued liaison with local and regional tourism groups	Support provided to Community Resource Centres in Gingin and Lancelin to provide tourism outcomes
	Encourage a high standard of tourism products and services	Continued liaison with local and regional tourism groups	Support provided to Community Resource Centres in Gingin and Lancelin to provide tourism outcomes
		Enforcement of existing local laws regarding approvals and registrations for tourist facilities	Ongoing service provision as per annual budget process
1.2 A recognised tourism destination	Develop a strong tourism marketing program	Develop a marketing strategy for tourism	Action for future years
	Encourage community to become ambassadors of the visitor's experience	Develop a marketing strategy for tourism	Action for future years

Objective 2 - Attract New Enterprise

Desired Outcome	Strategy	Action	Status
2.1 A diversity of local business	Develop business attraction strategies	Develop a marketing strategy for local business	Action for future years
		Continue to partner with local chambers and Small Business Centre	Continued support and involvement in the Lancelin Chamber of Commerce and Small Business Centre
		Develop Economic Development Strategy	Action for future years
	Lobby for infrastructure improvements which support economic growth	Develop Economic Development Strategy	Action for future years
2.2 Commercial and industrial areas aligned to commercial and community needs	Implement land use strategies which monitor and address commercial needs	Develop a Gingin Commercial/Town Centre Concept Plan (external)	Action for future years
		Review Lancelin town centre/commercial precinct	Action for future years
		Conduct feasibility study and develop commercial strategy for commercial precincts in coastal towns	Action for future years
	Planning and development controls which encourage economic growth	Encourage introduction of available commercial/industrial land to Shire	Considered as part of development assessment analysis



Objective 3 - Grow Local Business

Desired Outcome	Strategy	Action	Status
3.1 Initiatives which support business growth	Form partnerships to facilitate business support and growth	Continued partnerships with CCI and Small Business Centre	Continued support and involvement in the Lancelin Chamber of Commerce and Small Business Centre
	Develop initiatives which encourage business growth	Develop Economic Development Strategy	Action for future years
3.2 A well informed and connected business community	Actively communicate and engage with local business	Continued partnerships with CCI and Small Business Centre	Continued support and involvement in the Lancelin Chamber of Commerce and Small Business Centre
	Form local business networks to develop business connections	Continued partnerships with CCI and Small Business Centre	Continued support and involvement in the Lancelin Chamber of Commerce and Small Business Centre

Objective 4 - Local Employment and Training

Desired Outcome	Strategy	Action	Status
4.1 A skilled workforce	Develop partnership with training providers to meet local needs	Provision of facilities/funding for training courses	Action for future years
		Liaison with other facilitators eg, CY O'Connor	Action for future years
	Develop youth education and training strategies	Provision of facilities/funding for training courses	Action for future years
4.2 Increased local employment opportunities	Implement local employment opportunities	Support local businesses with employment strategies	Action for future years
	Facilitate provision of online technology which supports online training and economic growth	Support the delivery of online training	Action for future years





Leadership and Governance

Aspiration: *Progressive leadership which involves the community in responsible governance*

Objective 1 - An Engaged and Informed Community

Desired Outcome	Strategy	Action	Status
1.1 The community is engaged in decisions which affect their lives	Develop consistent approach to engaging community	Development Community Engagement Framework (IAP2)	Budget provision for future years
	Implement regular community engagement activities	Incorporate into Communications/Marketing Plan	Budget provision for future years
1.2 The community is well informed	Communicate with the community through various media	Incorporate into Communications/Marketing Plan	Budget provision for future years
	Provide quality customer service to community	Expansion of Front Line Service (Guilderton)	Action for future years
		Development of service standards (response times)	Action for future years
		Develop Customer Service Charter	Action for future years
		Provide staff training opportunities/upskilling	Increased training opportunities for all staff are identified as part of the performance review process

Objective 2 - Accountable and Responsible Governance

Desired Outcome	Strategy	Action	Status
2.1 Deliver accountable and good governance	Integrate all planning and delivery in accordance with statutory requirements	Continue to address statutory provisions within Council reports	Ongoing service provision as per annual budget process
	Develop policy and strategy which supports sound decision making	Review of policy manual and delegation register, and local laws	Review of Delegation Register completed. Review of local laws and policies commenced during reporting period
	Provide training and support for councillors	Develop Councillor Induction Program	Completed and will be enhanced for the 2015 elections
		Facilitate and support WALGA training	Ongoing service provision as per annual budget process
2.2 Prudent management of financial resources	Implement long term financial planning to resource delivery of community plan	Development of Financial Plan and linkage to Corporate Business Plan	Long Term Financial Management Plan completed as part of the Integrated Planning Framework
	Ensure prudent financial controls are implemented	Conduct annual audit and budget reviews in accordance with statutory provisions	Completed as part of statutory functions
	Develop increased revenue sources	Development of Commercialisation Development Strategy/Policy	Action for future years



Objective 3 - Strong Leadership and Direction

Desired Outcome	Strategy	Action	Status
3.1 Advocate and lobby for increased services and facilities	Advocate and lobby on behalf of community	Continued lobbying with external agencies	Government and generic lobbying continuing
		Promote and provide Councillor/community meetings at Shire-provided offices	Ongoing service provision as per annual budget process
	Building strong regional partnerships to deliver community plan	Continue to work with regional bodies	Government and generic lobbying continuing
3.2 Council makes informed decisions	Provide council with information and support to make sound decisions	Provision of concept forums and dissemination of information to councillors	Ongoing service provision
		Continual support for site visits and ward meetings	Ongoing service provision
	Maintain good communication between council, community and organisation	Incorporate into Communications/Marketing Plan	Ongoing media release and publications to the community

Objective 4 - An Innovative Organisational Culture

Desired Outcome	Strategy	Action	Status
4.1 Staff are informed and empowered to provide service to community	Implement continuous improvement plans	Explore implementation for business excellence framework as a quality assurance measure	Action for future years
	Implement staff development and training programs	Develop performance review process	Performance review process completed
	Attract and retain best staff to work at Shire	Develop a brand of Employer of Choice	Action for future years
4.2 An innovative organisational culture	Foster respectful corporate culture	Review and update Code of Conduct	Action for future years
		Development of Corporate Values	Action for future years
		Develop Employee Recognition Program	Action for future years
	Encourage development of innovative business delivery models	Develop service standards, business plans and corporate reporting	Quarterly corporate reporting model completed





Measuring Our Progress

Key Performance Indicators

The Shire has used two mechanisms to measure the progress delivery of the Strategic Community Plan:

1. **Community Satisfaction Survey** – to determine the community’s level of satisfaction linked to the aspirations in the plan, as well as helping to prioritise activities necessary to meet community’s needs and expectations.
2. **Key Performance Indicators** – KPIs provide a measure (eg, % or \$ value) of whether the Shire is meeting the strategies outlined in the Strategic Community Plan, and has been informed by results from the community satisfaction survey and Shire data.

The following tables capture the results of key performance indicators for each focus area.

Community Wellbeing

Aspiration	Key Performance Indicator	Result
<p>An active and engaged community with a range of easily accessible services and facilities.</p>	Number of participants in local sporting and recreational activities	40 clubs throughout the Shire (formal & informal)
	% Community who rate quality of life as average or better	71% (94%)*
	% Community who like living in their community	79% (89%)*
	Attendance at arts and cultural activities	15,600
	% Community satisfaction with services and facilities for youth	25% (44%)*
	% Community satisfaction with services and facilities for families	41% (58%)*
	% Community satisfaction with services and facilities for seniors	34% (48%)*
	% Community satisfaction with services & facilities for people with disabilities	32% (49%)*
	% Community satisfaction with safety of their community	48% (68%)*

*The first percentage is for respondents who stated a rating of satisfied or delighted. The second percentage in brackets includes those respondents who were neutral, satisfied or delighted.



