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# Shire President's Report

I am proud to be able to present the Shire of Gingin's Annual Report 2011-12.

Over the last year, the Shire has worked hard to deliver a wide range of programs aimed at enhancing the quality of life enjoyed by our community, whilst also ensuring these programs were undertaken in an effective and cost efficient manner that represents value for money for our residents and ratepayers.

During 2011-12, Council maintained its focus on improving the Shire's road network and other important infrastructure, such as the construction of the Hudson Street, Seabird shared use path and the Lancelin North Sewerage Project. We also ensured that the planning framework needed for future projects was put into place, including gaining approval for Stage 1 of the Lancelin South Structure Plan.

As a small, but dynamic rural Shire, delivering the facilities and services needed by a growing community requires a partnership approach with the many stakeholders who have an interest in the area. These partnerships are important and deliver many benefits. In that respect, I want to acknowledge the support received from community organisations, local businesses, the State and Federal Governments, as well as the many volunteers who contribute so much to the quality of life we enjoy. Together, these partnerships ensure that the Shire of Gingin remains a great place to be.

One of the roles of Council is to set the overall strategic direction for the organisation to ensure that we provide our community with the services that they need and deserve - both today and into the future. This requires a united team of Councillors able to engage in robust debates and capable of making some hard decisions. In that respect, I want to acknowledge the dedication and commitment over the financial year of my fellow Councillors who worked tirelessly during that period to serve their community.

Finally, I would like to thank outgoing Chief Executive Officer, David Burt, for his hard work and commitment to the Shire during the reporting period. I also want to extend a warm welcome to the Shire of Gingin to our new Chief Executive Officer, Jeremy Edwards.

A handwritten signature in blue ink, appearing to read 'M. Aspinall'.

**Cr Michael Aspinall**  
President, Shire of Gingin



# Shire of Gingin Councillors 2011-12 (current)

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Cr Alan Alderson  
Woodridge Ward



Cr Val Ammon  
Lancelin Ward



Cr Michael Aspinall  
**Shire President**  
Seabird Gabbadah Ward



Cr Reg Beale  
South Ward



Cr Sam Collard  
Guilderton/Caraban Ward



Cr Janice Court  
Ledge Point/Karakin  
Breton Bay Ward



Cr Bob James  
Lancelin Ward



Cr Robert Kestel  
Greater Gingin Ward



Cr David Roe  
**Deputy President**  
North Ward



Cr Glenn Rule  
Greater Gingin Ward

## Shire Councillors 1 July 2011 to 15 October 2011



Cr George Gifford  
Shire President  
Greater Gingin  
Ward



Cr Frank Hough  
Ledge Point/  
Karakin  
Breton Bay Ward



Cr Ashley Maley  
Lancelin Ward



# Chief Executive Officer's Report

The Shire offers a wide range of diverse services to its community and the 2011-12 financial year was once again a busy and productive time for the Shire of Gingin.

The Shire is continuing to grow at an increasing pace with major development occurring in our coastal regions and elsewhere. This growth brings with it opportunities, as well as challenges and the Shire has worked over the last year with our neighbouring Shire of Dandaragan and the WA State Government on the development of tourism facilities along the coast to cater for this growth and capitalise on its economic and social opportunities.

Major projects taken forward and completed on behalf of our community during 2011-12 included the extension to the Lancelin sewerage scheme, completion of stages 1 and 2 of the Gingin Regional Hard Court Facility, and a number of significant projects to improve the Shire's road network.

During the financial year, the Shire worked to strengthen its administrative processes to ensure that we are able to maintain a high level of customer service to our residents. This included, for example, beginning the task of documenting and reviewing our operational procedures to ensure they are fit for purpose and upgrading the Shire's computer software and website to assist in the recording and processing of customer enquiries.

This commitment to continuous improvement is a credit to our staff and was reflected in a faultless Audit Report, which indicated both the underlying strength of the organisation and its continuing good governance by Council.

I want to acknowledge the foundation laid by outgoing Chief Executive Officer David Burt for leading the administration during the report

period and thank him for his work on behalf of the Shire of Gingin's community. David has stepped aside to work on some special projects pending his official retirement in March 2013.

It was with sadness that we saw the passing away of one of our former Works Managers, Ken Cockram and former Executive Manager of Health and Building Services, Trevor Walker. Those who knew them described them as great servants of the Shire and they will be greatly missed.

In conclusion, the 2011-12 financial year was both a rewarding and a challenging time and I want to thank the Shire President, Cr Aspinall, and his fellow Councillors for their continued support and direction. I must also thank my senior managers and our staff for their hard work, commitment and enthusiasm over the year in delivering a high standard of service to our residents.