Natural Environment

Aspiration	Key Performance Indicator	Result
<p>A pristine environment which is protected for future generations.</p>	Shire scheme water usage	Data currently unavailable
	Shire energy use	1,069,904 kwh/unit
	% Waste recycled in Shire of Gingin	1,076 tonnes 38.64%
	Average waste bin pickups	3368 p/w 175,136 p/a
	% Native vegetation in Shire of Gingin	55.4% remaining
	Native Reserve condition	Good





Built Environment

Aspiration	Key Performance Indicator	Result
<p>Sustainable population growth and infrastructure provision in all towns.</p>	% Population growth	2.61%
	Number of households spending <30% of disposable income on mortgage repayments	Data currently unavailable
	Asset sustainability ratio	1.18
	Asset consumption ratio	0.8%
	% Community satisfaction with Shire assets	Measurement not developed
	Average daily traffic on main arterial roads	777
	Number of serious traffic accidents	Lancelin – Nil Gingin - 7
	Number of fatal traffic accidents	Lancelin – Nil Gingin - 1
	Kilometres of dedicated walk and cycle trails	Measurement not developed





Local Business

Aspiration	Key Performance Indicator	Result
Strong economic growth and local employment opportunities.	Number of tourists who visit the Shire of Gingin	236,700 (Overnight) <small>(see Note 2 next page)</small>
	\$ Spent per tourist visit to the Shire of Gingin	\$355 (WA Average)
	% Share of WA visitors	1.02%
	Number of people employed per industry type	1959 <small>(See Table A next page for break down)</small>
	% Unemployment	4.4%
	% of Workforce who are residents	54.3%
	% Residents working in locations outside the Shire	Measurement not developed
	\$ Annual Gross Regional Product (compared to Perth)	Data currently unavailable
	Number of new businesses registered in the Shire of Gingin per industry type	Measurement not developed





Leadership and Governance

Aspiration	Key Performance Indicator	Result
Progressive leadership which involves the community in responsible governance.	% Community satisfaction with overall performance of the Shire	Measurement not developed
	% Community feeling they have opportunities to participate in planning for the Shire's future direction	34% (52%) <i>(see Note 1 below)</i>
	% Community satisfaction with quality of information about Shire services	53% Website (73%) 47% Council to Community (66%) <i>(see Note 1 below)</i>
	% Community satisfaction with the Shire's advocacy and community representation on key local issues	(As a governing organisation) 42% (61%) <i>(see Note 1 below)</i>
	Number and \$ value of relevant grants attracted	11 Grants \$2,785,323
	Debt service cover ratio	4.34
	Operating surplus ratio	0.15
	Revenue coverage ratio	0.78
	% Staff turnover rate	9%
	% Community satisfaction with Shire responsiveness to resolving problems and enquires	Measurement not developed

Note 1: For satisfaction ratings the first percentage is for respondents who stated a rating of satisfied or delighted. The second percentage in brackets includes those respondents who were neutral, satisfied or delighted.

Note 2: Figure includes Shire of Dandaragan.

TABLE A Number of People Employed by Industry Type % (Census 2011)

Agriculture, Forestry and Fishing	25.2
Mining	5.7
Manufacturing	9.1
Electricity, Gas, Water & Waste Services	1
Construction	11.3
Wholesale Trade	3.4
Retail Trade	6.5
Accommodation and Food Services	5.9
Transport, Postal and Warehousing	4.3
Information Media and Telecommunications	0.3
Financial and Insurance Services	0.8
Rental, Hiring and Real Estate Services	1.3
Professional Scientific and Technical Services	1.8
Administrative and Support Services	2.4
Public Administration and Safety	5
Education and Training	6.2
Health Care and Social Assistance	3.6
Arts and Recreation Services	0.3
Other Services	2.6



Chief Executive Officer's Report

Welcome to the Shire of Gingin's 2013-14 Annual Report.

While the 2012-13 financial year was a year of 'firsts' for the Shire of Gingin, the 2013-14 reporting period has been about consistency and getting more things right. Over the past twelve months we have worked hard to incorporate the various aspects of the State Government's Integrated Planning Framework into our existing business practices in order to set the foundation for positive change and to create a strong, sustainable future for our region.

In order to build on this foundation and progress our standing as an efficient, transparent and community-focussed local government, we reviewed and improved numerous organisational processes throughout the year and I am pleased to report that we are starting to see the fruits of this hard work.

In particular we implemented a corporate reporting framework for the Shire's capital works program. This framework was designed to identify all major Shire projects and provide detailed financial and project status information for each project on a quarterly basis. This process has greatly assisted the Shire's Executive Management Team with tracking and managing the progress of their respective projects, as well as providing our elected representatives and stakeholders with accurate and up-to-date information on those Shire projects relevant to them. In saying this, I am very pleased to report that 88% of projects in 2013-14 were delivered within 95% of budget which is a great achievement.

Another area of focus throughout the past year has been the area of governance. In 2013-14 we introduced an Outstanding Resolutions Register into the quarterly reporting process which makes referring to and following up outstanding Council resolutions much easier. We also commenced development of a risk management framework which aims to define and set actions to address risks to the Shire, such as a contractor induction program, and a business continuity plan in the event of an emergency. We also started work on developing a corporate compliance calendar which will assist the Shire meet its statutory compliance obligations in a timely manner.

In addition to all this, we still managed to deliver a high level of customer service to our community and endeavoured to provide as much support to our staff as possible to enable them to carry out their duties efficiently.

This has indeed been a big year and I'd like to extend my sincerest thanks to the Shire of Gingin Councillors and Executive Management Team for their leadership and direction, and to all the staff who continue to do a wonderful job getting things done.

A handwritten signature in black ink that reads "J Edwards".

Jeremy Edwards
Chief Executive Officer



Organisational Chart - Management



Executive Management Team from left to right: Sebastian Camillo, Jeremy Edwards, Kaye Lowes and Allister Butcher.





Office of the Chief Executive

The Office of the Chief Executive is responsible for governance and council support, planning and development, land use, medical services, human resources and statutory reporting.

Planning & Development

Moore River South Development

On September 2013 Council considered and approved the Outline Development Plan for Moore River South including an agreement between the Developers and Council for the development of community facilities. Integral to the development proposal is the impending Moore River South Foreshore Management Plan (MRSFMP) which will provide for environmental management and restricted access to the south banks of the Moore River.

The MRSFMP is a requirement of development with certain levels of infrastructure to be provided in accordance with a staging plan. Further, the MRSFMP was given Public Notice and a Reference Group Committee was established to consider all facets of the MRSFMP.

Lancelin South

Stage One of the Lancelin South residential development was created with some 50 lots including public open space being released for title. Additionally, Council considered and supported a scheme amendment proposal for an additional 3000 lots at Lancelin South including a revised Deed of Agreement for the provision of community facilities commensurate with the new population requirements.

Native Title

The South West native title negotiation between the traditional owners and the State Government has been ongoing and is not yet resolved. This matter has created uncertainty in relation to the release of Crown Land in the Shire. The land affected by native title includes the Lancelin Plaza land and the proposed caravan park site in the Hopkins Street vicinity in Lancelin.

Wannamal Landfill Site

Council continues to investigate the Shire's freehold land at Lot 5490 Wannamal West Road for the purposes of a regional landfill facility. Technical investigations are required including hydrology, flora and fauna studies. In the event the development proceeds it is likely that up to 130ha would be used for landfill purposes with an estimated 50 year lifespan.

Northern Agricultural Catchments Council Coastal Alliance

A Memorandum of Understanding was entered into between the Shire of Gingin, Shire of Dandaragan and the Northern Agricultural Catchments Council (NACC) to initiate investigations into coastal processes. This included NACC accessing funds from the Department of Transport to commence the Gingin-Dandaragan Coastal Hazard Risk Assessment which will then be used to support further investigations and decisions subject to discussions with stakeholders and community.

The Western Australian Planning Commission and the Department of Planning now require all coastal planning to respond to State Planning Policy for Coastal Development. This process will include further dialogue with coastal communities in respect of coastal hazards risk assessments and adaptation planning having consideration for potential coastal inundation and recession.





Human Resources

The Shire of Gingin is steadily working towards achieving its goal of becoming an Employer of Choice and an employer that values its staff. Staff turnover for 2013-14 was lower than in previous years which was encouraging and demonstrates that the Shire is attracting the right people for the right positions.

Additionally, the organisational restructures from previous years have proved successful with the creation of new positions to fill gaps within a number of services and within budget. In the 2013-14 financial year the following new positions were created:

- Trainee Administrative Assistant
- Apprentice Mechanic
- Part-time Environmental Technical Health Officer

The Shire continues to operate with 52 FTEs.



Payment to Employees

The number of employees at the Shire of Gingin who were entitled to an annual cash salary of \$100,000 or more is six (6).

Salary Band \$	Number of Officers
100,000 - 110,000	1
110,000 - 120,000	
120,000 - 130,000	3
130,000 - 140,000	
140,000 - 150,000	
150,000 - 160,000	
160,000 - 170,000	1
170,000 - 180,000	
180,000 - 190,000	
190,000 - 200,000	
200,000 - 210,000	1



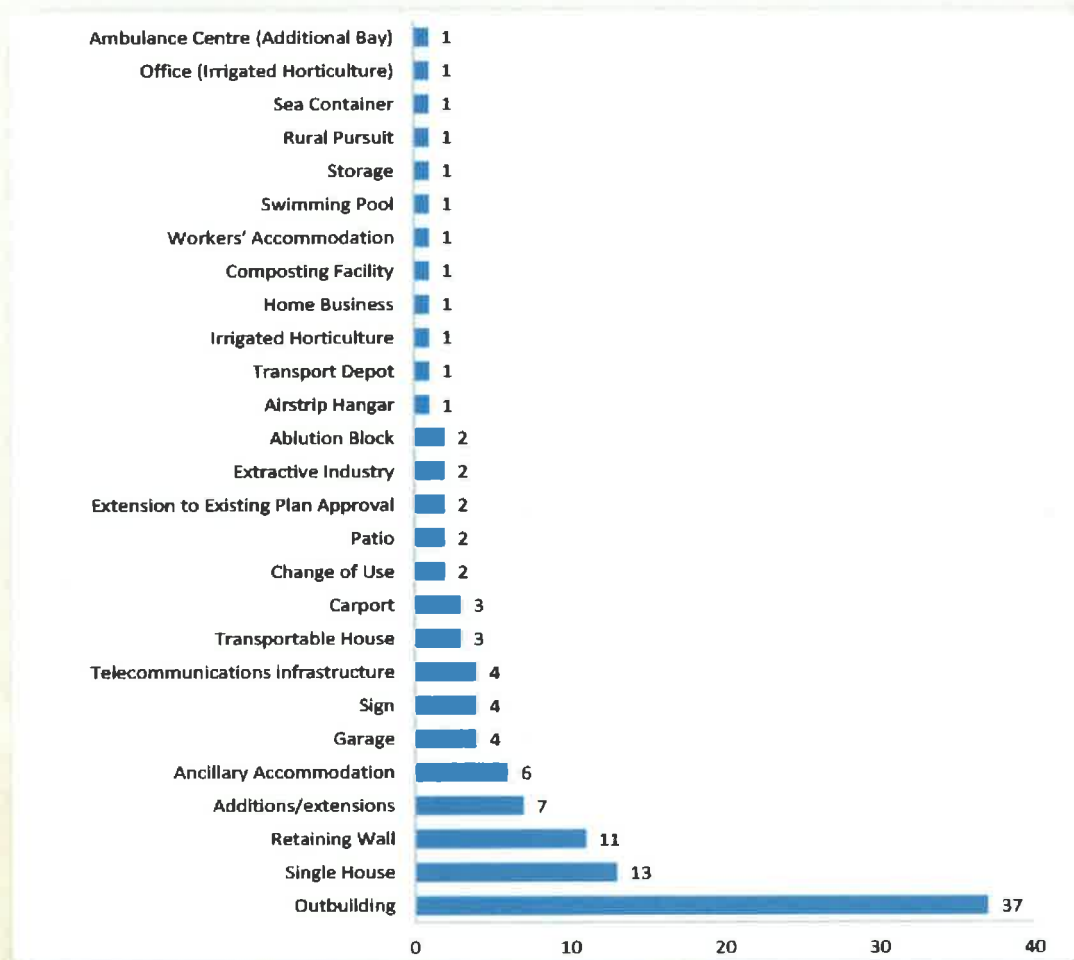


Completion of Annual Returns

In accordance with section 5.76 of the *Local Government Act 1995*, all relevant persons lodged an Annual Return by the due date of 31 August 2013.

Development Applications Approved

1 July 2013 to 30 June 2014



Review of Policies

During the period 1 July 2013 to 30 June 2014 Council adopted eight (8) new policies, repealed eight (8) existing policies, and amended a further four (4) existing policies. With respect to Local Planning Policies, one (1) new policy was adopted and one (1) existing policy amended.

As advised in the 2012/2013 Annual Report, a comprehensive review of the Shire's Policy Manual was also commenced during the period.

Review of Delegations

In accordance with section 5.46 of the *Local Government Act 1995*, a review of the Shire's Delegation Register was undertaken during the period, with Council adopting the review at its meeting on 17 June 2014.





Annual Compliance Audit Return

All local governments are required to carry out an Annual Compliance Audit for the period 1 January to 31 December as specified by the *Local Government Act 1995*. The return includes a range of compliance categories to be met by local governments.

The Annual Compliance Audit Return for the Shire of Gingin was received by Council at its meeting on 18 February 2014 and subsequently submitted to the Department of Local Government and Communities in accordance with Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996*.

The audit found that the Shire's standard of compliance was high, with only three instances of non-compliance or partial non-compliance out of a total of 77 items included in the Return. This equates to an achievement of 97.7% compliance.

Complaints of Minor Breach

In accordance with sections 5.53(2) and 5.121 of the *Local Government Act 1995*, the Annual Report is required to disclose the number of complaints of minor breach received each year.

Number of Complaints 2013 - 2014	Outcome	Action Taken
Nil	-	-





Corporate and Community Services

Corporate and Community Services oversees the administration and financial services of the Shire of Gingin. It is also responsible for customer service, libraries, community liaison and support, and facilitating the community's link to Council.

Community Development

Doctor Support in Gingin and Lancelin

The Shire of Gingin continues to support the provision of GP services within the region. Specifically, the provision of doctors in both Gingin and Lancelin is made possible through the financial support and sponsorship of Council. Although the cost is substantial, the community continues to rate the availability of GP services as a high priority.

Kidsport

Kidsport is a Department of Sport and Recreation project which aims to engage kids in sport who may otherwise be excluded due to personal circumstance.

The Shire of Gingin continues to fund \$200 per child per calendar year and this initiative remains very popular within the region. At 30 June 2014 the Shire had 32 registrations to the scheme.

Events – Shire-run working with the community

Seniors' Week

The Shire of Gingin, in partnership with Bendigo Bank, hosted a luncheon to celebrate Seniors' Day at the Granville Civic Centre on Monday 11 November 2013.

The day featured a "Sensational Summer Salad Competition" and guest speakers included a local physiotherapist and a representative from the WA Country Health Service who presented the attendees with some important information on the 'Stay on your Feet' initiative which aims to help keep seniors safe and mobile.

Australia Day

Every Australia Day the Shire of Gingin, in conjunction with the Neergabby Community Association, hosts an event at the Neergabby Grounds to celebrate being Australian. This year's Australia Day celebration was another successful, well-attended event and included the Premier's Active Citizenship Awards, a citizenship ceremony, and a free breakfast.

Volunteers' Day

On Sunday 16 February 2014 seven volunteer Shire of Gingin champions were recognised by their peers for outstanding performance and dedication to their respective community organisations. Each nominated volunteer was presented with a Community Spirit Award, and a celebratory luncheon at Granville Park followed the ceremony. The Shire of Gingin gratefully acknowledges the support of its volunteers.