Jeremy Edwards  
**Chief Executive Officer**



# The Senior Management Team



Jeremy Edwards  
Chief Executive  
Officer



Lisa Edwards  
Executive Manager  
Planning and  
Development



Ron Boucher  
Executive Manager  
Building and Health

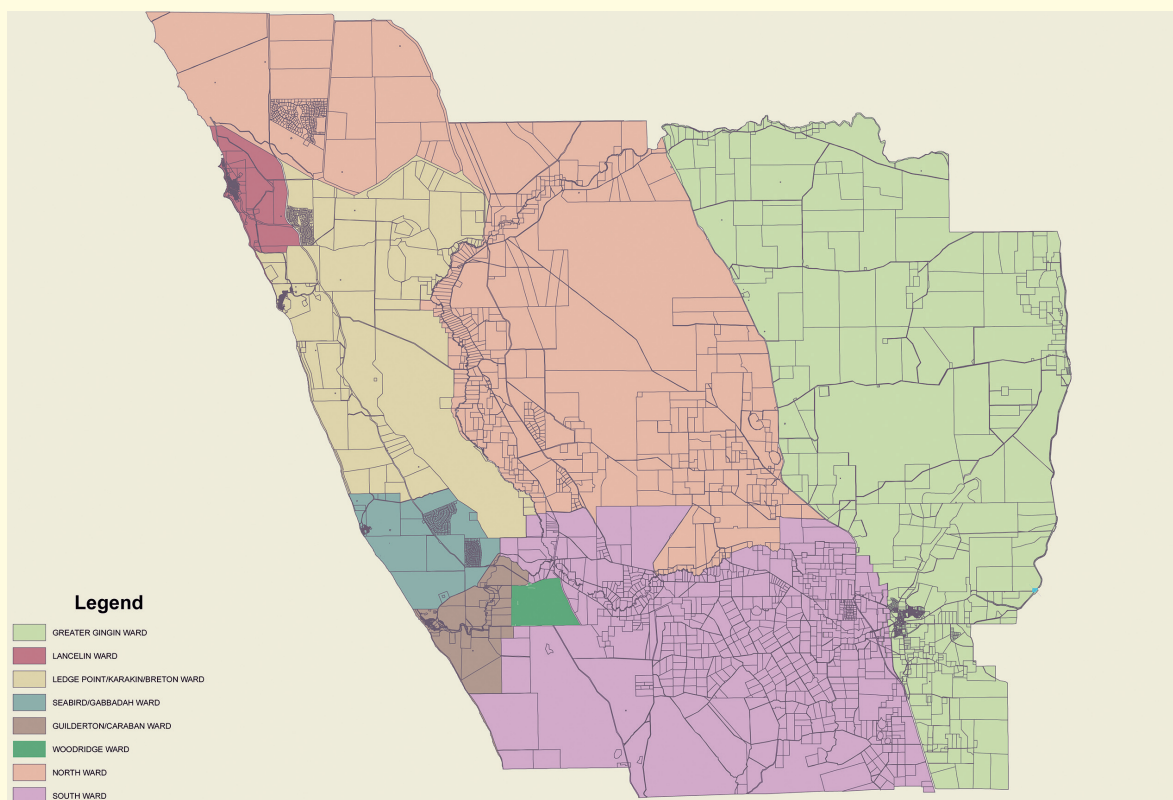


David Burt  
Chief Executive  
Officer (for the report  
period)



Sam Camillo  
Executive Manager  
Corporate Services

## Shire of Gingin Ward Map



# Community Services

## Community Development

The Shire's Community Development Officer provides a link between the Shire's services and administration centre to community groups and organisations.

One of Community Development's roles is to gather and disseminate important information, such as details relating to grant scheme opportunities, events, news items and any other relevant material that may benefit individual communities or the community as a whole. Developing applications for partnership funding is also a very important role, as value adding financially enables the Shire to undertake additional infrastructure works that may not otherwise have been contemplated.

The section also liaises on Community/Shire projects, including the planning of on-ground ventures such as small construction projects. In addition, Community Development is responsible for the Shire's Shared Use Pathways, Playground Plans and the day-to-day operation of the Gingin Iluka Aquatic Centre.

During the 2011-12 financial year, projects delivered by Community Development included:

### Gingin Regional Hardcourt Facility

Although the construction of the club premises, netball/tennis courts and hockey pitch was completed in the 2010-11 financial year, over the last 12 months the Shire undertook works to complete the car park and internal road network, as well as extensive landscaping.

The completion of this project represents the culmination of years of planning, grant applications and liaison with the Gingin Recreation Group to deliver a facility that is the envy of many who visit the facility from other regions.

### Driver Reviver

In partnership with the Gingin Police Sub-Centre, the Shire constructed a purpose built caravan to be used for the "driver reviver" initiative. Local community groups such as the Gingin-Chittering Lions Club are involved in manning the caravan in conjunction with the local Police.

### CCTV

The Shire, in partnership with







the Lancelin Police Sub-Centre, identified the need for CCTV in Lancelin as a community safety initiative. This resulted in the provision of a camera able to identify potential offenders entering or leaving Lancelin.

### **Provision of a second Doctor in Gingin and Doctor support in Lancelin**

The 2011-12 financial year saw the continuation of the Shire “sponsored” Doctor service in Gingin and financial support for the Doctor in Lancelin. Many regional Shires are taking up the initiative to attract General Practitioners and are providing financial support so that health care services are readily available to support local communities.

### **Kidsport**

Kidsport is a scheme delivered by the Department of Sport and Recreation in partnership with local governments. The scheme provides opportunities for all kids to be involved in sport, no matter what their socio-economic background may be. The scheme funds \$200 per child per calendar year. To date, the Shire has 46 registrations for the scheme.