Triathlon

Over 100 participants took up the challenge of competing in the Shire of Gingin's inaugural Be Active Triathlon which was held on Sunday, 6 April 2014. Starting and finishing at the Gingin Aquatic Centre entrants had a choice of two courses which could be competed in teams or individually. The event was a huge success and a real boost to community spirit with people of all ages and fitness levels getting involved.



Events – Community-run with Shire support

The Shire of Gingin continues to play an active role in supporting numerous community-run events within the region. During 2013-14 the Shire again supported the following events:

- Lancelin Ocean Classic
- Gingin British Car Day
- Ledge Point Sandcastle Competition
- Guilderton Music in the Park
- Neergabby Fireworks Night
- Woodridge Spring Fair
- Gingin Jive Vintage Fair
- Carols in the Park

Event Management

The holding of public and private events within the Shire continues to grow to a point where there are multiple events nearly every weekend. From weddings to sporting events to the filming of movies on location, this has meant that the Shire's reserves, beaches and community facilities are constantly booked and busy.

With the increase of events the Shire has been coordinating an event management process to efficiently manage the growth of community events within the region, and to also manage the 'risk' to event managers when undertaking an event. Following completion of an Event Application Form, Shire staff can then guide the event manager through the Shire's requirements and provide support to effectively minimise risk associated with any given event.

Social Housing

The Shire of Gingin has a total of 15 community / social housing units dedicated for pensioners / aged persons within the Shire.

Eleven two-bedroom units are located in Lancelin and are managed in a partnership arrangement with the Department of Housing to provide for those on a pension and/or concession, and aged 55 or over. There are four units located in the Gingin town site which are managed solely by the Shire.

The occupancy rate for the units is 100%. If a unit becomes vacant it is quickly filled from waiting lists for each of the facilities.





Financial Overview

The following tables provide a snapshot of the Shire of Gingin's major financial activities for 2013-14. For a more detailed explanation of these financial activities please refer to the Concise Financial Report on page 45 or refer to the Full Annual Report on the attached CD.

Table 1
Operating Revenue

This graph represents the operating revenue totalling \$13,460,366 by percentage.

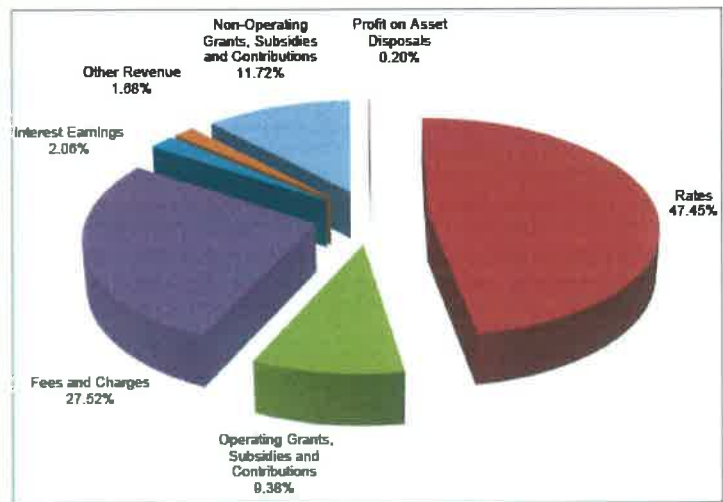


Table 2
Operating Expenditure

This graph represents the operating expenditure totalling \$13,451,621 by percentage.

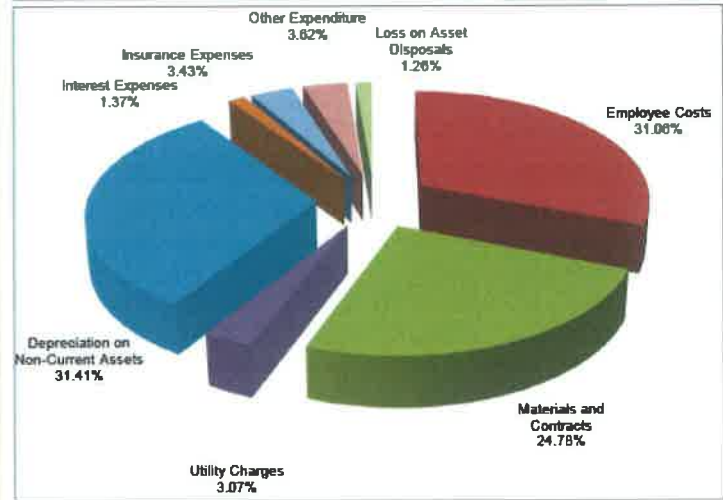
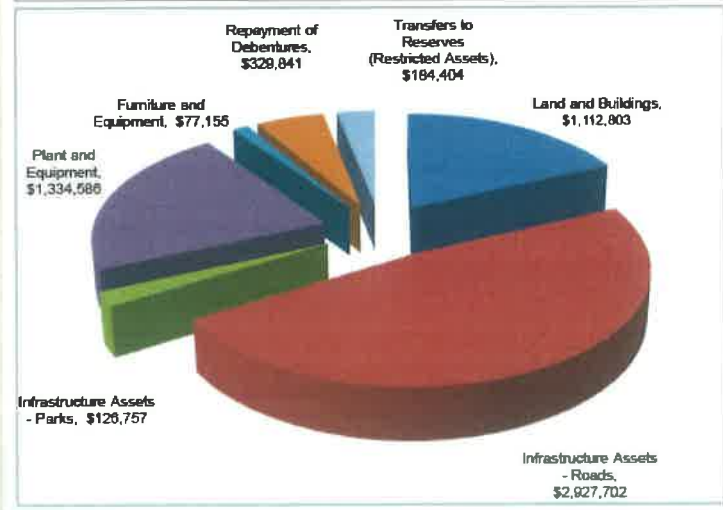


Table 3
Capital Expenditure

This graph represents the capital expenditure totalling \$6,093,248 by amount.





Rates Levy

The Shire of Gingin's operating budget for 2013-14 was set at an estimated \$13.004 million. Of that figure the rates levy set aimed to raise \$6.428 million towards the cost of providing the 100-plus Shire services to its community.

During the financial year the Shire was successful in levying \$6.387 million and collecting 91 per cent of the rates levy set. This was achieved by working with ratepayers who experienced difficulty in paying.

Unpaid rates arrears at 30 June 2014 stood at \$585,179 with 73 per cent (\$426,730) of that total attributable to a single developer who has failed to pay rates for a number of years. The developer's property was repossessed and the arrears are continuing to be recovered from the sale of land.

Emergency Services Levy

The Shire of Gingin also collected \$314,814 on behalf of the State Government for the Emergency Services Levy (ESL).

During 2013-14 the Shire received an ESL operating grant from the Department of Fire and Emergency Services (DFES) of \$175,989 towards the cost of the Shire's Bush Fire Service, as well as a \$44,847 pre-payment for 2014-15.

Audit Committee

The Audit Committee oversees the Shire of Gingin's audit processes. The Committee's Terms of Reference are to provide guidance, assistance and oversight to the Council in relation to the:

- Financial Audit
- Risk Management Framework
- Statutory Compliance Audit

The Audit Committee meets on an as-needs basis during the year, with the timing of each meeting coinciding with a particular aspect of the Shire's audit cycle. All recommendations made by the committee are referred to Council for consideration.

Two Audit Committee meetings were held during 2013-14, in December 2013 and February 2014.





Operations

The Shire of Gingin's Operations Department is responsible for maintaining the Shire's most visible assets which include roads, drains, pathways, parks, gardens, public open space, foreshores and reserves.

Road Construction

In 2013-14 the Shire of Gingin spent \$2.928 million on road construction projects (an increase of approximately \$54,000 from 2012-13). Some of the major capital road work programs undertaken during that period included:

• Gingin Brook Road (reconstruct and widen sealed road)	\$836,635
• Sandringham Road (widen and resheet unsealed road)	\$314,305
• Cullalla Road (adjust vertical geometry, widen formation and seal gravel road)	\$299,450
• Sappers Road (repair pavement and seal)	\$261,446
• Mimegarra Road (resheet gravel road)	\$187,568

Due to savings encountered throughout the year the Shire was also able to reseal approximately 1.5km of Beermullah Road West at a cost of \$55,341.

To assist with the road construction program for 2013-14 funding was received from the following areas:

• Regional Road Group (State Government) – Gingin Brook Road	\$509,684
• Roads to Recovery (Federal Government) – various roads	\$427,302
• Country Local Government Funds ie, Royalties for Regions (State Government)	\$247,076
• Private Contributions – Cullalla Road	\$216,282

The Shire of Gingin is continually looking for ways to increase the quantity and standard of work completed to ensure the roads assets are renewed and upgraded in a sustainable manner. The Shire is upgrading the major sealed roads connecting the Shire to other regions in a progressive manner to ensure these road assets are able to withstand current and projected future traffic volumes.

Road Maintenance

The Shire of Gingin not only constructs roads and drains but maintains these assets so that the public can continue to utilise this infrastructure safely. The Shire of Gingin has 913 km of roads with 477.54 km of sealed road and 435.14 km of unsealed roads spread over 3,325 km².

In the 2013-14 financial year the Shire spent approximately \$1.58 million on maintaining the Shire's road-associated assets, an increase of approximately \$300,000 from the 2012-13 financial year.

An amount of \$1.55 million was spent in the following areas:

• General Maintenance – Sealed Roads	\$535,351
• General Maintenance – Gravel Roads	\$521,582
• Verge Maintenance	\$442,787
• Traffic Signs and Equipment	\$49,965

The Shire's road-associated assets are continually deteriorating and require increased maintenance annually. The Shire of Gingin endeavours to maintain its assets to the highest possible standards with the funds and resources at its disposal.



Parks, Gardens and Foreshore Maintenance

The Shire of Gingin has numerous areas of public open space to maintain across the Shire covering five townsites and five rural living areas. The Shire spent over \$600,000 on maintaining these areas for public use. In addition, the Shire of Gingin has a number of beaches and foreshores to maintain and has spent \$193,122 on these assets.

Expenditure for public space, beaches and foreshores maintenance during 2013-14 included:

• Granville Park (Gingin)	\$71,505
• Ledge Point Recreation Ground	\$71,890
• Wangaree Park (Lancelin)	\$64,049
• Gabbadah Park (Guilderton)	\$20,805
• Seabird Foreshore	\$30,658
• Lancelin Beaches	\$24,046

Plant and Machinery Replacement

In 2013-14 the Shire of Gingin replaced a number of items of plant to assist with the completion of its Works Program and maintain a sustainable and economic fleet. The Shire spent a total of \$1.335 million on purchasing plant and machinery which cleared a back log of plant carried forward from previous years.

The major items of new plant purchased were:

• Wheel loader	\$233,380
• Eight-wheel tipper	\$231,000
• Prime mover	\$209,860
• Multi tyred roller	\$159,000
• Two road maintenance trucks	\$193,526
• Mechanic van	\$49,829
• Water tank with field stands	\$43,860

The total income from traded vehicles was \$235,009.

The total carried forward figure from 2012-13 to 2013-14 was \$424,526 for items of plant that could not be delivered before the end of financial year due to availability, being two road maintenance trucks and an eight-wheel tipper. There were no items of plant carried forward from 2013-14 to 2014-15.





Regulatory Services

Regulatory Services is responsible for the administration and delivery of a wide range of services such as records management, emergency management, bushfire control/ranger services, environmental health and building services.

Freedom of Information

The Shire received four (4) Freedom of Information applications for the 2013-14 financial year. All were for non-personal information. Documents were supplied in full for two applications and partially supplied for one application. There were no reviews.

Record Keeping

During the 2013-14 financial year there were 21,165 records processed (including 1,484 internal emails/memos etc) through the Records Department listed as follows:

Incoming		Outgoing	
Building Applications	261	Building Applications	830
Applications	337	Applications	163
Correspondence	8217	Correspondence	6011
Faxes/Emails	274	Faxes/Emails	405
Legal Documents	6	Legal Documents	3
Planning Applications	115	Planning Applications	4
Memorandums	11	Memorandums	8
Publications	372	Publications	12
Customer Services	2251	Customer Services	401
Total	11,844	Total	7,837

The Shire's records management program aims to ensure proper and adequate records are created, maintained and kept to ensure sufficient evidence of the Shire's performance of its functions, in accordance with the *State Records Act 2000*.

Local Emergency Management

During the year, the Local Emergency Management Committee commenced a review of its *Local Emergency Management Arrangements*. These arrangements document the management of identified risks and provide specific detail on the planning, response and recovery activities of local governments, hazard management agencies and other agencies.

Local governments also have specific responsibilities for pursuing emergency risk as a corporate objective. The objectives of these arrangements are to describe the strategies and tools that will enable emergency management managers to:

- Understand the organisation, responsibilities and procedures for the effective management of any emergencies within the Shire;
- Establish guidelines for the coordination between all agencies which may become involved;
- Provide a plan for the coordination of resources to cope with the impact of emergencies;
- Provide a framework for recovery operations; and
- Provide guidelines for the operation of the plan once activated.



Ranger Services

The Shire Rangers are involved with community education, awareness and enforcement of various legislation including the *Dog Act 1976*, *Local Government Act 1995* (sections 3.39, 9.11, 9.13, 9.15, 9.16), *Bushfires Act 1954* (Fire Control Officer), *Litter Act 1979*, *Control of Vehicles (Off-Road Areas) Act 1978*, and the Shire's Local Laws. Within the 2013/14 period the Rangers issued the following infringements:

Within the 2013-14 period Rangers issued the following infringements:

Infringement Type	
Fire	213
Camping	72
Dog	43
Stock	0
Beach Offences	0
Litter	5
Off Road Vehicles	43
Parking	308

Building Services

During 2013-14, the Shire issued 223 building and demolition approvals with an estimated value of \$17,777,659. During that same period the Shire also issued 47 permits for the installation of septic tanks.

Environmental Health

During the 2013-14 financial year the Shire's Environmental Health Service delivered a wide range of health programs and undertook statutory functions that included inspections, investigations and sampling:

Health Program	Statutory Function	
Safe accommodation	Lodging houses, caravan parks and public buildings	5
Safe Food	Food premises and temporary food stalls, and food sampling and food recalls	87
Safe Events	Event and festival compliance and public safety	3
Safe Disposal of Effluent	On-site effluent disposal and grey water re-use	55
Disease Control	Food poisoning investigations and notifiable diseases	0
Pollution Compliance	Environmental nuisances, community noise and environmental pollution	0



Stable Fly Complaints 2013-14

During 2013-14, the Shire received a total of 122 Stable Fly complaints, with the areas of Neergabby (42), Caraban (30) and Lennard Brook (16) being amongst the worst affected. The new *Biosecurity and Agriculture Management Act 2007* (BAM) was proclaimed and came into effect in 2013.

The Department of Agriculture and Food Western Australia has set up a Stable Fly Project along with Vegetables WA and seven local governments, including the Shire of Gingin, to investigate long and short-term methods to control Stable Flies.

Recycling and Waste Management

During 2013-14, the Shire introduced a number of initiatives designed to increase the amount of waste recycled and minimise the amount finding its way to landfill. These included providing households with a free tipping card for the disposal of household waste that could be used on condition that the waste was separated into recycling categories for processing.

Further recycling improvements were undertaken at the Gingin Landfill Site and Lancelin Lions Club. The Shire was able to recycle the following in 2013-14:

- Metal - 57 tonnes
- Glass - 49.8 tonnes
- Plastic - 179 tonnes
- E-Waste - 10.5 tonnes
- Batteries - 7.5 tonnes
- Greenwaste - 500 tonnes (estimated)
- Paper and Cardboard - 262 tonnes
- Used Oil - 5,800 litres
- DrumMuster - 3,524 containers





Statutory Reporting

Statutory reporting is the mandatory submission of specific information required by government legislation.