### **Hudson Street Shared Use Pathway**

During the financial year, the Shire continued its investment in community infrastructure through the completion of the Hudson Street, Seabird Shared Use Pathway.

### **Lancelin Sewerage**

The Lancelin North Project (including the pump station) and the reticulation spur to the Lancelin Shopping Precinct were signed off by the Water Corporation during 2011-12.

### **Events (Shire run working with the community)**

Events add vibrancy to the Shire and assist in building coherent, strong communities

#### **Seniors Week**

A Seniors event is held every year as part of Seniors week, with all Seniors living within the Shire invited to attend.

#### **Australia Day**

Every Australia Day, the Shire runs an event at Neergabby to celebrate what it is to be an Australian. Once again, the Shire’s Australia Day celebration was well received, with the event’s program including a free breakfast, a citizenship ceremony to welcome the Shire’s new Australians, the Premiers Active Citizenship Awards and a guest speaker.

### **Shire support to community run events**

The Shire supports a wide range of community run events. During 2011-12, these included the Lancelin Ocean Classic, Gingin Market Day and the British Car Day, which was held in Granville Park in Gingin. The support provided to these events include, for



example, extra ablutions, bins, town clean-up and/or Staff available on standby for technical assistance.

### Website Development

During 2011-12, a new look website was developed for the Shire. The new website is easier for our residents to navigate and use, and provides a wide range of information on the Shire's services and programs. Visitor information is also an important component of the website for those wishing to visit our community.

### 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. These units are managed in a partnership arrangement with the Department of Housing to provide for those on a pension and/or a concession, and aged 55 or over.

There are four located in the Gingin townsite. These 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 that exist for the premises in each of the townsites. Currently the Shire is investigating a partnership with the Department of Housing to provide more community/social housing in Gingin.





# Planning and Development Services

## Planning and Development

The Planning Department at the Shire considers a wide variety of Development Applications on behalf of the Shire and proponents. During 2011-12, the Planning Department processed a total of 120 Development Applications. However, as not all developments in the Shire require a Development Approval, development within the Shire was higher than this figure indicates.

The financial year also saw the Minister for Planning providing approval for Stage One of the Lancelin South Structure Plan. The Structure Plan provides for between 975 and 1,665 residential lots, plus approximately 122 mixed business / industrial lots, including parks, gardens, small commercial areas and a primary school site. The landowner of Lancelin South has also agreed with the Shire to provide:

- a dual use pathway linking the development site with the Lancelin Community Sporting Club rooms and the townsite;
- major improvements to the existing golf course; and

- new coastal amenities that will be provided one year after the 50th home is built within the estate.

Negotiations continued in respect of the Moore River South proposed development and a revised Outline Development Plan was advertised for a new community of 2000 lots to be located on the south side of the Moore River. The Shire continued to consider the benefits in respect of the delivery of community infrastructure into the lower coastal area coupled with the sensitive riverine environs of the Moore River itself.

During 2011-12, the Shire initiated a review of the growth strategy for the Gingin townsite and commissioned GHD Pty Ltd to review the current Gingin Townsite Expansion Plan. The final Gingin Townsite and Surrounds Expansion Plan will be presented to Council in the 2012-13 financial year and will consider sustaining those essential services required in a rural community, while taking into account population growth.

A useful strategic planning tool became available during 2011-12 on the Shire's website.