Disability Access and Inclusion

The Shire of Gingin is committed to furthering the principles and objectives of the *Disability Services Act 1993*, with a particular focus on the six outcomes identified in the *Disability Services Regulations 2004*. The guiding principle is inclusion for all people.

The Disability Access and Inclusion Plan was reviewed in 2014 and now has 7 outcomes, 22 strategies and 32 tasks that have been identified and agreed for implementation over the life of the Plan.

Equal Employment Opportunity

The Shire of Gingin is committed to providing a workplace where every individual is treated with respect in an environment free from discrimination and harassment.

The Shire reviewed its obligations under the *Western Australian Equal Opportunity Act 1984* during 2013-14. In addition, the Shire's processes for resolving Equal Employment Opportunity grievances and complaints were reviewed.

National Competition Policy and Competitive Neutrality (Under CPA)

The Competition Principles Agreement (CPA) is a contractual agreement between Federal Government and all States and Territory Governments. The CPA aims to ensure all public enterprises operate in a transparent manner and in the best interests of the public.

Under the CPA, public enterprises are required to review their operations to ensure they have no competitive advantages or disadvantages as a result of their public status.

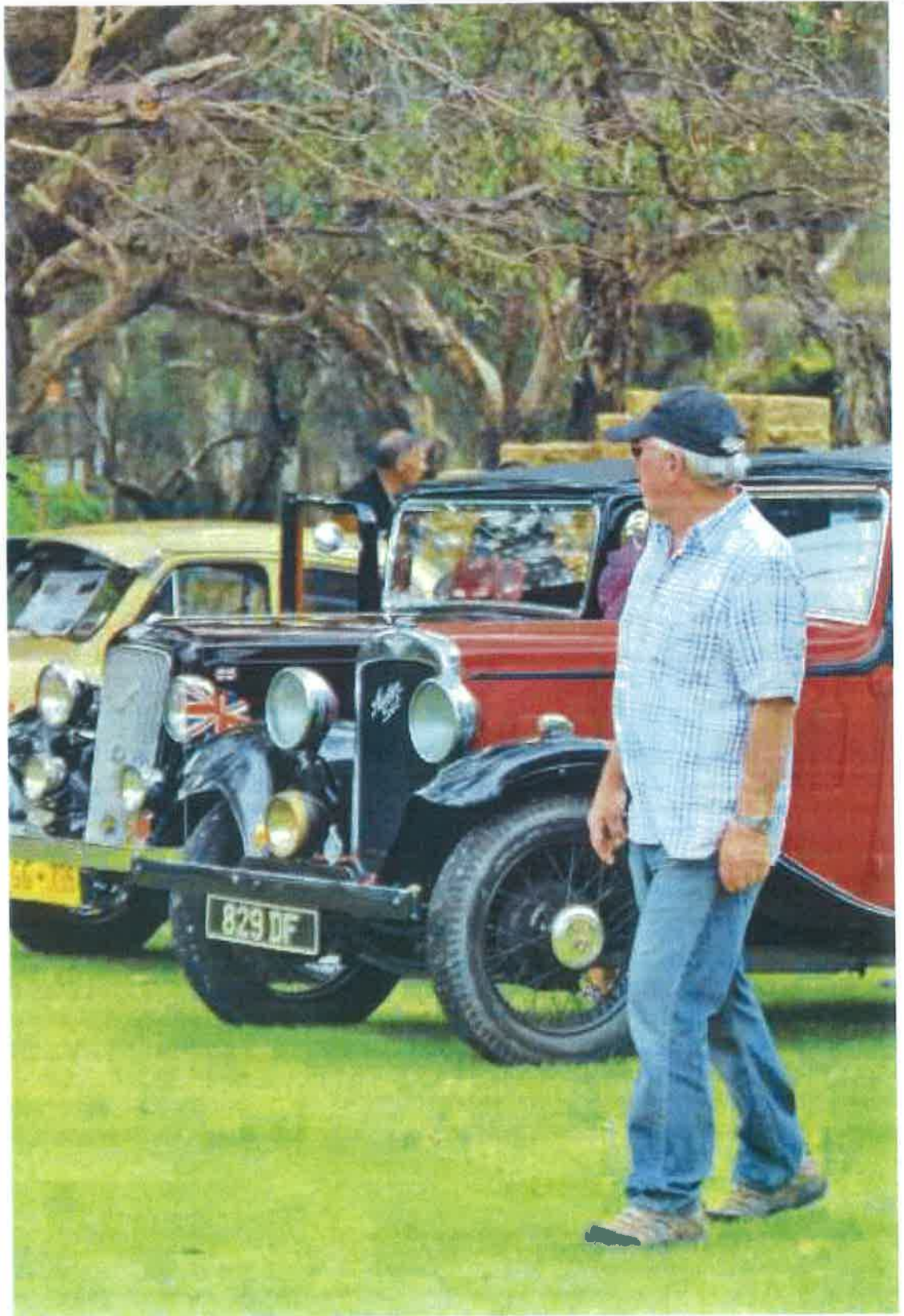
Competitive Neutrality

During 2013-14 the Shire of Gingin met its obligations under the National Competition Policy. Competitive neutrality addresses the potential advantages and disadvantages the Shire would have as a public enterprise compared to businesses operating within the private sector.

Local Government is only required to implement these principles to the extent that the benefits far outweigh the costs with respect to individual activities exceeding \$500,000 in income.

Listed below are all activities provided by the Shire through an open tendering process that would fall within the definition of the CPA:

1. Provision of Tender for the operation of Guilderton Caravan Park contracted to Mr Geoffry Allan Liddelow.
2. Domestic waste collection and collection of waste with parks and reserves contracted to Avon Waste.





Concise Financial Report

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**INDEPENDENT AUDITOR'S REPORT
TO THE ELECTORS OF THE SHIRE OF GINGIN**

REPORT ON THE CONCISE FINANCIAL REPORT

We have audited the accompanying concise financial report of the Shire of Gingin, which comprises the statement of financial position as at 30 June 2014, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and rate setting statement for the year then ended, and the statement by Chief Executive Officer. The concise financial report does not contain all disclosures required by Australian Accounting Standards and accordingly, reading the concise financial report is not a substitute for reading the audited financial report.

MANAGEMENT'S RESPONSIBILITY FOR THE CONCISE FINANCIAL REPORT

Management is responsible for the preparation of the concise financial report that gives a true and fair view in accordance with Standard AASB 1039: Concise Financial Reports, and for such internal control as management determines is necessary to enable the preparation of the concise financial report that is free from material misstatement, whether due to fraud or error.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on the concise financial report based on our procedures which are conducted in accordance with Auditing Standard ASA 810: Engagements to Report on Summary Financial Statements. We have conducted an independent audit, in accordance with Australian Auditing Standards, of the full financial report of the Shire of Gingin for the year ended 30 June 2014. We expressed an unmodified audit opinion on that financial report in our report dated 8 November 2014. The Australian Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the concise financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the concise financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the concise financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the concise financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Our procedures included testing that the information in the concise financial report is derived from, and is consistent with, the full financial report for the year, and examination on a test basis, of audit evidence supporting the amounts and other disclosures which were not directly derived from the full financial report for the year. These procedures have been undertaken to form an opinion on whether, in all material respects, the concise financial report complies with AASB 1039: Concise Financial Reports and whether the other disclosures complies with the requirements laid down in AASB 1039: Concise Financial Reports.

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

AUDITOR'S OPINION

In our opinion, the concise financial report of the Shire of Gingin for the year ended 30 June 2014 complies with Accounting Standard AASB 1039: Concise Financial Reports.



**INDEPENDENT AUDITOR'S REPORT
TO THE ELECTORS OF THE SHIRE OF GINGIN (CONTINUED)**

OTHER MATTERS

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- a) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- b) No matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law were noted during the course of our audit.
- c) All necessary information and explanations were obtained by us.
- d) All audit procedures were satisfactorily completed in conducting our audit.