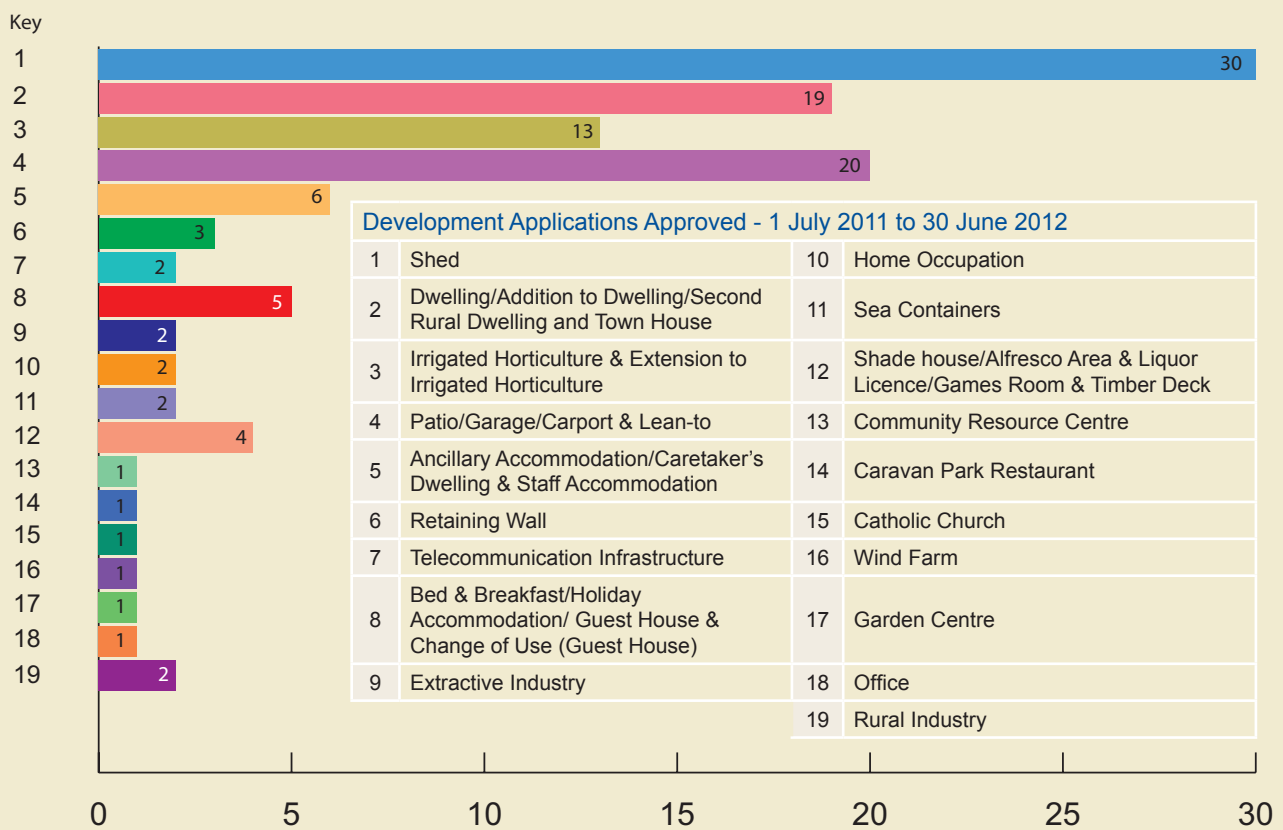






The tool is called ID Data and Profiling. The tool uses the Shire’s statistical data and Census data to make projections and assumptions for the Shire both now and into the future.

The Shire continued its focus on achieving positive environmental outcomes having supported around 6,000 hectares of bush land being converted from private to public land, [as the State Government sources land for environmental offsets within the Shire]. The subject land has been identified as having very high biodiversity values, such as habitat for the rare and endangered Carnaby Cockatoo.





# Corporate Services

## Corporate Services

The Corporate Services section is responsible for the administration and delivery of a wide range of services such as Records Management, Information Technology/Communications, Human Resources/Payroll, Emergency Management, Libraries, Bushfire Control/Ranger Services, Rates, Debtors/Creditors and Financial Management Audit/Compliance.

### Freedom of Information

The Shire received two Freedom of Information applications for the 2011-12 financial year. Of the applications received, one was for non-personal information and one for personal information.

One application was refused access in accordance with section 26 of the Act. The application was reviewed internally by the Shire then subsequently reviewed by the Office of the Information Commissioner, which made a preliminary view reversing the Shire's decision. The applicant subsequently received the information requested.

### Record keeping

During the 2011/12 financial year there were 21,092 records processed through the Records Department. These consisted as follows:

Incoming	Number	Outgoing	Number
Building/Planning Applications	265	Building/Planning Applications	490
Applications	248	Applications	33
Correspondence	4,180	Correspondence	2,910
Faxes/Emails	8,292	Faxes/Emails	4,501
Legal Documents	9	Legal Documents	3
Memorandums	3	Memorandums	11
Publications	144	Publications	2
<b>Total</b>	<b>13,141</b>	<b>Total</b>	<b>7,951</b>

The Shire remains committed to meeting the requirements of the *State Records Act 2000*. Records are a core information resource in the Shire of Gingin and its continued commitment to electronic recordkeeping, in accordance with legislative requirements contribute to the overall effectiveness and efficiency of the organisation.

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 addition, the Shire's recordkeeping plan sets out the way in which the Shire is to keep its records, manages disposal arrangements and documents policy, protocol and processes and ensures compliance with the *State Records Act 2000*. The recordkeeping plan is reviewed and updated every five years and has been reviewed in this financial period.

## Human Resources

Retaining the right people in the right jobs is vital to the Shire of Gingin and we recognise and value the contribution and diligence of our employees. The Shire is committed to implementing good governance systems and ensuring that officers are professional and accountable when providing residents and customers with advice and services.

The Shire employs 58 staff in a wide range of services. The Shire works hard to select and retain the right people by implementing programs to encourage a happy, engaged and productive workforce.

The Shire provides Health Assessments Programmes to all officers who wish to participate so that they are kept

informed on their health status. Health and fitness levels are essential in maintaining a harmonious work force.

## Local Emergency Management

During the year, the Local Emergency Management Committee commenced the 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 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

The Shire of Gingin was fortunate to be included in a Community Emergency Risk Management (CERM) Survey which was undertaken by Local Government Insurance Scheme (LGIS). This was part of a State Funded Grant.

The purpose of the survey was for LGIS to conduct surveys with numerous community groups within the Shire to identify any perceived emergency risks that may exist within the community. The information gained from the comprehensive survey could be used by local governments to review their Local Emergency Management Arrangements. The information from the CERM survey will be included in the review of the Shire's Local Emergency Arrangements which will be completed during 2012-13.

## The Audit Committee

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

- Financial Audit;
- Shire's Risk Management Framework; and
- Statutory Compliance Audit.