UHY HAINES NORTON
CHARTERED ACCOUNTANTS

GREG GODWIN
PARTNER

Date: 1 December 2014
Perth, WA



Shire of Gingin
Concise Financial Report
for the year ended 30 June 2014

Statement by the Chief Executive Officer

Relationship of the Concise Financial Report to the Complete Annual Financial Report

The concise financial report is an extract from the full annual financial report for the year ended 30 June 2014. The financial statements and specific disclosures included in the concise financial report have been derived from the full annual financial report.

The concise financial report cannot be expected to provide as full an understanding of the financial performance, financial position, and financing and investing activities of the Shire of Gingin as the full annual financial report.

Further financial information can be obtained from the full annual financial report which is available on the CD attached to the inside back cover, or free of charge by contacting Council's Administration Office on 9575 2211, or by downloading it from the Shire of Gingin website www.gingin.wa.gov.au.

Signed on the seventh day of November 2014.

Jeremy Edwards
Chief Executive Officer



SHIRE OF GINGIN
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2014

	NOTE	2014 \$	2014 Budget \$	2013 \$
Revenue				
Rates	22	6,386,653	6,428,258	5,922,040
Operating Grants, Subsidies and Contributions	28	1,261,966	1,348,849	2,049,429
Fees and Charges	27	3,704,931	3,409,678	3,235,904
Interest Earnings	2(a)	276,660	259,535	286,943
Other Revenue		225,825	334,947	4,082,277
		<u>11,856,035</u>	<u>11,781,267</u>	<u>15,576,593</u>
Expenses				
Employee Costs		(4,436,365)	(4,247,859)	(3,949,863)
Materials and Contracts		(3,539,949)	(3,567,291)	(3,676,800)
Utility Charges		(439,057)	(411,240)	(426,246)
Depreciation on Non-Current Assets	2(a)	(3,653,639)	(3,428,605)	(3,494,066)
Interest Expenses	2(a)	(195,459)	(201,737)	(214,653)
Insurance Expenses		(490,209)	(523,139)	(458,014)
Other Expenditure		(516,408)	(574,768)	(528,932)
		<u>(13,271,086)</u>	<u>(12,954,639)</u>	<u>(12,748,574)</u>
		<u>(1,415,051)</u>	<u>(1,173,372)</u>	<u>2,828,019</u>
Non-Operating Grants, Subsidies and Contributions	28	1,577,494	2,483,315	2,726,859
Profit on Asset Disposals	20	26,837	134,396	167,524
Loss on Asset Disposals	20	<u>(180,535)</u>	<u>(49,124)</u>	<u>(2,646)</u>
NET RESULT		8,745	1,395,215	5,719,756
Other Comprehensive Income				
Changes on Revaluation of Non-Current Assets	12	0	0	29,228,068
Total Other Comprehensive Income		0	0	29,228,068
Total Comprehensive Income		<u>8,745</u>	<u>1,395,215</u>	<u>34,947,824</u>

This statement is to be read in conjunction with the accompanying notes.



SHIRE OF GINGIN
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2014

	NOTE	2014 \$	2014 Budget \$	2013 \$
Revenue				
Governance		880	2,000	0
General Purpose Funding		7,167,253	7,224,529	7,050,703
Law, Order, Public Safety		289,380	242,592	233,860
Health		324,848	320,100	313,096
Education and Welfare		127,157	99,000	149,274
Housing		33,200	25,400	0
Community Amenities		1,503,077	1,330,252	1,328,968
Recreation and Culture		76,043	63,860	3,938,742
Transport		617,574	747,249	994,431
Economic Services		1,534,043	1,476,242	1,415,132
Other Property and Services		182,580	250,043	152,387
	2(a)	<u>11,856,035</u>	<u>11,781,267</u>	<u>15,576,593</u>
Expenses				
Governance		(1,070,212)	(968,811)	(974,841)
General Purpose Funding		(303,624)	(285,580)	(288,149)
Law, Order, Public Safety		(1,211,733)	(1,094,034)	(1,206,654)
Health		(839,575)	(898,960)	(908,130)
Education and Welfare		(184,377)	(125,883)	(187,333)
Housing		(33,240)	(18,600)	0
Community Amenities		(1,744,290)	(1,843,406)	(1,796,477)
Recreation & Culture		(2,467,228)	(2,144,594)	(2,261,063)
Transport		(3,972,607)	(3,279,528)	(3,491,824)
Economic Services		(1,237,089)	(1,194,233)	(1,165,401)
Other Property and Services		(11,652)	(899,273)	(254,049)
	2(a)	<u>(13,075,627)</u>	<u>(12,752,902)</u>	<u>(12,533,921)</u>
Financial Costs				
General Purpose Funding		0	(2,000)	0
Health		(18,247)	(18,531)	(19,438)
Education and Welfare		(2,539)	(2,608)	(3,364)
Community Amenities		(34,430)	(34,726)	(35,169)
Recreation & Culture		(102,044)	(103,930)	(108,713)
Transport		(2,589)	(2,812)	(6,737)
Economic Services		(1,818)	(2,307)	(2,089)
Other Property and Services		(33,792)	(34,823)	(39,143)
	2(a)	<u>(195,459)</u>	<u>(201,737)</u>	<u>(214,653)</u>
Non-Operating Grants, Subsidies and Contributions				
General Purpose Funding		0	688,329	0
Law, Order, Public Safety		0	0	440,350
Education and Welfare		612,241	553,000	0
Recreation & Culture		0	305,000	0
Transport		965,253	936,986	2,286,509
		<u>1,577,494</u>	<u>2,483,315</u>	<u>2,726,859</u>



SHIRE OF GINGIN
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM (continued)
FOR THE YEAR ENDED 30TH JUNE 2014

	NOTE	2014 \$	2014 Budget \$	2013 \$
Profit/(Loss) on Disposal of Assets				
Law, Order, Public Safety		0	0	85,496
Health		0	0	3,515
Community Amenities		0	0	4,545
Recreation & Culture		0	9,051	0
Transport		0	76,221	43,751
Economic Services		0	0	2,050
Other Property and Services		(153,698)	0	25,521
		<u>(153,698)</u>	<u>85,272</u>	<u>164,878</u>
Net Result		8,745	1,395,215	5,719,756
Other Comprehensive Income				
Changes on revaluation of non-current assets	12	0	0	29,228,068
Total Other Comprehensive Income		0	0	29,228,068
Total Comprehensive Income		8,745	1,395,215	34,947,824

This statement is to be read in conjunction with the accompanying notes.



**SHIRE OF GINGIN
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2014**

	NOTE	2014 \$	2013 \$
CURRENT ASSETS			
Cash and Cash Equivalents	3	3,405,892	5,567,344
Trade and Other Receivables	4	1,271,068	1,252,203
Inventories	5	35,936	98,588
TOTAL CURRENT ASSETS		<u>4,712,896</u>	<u>6,918,135</u>
NON-CURRENT ASSETS			
Other Receivables	4	231,384	277,528
Inventories	5	0	10,044
Property, Plant and Equipment	6	55,106,761	54,214,505
Infrastructure	7	104,931,856	104,287,455
TOTAL NON-CURRENT ASSETS		<u>160,270,001</u>	<u>158,789,532</u>
TOTAL ASSETS		<u>164,982,897</u>	<u>165,707,667</u>
CURRENT LIABILITIES			
Trade and Other Payables	8	781,797	1,309,110
Current Portion of Long Term Borrowings	9	246,618	329,841
Provisions	10	575,870	484,360
TOTAL CURRENT LIABILITIES		<u>1,604,285</u>	<u>2,123,311</u>
NON-CURRENT LIABILITIES			
Long Term Borrowings	9	2,415,326	2,661,944
Provisions	10	113,647	81,518
TOTAL NON-CURRENT LIABILITIES		<u>2,528,973</u>	<u>2,743,462</u>
TOTAL LIABILITIES		<u>4,133,258</u>	<u>4,866,773</u>
		<u>160,849,639</u>	<u>160,840,894</u>
EQUITY			
Retained Surplus		43,305,539	42,596,724
Reserves - Cash Backed	11	1,962,729	2,662,799
Revaluation Surplus	12	115,581,371	115,581,371
TOTAL EQUITY		<u>160,849,639</u>	<u>160,840,894</u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF GINGIN
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2014**