All local governments are required to carry out an annual compliance audit for the period 1 January to 31 December as required by the Department of Local Government. The return includes a range of compliance categories to be met by local governments. The 2011 Compliance Audit Return was presented to Council on 20 March 2012. A certified copy of the return, along with the relevant section of the Council resolution and additional information explaining the compliance audit, was submitted to the Director General of the Department of Local Government.

The Committee meets on a 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. Three Audit Committee meetings were held during this period, in November 2011, March 2012 and April 2012 for the Audit Committee.

### Payment to Employees

In accordance with Section 19B of the *Local Government (Administration) Regulations 1996*, the Shire is required to disclose the number of employees with an annual cash salary of more than \$100,000, and to include the following information in its Annual Report:

- The number of employees

of the Shire entitled to an annual salary of \$100,000 or more; and

- The number of those employees with an annual salary entitlement that falls within each band of \$10,000 over \$100,000.

Salary Band \$	Number of Officers
100,000 - 110,000	2
110,000 - 120,000	1
120,000 - 130,000	1
130,000 - 140,000	1
140,000 - 150,000	0
150,000 - 160,000	1

### Review of Policies

A full review of the Shire's Policy Manual was conducted in April 2011. A further review is scheduled for 2013.

Within the 2011-12 period, the Shire adopted the following:

- a new standardised policy template;
- minor amendments to three policies;
- major amendments to three policies; and
- revocation of one policy.

### Local Government Election - 2011

The local government election for the Shire of Gingin was held on 15 October 2011 with one position on Council contested and four Councillor positions elected un-opposed. The election resulted in three new Councillors elected to

the Shire, being Councillors Rob Kestel (Greater Gingin Ward), Jan Court (Ledge Point/Karakin/Breton Bay Ward) and Bob James (Lancelin Ward). Councillors Ian Collard (Guilderton/Caraban Ward) and Alan Alderson (Woodridge Ward) were re-elected.

The election was followed by a Special Council Meeting on 15 October 2011 to swear in the new Councillors and to elect the Shire President, Councillor Michael Aspinall and Deputy President, Councillor David Roe.

### Dog Pound

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 and the Shire's *Local Laws 1978*. During 2011-12, Rangers issued the following infringements:

Type	No.
Fire	36
Camping	7
Dogs	62
Stock	2
Beach Offences	3
Litter	1
Off Road Vehicles	40
Parking	216

# Building and Health Services

## Building Services

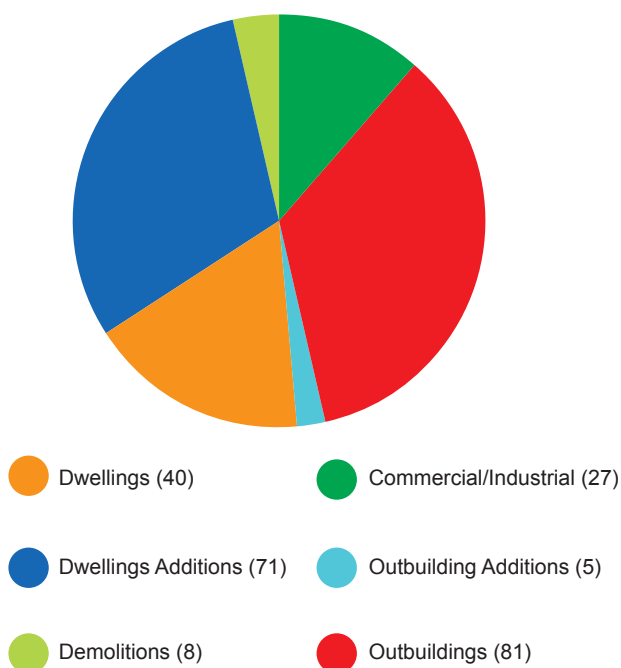
The State Government passed legislation in April 2012 that changed the building approvals process. The new *Building Act 2011* and the Regulations that support it introduced a number of changes to the approvals process for local governments. These included:

- Permit Authorities
- Private Certification
- Changes to the timeframe for approvals
- Occupancy Permits and Building Approval Certificates; and
- Consent to affect other land.

The Act also set out the role of local government as a Permit Authority.

During 2011-12, the Shire issued 232 building and demolition approvals with an estimated value of \$26.445 million. During that same period, the Shire also issued 45 permits for the installation of septic tanks.

**Approvals issued for 2011-12 by category**



## Environmental Health

During the 2011-12 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: The following table provides an indication of the work:

Health Program	Statutory Function	Number
Safe accommodation	Lodging Houses, Caravan Parks and Public Buildings.	5
Safe Food	Food premises and temporary food stalls.	6
	Food sampled and unsafe food recalls from sales.	8
Safe Events	Events and festivals compliance and public safety	3
Safe Disposal of Effluent	On-site effluent disposal and grey water re-use systems.	45
Disease Control	Investigation of food poisoning (Salmonella, Campylobacter and Gardia) and notifiable infectious diseases.	2
Pollution Compliance	Environmental nuisance including community noise, asbestos and environmental pollution.	10





During 2011-12, the Shire received a total of 1,650 Stable Fly complaints, with the areas of Woodridge (691) Neergabby (314) and Wanerie (214) amongst the worst affected. A community meeting was held in March 2012, with the Hon Terry Redman MLA at Woodridge Community Hall to discuss the huge impact that Stable Flies are having on the Shire's residents.