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2012		37,369,986	2,169,781	86,353,303	125,893,070
Comprehensive Income					
Net Result		5,719,756	0	0	5,719,756
Changes on Revaluation of Non-Current Assets	12	0	0	29,228,068	29,228,068
Total Comprehensive Income		<u>5,719,756</u>	<u>0</u>	<u>29,228,068</u>	<u>34,947,824</u>
Transfers from/(to) Reserves		(493,018)	493,018	0	0
Balance as at 30 June 2013		42,596,724	2,662,799	115,581,371	160,840,894
Comprehensive Income					
Net Result		8,745	0	0	8,745
Changes on Revaluation of Non-Current Assets	12	0	0	0	0
Total Comprehensive Income		<u>8,745</u>	<u>0</u>	<u>0</u>	<u>8,745</u>
Transfers from/(to) Reserves Adjustment		700,070	(700,070)	0	0
Balance as at 30 June 2014		43,305,539	1,962,729	115,581,371	160,849,639

This statement is to be read in conjunction with the accompanying notes.



**SHIRE OF GINGIN
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2014**

	NOTE	2014 \$	2014 Budget \$	2013 \$
Cash Flows From Operating Activities				
Receipts				
Rates		6,434,485	6,428,258	5,741,544
Operating Grants, Subsidies and Contributions		1,218,644	1,348,849	2,049,429
Fees and Charges		3,704,931	3,409,678	3,602,992
Interest Earnings		276,660	250,200	274,635
Goods and Services Tax		943,273	800,000	792,012
Other Revenue		225,825	344,281	271,030
		<u>12,803,818</u>	<u>12,581,266</u>	<u>12,731,642</u>
Payments				
Employee Costs		(4,193,665)	(4,247,859)	(4,157,776)
Materials and Contracts		(4,138,660)	(3,567,291)	(2,966,618)
Utility Charges		(439,057)	(411,240)	(426,246)
Interest Expenses		(199,110)	(201,737)	(218,118)
Insurance Expenses		(490,209)	(523,139)	(458,014)
Goods and Services Tax		(943,273)	(800,000)	(792,012)
Other Expenditure		(516,408)	(574,768)	(474,878)
		<u>(10,920,382)</u>	<u>(10,326,034)</u>	<u>(9,493,662)</u>
Net Cash Provided By (Used In) Operating Activities	13(b)	<u>1,883,436</u>	<u>2,255,232</u>	<u>3,237,980</u>
Cash Flows from Investing Activities				
Payments for Purchase of Property, Plant & Equipment		(2,524,544)	(3,241,839)	(1,276,543)
Payments for Construction of Infrastructure		(3,054,459)	(4,509,861)	(2,931,193)
Non-Operating Grants, Subsidies and Contributions		1,577,494	2,483,315	2,726,859
Proceeds from Sale of Fixed Assets		235,009	325,900	228,342
Proceeds from Advances		10,303	0	9,689
		<u>(3,756,197)</u>	<u>(4,942,485)</u>	<u>(1,242,846)</u>
Net Cash Provided by (Used in) Investment Activities		<u>(3,756,197)</u>	<u>(4,942,485)</u>	<u>(1,242,846)</u>
Cash Flows from Financing Activities				
Repayment of Debentures		(329,841)	(329,844)	(310,794)
Proceeds from Self Supporting Loans		41,150	51,454	37,595
		<u>(288,691)</u>	<u>(278,390)</u>	<u>(273,199)</u>
Net Cash Provided By (Used In) Financing Activities		<u>(288,691)</u>	<u>(278,390)</u>	<u>(273,199)</u>
Net Increase (Decrease) in Cash Held		<u>(2,161,452)</u>	<u>(2,965,643)</u>	<u>1,721,935</u>
Cash at Beginning of Year		5,567,344	5,750,483	3,845,409
Cash and Cash Equivalents at the End of the Year	13(a)	<u>3,405,892</u>	<u>2,784,840</u>	<u>5,567,344</u>

This statement is to be read in conjunction with the accompanying notes.



**SHIRE OF GINGIN
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2014**

	NOTE	2014 Actual \$	2014 Budget \$	2013 Actual \$
Revenue				
Governance		880	2,000	0
General Purpose Funding		780,600	1,484,600	1,128,663
Law, Order, Public Safety		289,380	242,592	762,352
Health		324,848	320,100	316,611
Education and Welfare		739,398	652,000	149,274
Housing		33,200	25,400	0
Community Amenities		1,503,077	1,330,252	1,333,513
Recreation and Culture		76,043	377,911	3,938,742
Transport		1,582,827	1,809,580	3,324,691
Economic Services		1,534,043	1,476,242	1,417,182
Other Property and Services		209,417	250,043	177,908
		<u>7,073,713</u>	<u>7,970,720</u>	<u>12,548,936</u>
Expenses				
Governance		(1,070,212)	(968,811)	(974,841)
General Purpose Funding		(303,624)	(287,580)	(288,149)
Law, Order, Public Safety		(1,211,733)	(1,094,034)	(1,209,300)
Health		(857,822)	(917,491)	(927,568)
Education and Welfare		(186,916)	(128,491)	(190,697)
Housing		(33,240)	(18,600)	0
Community Amenities		(1,778,720)	(1,878,132)	(1,831,646)
Recreation and Culture		(2,569,272)	(2,248,524)	(2,369,776)
Transport		(3,975,196)	(3,331,464)	(3,498,561)
Economic Services		(1,238,907)	(1,196,540)	(1,167,490)
Other Property and Services		(225,979)	(934,096)	(293,192)
		<u>(13,451,621)</u>	<u>(13,003,763)</u>	<u>(12,751,220)</u>
Net Result Excluding Rates		(6,377,908)	(5,033,043)	(202,284)
Adjustments for Cash Budget Requirements:				
Initial Recognition of Assets Due to Change to Regulations				
- Land		0	0	(3,823,555)
(Profit)/Loss on Asset Disposals	20	153,698	(85,272)	(164,878)
Movement in Deferred Pensioner Rates (Non-Current)		(9,751)	0	(45,670)
Movement in Employee Benefit Provisions (Non-current)		32,129	0	(1,199)
Depreciation on Assets	2(a)	3,653,639	3,428,605	3,494,066
Movement in Inventories (Non-current)		10,041	0	0
Assets Written Off		0	0	54,056
Capital Expenditure and Revenue				
Purchase Land and Buildings	6(a)	(1,112,803)	(1,607,500)	(224,911)
Purchase Furniture and Equipment	6(a)	(77,155)	(121,808)	(95,787)
Purchase Plant and Equipment	6(a)	(1,334,586)	(1,512,531)	(955,845)
Purchase Roads	7(a)	(2,927,702)	(3,221,031)	(2,850,351)
Purchase Footpaths	7(a)	0	(161,000)	0
Purchase Parks & Ovals	7(a)	(126,757)	(1,119,260)	(80,842)
Purchase Sewerage	7(a)	0	(8,570)	616
Repayment of Advances to Community Groups		10,303	0	9,689
Proceeds from Disposal of Fixed Assets	20	235,009	325,900	228,342
Repayment of Debentures	21(a)	(329,841)	(329,844)	(310,794)
Proceeds from Self Supporting Loans		41,150	51,454	37,595
Transfer from Restricted Cash		0	899,975	0
Transfers to Reserves (Restricted Assets)	11	(184,404)	(120,418)	(534,886)
Transfers from Reserves (Restricted Assets)	11	884,474	872,000	41,868
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	22(b)	2,411,491	1,314,085	1,914,221
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	22(b)	1,337,680	0	2,411,491
Total Amount Raised from General Rate	22(a)	<u>(6,386,653)</u>	<u>(6,428,258)</u>	<u>(5,922,040)</u>

This statement is to be read in conjunction with the accompanying notes.



Notes