As a result of that meeting, the Minister gave an undertaking to include Stable Fly within the new *Biosecurity and Agriculture Management Act 2007* (BAM). This Act will take 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.

#### **Stable Fly Complaints 2009-10 to 2011-12**

2009-10	2010-11	2011-12
105	109	1,650

## **Recycling and Waste Management**

During 2011-12, 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. This initiative by the Shire resulted in an increase in the amount of waste diverted away from landfill sites. This not only means more material is recycled, but it also helps to extend the life of the landfill sites available.

Further recycling improvements were undertaken at the Gingin Landfill site and Lancelin Lions Group. The additions of new sheds and bailers further increased recycling activity.

<b>Recycling - July 2011 to June 2012</b>	
Metal	104 tonnes
Glass	21 tonnes
Paper and Cardboard	9.2 tonnes
Used Oil	3,200 litres
DrumMuster	2,446 containers

# Statutory Reporting

## Disability Access and Inclusion Plan

The following overarching strategies have been developed to address each of the six desired outcome areas of the Disability Services Act from feedback gained in the consultation process. These will form the basis of the Implementation Plan.

**Outcome 1:** People with disabilities have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Strategy	Timeline
Ensure that people with disabilities are consulted on their needs for services and the accessibility of current services.	Ongoing
Monitor Shire services to ensure equitable access and inclusion.	Ongoing
Improve access to the information in the library.	Ongoing and upon construction of Council's new library.
Develop the links between the DAIP and other Shire plans and strategies.	Ongoing
Ensure that events, whether organised or funded, are accessible to people with disabilities.	Assessed prior to each event

**Outcome 2:** People with disabilities have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategy	Timeline
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	Disability access addressed when buildings undergo renovation and when inspected annually by Council's EMHBS
Ensure that all new or redevelopment works provide access to people with disabilities, where practicable.	Ongoing

Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location.	July 2008
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues.	Ongoing
Ensure that all recreational areas are accessible.	Ongoing

**Outcome 3:** People with disabilities receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Timeline
Ensure that the community is aware that Shire information is available in alternative formats upon request.	Ongoing
Improve staff awareness of accessible information needs and how to provide information in other formats.	Ongoing
Budget for and provide interpreters to significant events on request.	As needed
Ensure that the Shire's website meets contemporary good practice	Ongoing

**Outcome 4:** People with disabilities receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.

Strategy	Timeline
Ensure that all employees, existing and new, and Elected Members are aware of disability and access issues and have the skills to provide appropriate services.	Ongoing
Improve community awareness about disability and access issues.	Ongoing

**Outcome 5:** People with disabilities have the same opportunities as other people to make complaints to a public authority.

Strategy	Timeline
Ensure that grievance mechanisms are accessible for people with disabilities and are acted upon.	June 2008



**Outcome 6:** People with disabilities have the same opportunities as other people to participate in any public consultation by a public authority.

Strategy	Timeline
Ensure that people with disabilities are actively consulted about the DAIP and any other significant planning processes	Ongoing
Ensure that people with disabilities are aware of and can access other established consultative processes.	Ongoing

## Equal 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.

During 2011-12 the Shire reviewed its obligations under the *Western Australian Equal Opportunity Act 1984*.

In addition, the Shire's processes for resolving EEO grievances and complaints were reviewed.

## National Competition Policy

The Competition Principles Agreement (CPA) is a contractual agreement between Federal Government and all States and Territory Governments. The CPA aims to ensure that all public enterprises operate in a transparent manner in the best interests of the public. Under the CPA, public enterprises are required to review their operations to ensure that they have no competitive advantage or disadvantages as a result of their public status.

## Competitive Neutrality (under the CPA)

During the financial year the Shire met its obligations under the National Competition Policy, competitive neutrality addresses potential advantages and disadvantages that public enterprises may have compared to businesses operating within the private sector. Local Government is only required to implement these principles to the extent that the benefits to be realised from implementation far outweigh the costs in respect of individual activities exceeding \$500,000 in income. Listed below are

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

1. Provision of Management Deed for the operations of Guilderton Caravan Park contracted to Jordan Pty Ltd.
2. Domestic Waste Collection and collection of waste within parks and reserves contracted to Avon Waste.

## Complaints of Minor Breaches

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 breaches received each year:

No. of complaints 2011-12	Outcome	Action taken
Nil	-	-



# Rates Levy 2011-12



## Collecting the rates levy

The Shire's operating budget for 2011-12 was set at an estimated \$15.483 million. Of that figure, the rates levy set aimed to raise around \$5.742 million towards the cost of providing the Shire's services to its community.

During the financial year, the Shire was successful in collecting \$5.595 million or around 91 per cent of the rates levy set.

This was achieved by working with ratepayers who experienced difficulty in paying, to ensure that the rates were collected to help pay for the Shire's 100 plus services.

Unpaid rates arrears at 30 June 2012 stood at \$521,066, with the majority of that total attributable to a single developer that had failed to pay rates for a number of years. The developer's property has been repossessed and it is anticipated that the arrears will be recovered from the sale of land.

## Emergency Services Levy

The Shire of Gingin also collected \$300,384 on behalf of the State Government for the Emergency Services Levy (ESL).

During 2011-12, the Shire received an ESL operating grant from FESA of \$136,944 towards the cost of the Shire's Bush Fire Service.

In addition, the Shire received a capital grant of \$318,855 towards the replacement of the Bush Fire Service's light tankers.





# Abridged Financial Statements

The following statements form part of the abridged version of the Shire of Gingin's 2011-12 financial report.

A comprehensive set of financial statements, together with the accompanying Notes to the Accounts is available on the CD attached to the inside back cover or upon request.

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

**Report on the Financial Report**

We have audited the accompanying financial report of the Shire of Gingin, which comprises the statement of financial position as at 30 June 2012, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and the rate setting statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the Statement by the Chief Executive Officer.

**Management's Responsibility for the Financial Report**

Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended) and for such internal control as Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to error or fraud.

**Auditor's Responsibility**

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Shire's preparation of the financial report that gives a true and fair view. In order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Council, as well as evaluating the overall presentation of the financial report.

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 financial report of the Shire of Gingin is in accordance with the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended), including:

- a. giving a true and fair view of the Shire's financial position as at 30 June 2012 and its performance for the year ended on that date; and
- b. complying with Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

**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 matter 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 the 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: 6 November 2012  
Perth, WA

# Statement by the Chief Executive Officer

Shire of Gingin

Financial Report for the Year Ended 30 June 2012

**Local Government Act 1995**

**Local Government (Financial Management) Regulations 1996**

The attached financial report of the Shire of Gingin being the annual financial report and supporting notes and other information for the financial year ended 30 June 2012 is in my opinion properly drawn up to fairly present the financial position of the Shire of Gingin at 30 June 2012 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the *Local Government Act 1995* and Regulations under that Act.

Signed on the Sixth day of November 2012.



**Jeremy Edwards**

**Chief Executive Officer**



# Statement of Comprehensive Income

for the year ended 30 June 2012

## Statement of Comprehensive Income by Nature or Type

	NOTE	2012 \$	2012 Budget \$	2011 \$
<b>Revenue</b>				
Rates	22	5,594,695	5,741,621	4,933,307
Operating Grants, Subsidies and Contributions	28	2,466,964	1,547,349	1,874,516
Fees and Charges	27	4,086,843	4,234,923	2,803,881
Interest Earnings	2(a)	263,108	199,000	189,510
Other Revenue		247,102	174,053	396,693
		12,658,712	11,896,946	10,197,907
<b>Expenses</b>				
Employee Costs		(4,174,018)	(4,543,523)	(4,186,020)
Materials and Contracts		(3,613,492)	(4,245,529)	(3,641,343)
Utility Charges		(436,177)	(495,215)	(411,271)
Depreciation on Non-Current Assets	2(a)	(3,458,715)	(3,222,351)	(3,142,912)
Interest Expenses	2(a)	(283,642)	(261,128)	(314,175)
Insurance Expenses		(388,128)	(386,756)	(364,917)
Other Expenditure		(391,206)	(367,292)	(271,998)
		(12,745,378)	(13,521,794)	(12,332,636)
		(86,666)	(1,624,848)	(2,134,729)
Non-Operating Grants, Subsidies and Contributions	28	2,441,677	3,085,715	4,107,530
Profit on Asset Disposals	20	29,867	500,651	160,333
Loss on Asset Disposal	20	0	(17,690)	0
<b>Net Result</b>		<b>2,384,878</b>	<b>1,943,828</b>	<b>2,133,134</b>
Other Comprehensive Income				
Infrastructure - Roads Revaluation		0	0	(244,179)
<b>Total Other Comprehensive Income</b>		<b>0</b>	<b>0</b>	<b>(244,179)</b>
<b>Total Comprehensive Income</b>		<b>2,384,878</b>	<b>1,943,828</b>	<b>1,888,955</b>

This statement is to be read in conjunction with the accompanying notes on the CD on the inside back cover or upon request.

## Statement of Comprehensive Income by Program

	NOTE	2012 \$	2012 Budget \$	2011 \$
<b>Revenue</b>				
Governance		1,648	40,000	48,357
General Purpose Funding		6,886,892	6,536,513	5,999,509
Law, Order, Public Safety		190,571	180,250	176,609
Health		584,843	604,630	368,909
Education and Welfare		94,313	97,000	78,789
Housing		9,470	9,800	13,180
Community Amenities		1,274,372	1,236,115	974,882
Recreation and Culture		70,805	94,303	271,523
Transport		1,210,023	661,354	986,285
Economic Services		1,277,470	1,354,710	1,163,732
Other Property and Services		1,058,305	1,082,271	116,132
	2(a)	12,658,712	11,896,946	10,197,907
<b>Expenses</b>				
Governance		(871,166)	(972,950)	(1,026,185)
General Purpose Funding		(374,429)	(354,694)	(352,353)
Law, Order, Public Safety		(1,044,326)	(1,062,676)	(1,048,768)
Health		(1,043,561)	(1,051,465)	(727,570)
Education and Welfare		(177,908)	(151,125)	(116,210)
Housing		(38,438)	(42,500)	(86,406)
Community Amenities		(1,568,497)	(1,977,836)	(1,823,814)
Recreation and Culture		(2,304,227)	(2,040,384)	(1,675,951)
Transport		(3,346,227)	(3,429,370)	(3,329,025)
Economic Services		(1,178,005)	(1,419,325)	(1,050,722)
Other Property and Services		(514,952)	(758,341)	(781,457)
	2(a)	(12,461,736)	(13,260,666)	(12,018,461)
<b>Finance Costs</b>				
Health		(20,580)	(20,580)	(21,625)
Education and Welfare		(4,138)	(4,139)	(4,867)
Community Amenities		(85,844)	(63,981)	(100,038)
Recreation and Culture		(115,215)	(115,214)	(122,177)
Transport		(10,692)	(10,692)	(14,522)
Economic Services		(2,345)	(2,345)	(2,586)
Other Property and Services		(44,828)	(44,177)	(48,360)
	2(a)	(283,642)	(261,128)	(314,175)
<b>Non-Operating Grants, Subsidies and Contributions</b>				
General Purpose Funding		4,808	0	0
Law, Order, Public Safety		344,040	721,730	346,587
Health		0	16,500	0



# Statement of Comprehensive Income *(continued)*

for the year ended 30 June 2012

## Statement of Comprehensive Income by Program *(cont)*

NOTE	2012 \$	2012 Budget \$	2011 \$
Community Amenities	82,118	98,438	1,395,970
Recreation and Culture	274,500	439,550	460,200
Transport	1,735,591	1,804,447	1,275,960
Economic Services	0	5,000	0
Other Property and Services	620	50	628,813
	2,441,677	3,085,715	4,107,530
<b>Profit/(Loss) on Disposal of Assets</b>	29,867	482,961	160,333
<b>Net Result</b>	<b>2,384,878</b>	<b>1,943,828</b>	<b>2,133,134</b>
<b>Other Comprehensive Income</b>			
Infrastructure - Roads Revaluation	0	0	(244,179)
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>	<b>(244,179)</b>
<b>Total Comprehensive Income</b>	<b>2,384,878</b>	<b>1,943,828</b>	<b>1,888,955</b>

This statement is to be read in conjunction with the accompanying notes on the CD on the inside back cover or upon request.

# Statement of Financial Position

for the year ended 30 June 2012

	NOTE	2012 \$	2011 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	3	3,845,409	1,408,424
Trade and Other Receivables	4	1,481,371	2,585,765
Inventories	5	394,290	259,248
<b>TOTAL CURRENT ASSETS</b>		<b>5,721,070</b>	<b>4,253,437</b>
<b>NON-CURRENT ASSETS</b>			
Other Receivables	4	282,236	313,335
Inventories	5	10,659	11,023
Property, Plant and Equipment	6	24,836,337	25,416,658
Infrastructure	7	100,017,849	99,288,623
<b>TOTAL NON-CURRENT ASSETS</b>		<b>125,147,081</b>	<b>125,029,639</b>
<b>TOTAL ASSETS</b>		<b>130,868,151</b>	<b>129,283,076</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	8	898,711	595,918
Long Term Borrowings	9	310,794	1,110,415
Provisions	10	691,074	697,507
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,900,579</b>	<b>2,403,840</b>
<b>NON-CURRENT LIABILITIES</b>			
Long Term Borrowings	9	2,991,785	3,302,579
Provisions	10	82,717	68,465
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>3,074,502</b>	<b>3,371,044</b>
<b>TOTAL LIABILITIES</b>		<b>4,975,081</b>	<b>5,774,884</b>
<b>NET ASSETS</b>		<b>125,893,070</b>	<b>123,508,192</b>
<b>EQUITY</b>			
Retained Surplus		37,369,986	36,052,701
Reserves - Cash Backed	11	2,169,781	1,102,188
Reserves - Asset Revaluation	12	86,353,303	86,353,303
<b>TOTAL EQUITY</b>		<b>125,893,070</b>	<b>123,508,192</b>

This statement is to be read in conjunction with the accompanying notes on the CD on the inside back cover or upon request.



# Statement of Changes in Equity

for the year ended 30 June 2012

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	ASSET REVALUATION RESERVE \$	TOTAL EQUITY \$
Balance as at 1 July 2010		33,818,722	1,153,033	86,647,482	121,619,237
Correction of Errors	12	50,000	0	(50,000)	0
Restated Balance		33,868,722	1,153,033	86,597,482	121,619,237
Net Result		2,133,134	0	0	2,133,134
Total Other Comprehensive Income		0	0	(244,179)	(244,179)
Reserve Transfers		50,845	(50,845)	0	0
<b>Balance as at 30 June 2011</b>		<b>36,052,701</b>	<b>1,102,188</b>	<b>86,353,303</b>	<b>123,508,192</b>
Net Result		2,384,878	0	0	2,384,878
Total Other Comprehensive Income		0	0	0	0
Reserve Transfers		(1,067,593)	1,067,593	0	0
<b>Balance as at 30 June 2012</b>		<b>37,369,986</b>	<b>2,169,781</b>	<b>86,353,303</b>	<b>125,893,070</b>

This statement is to be read in conjunction with the accompanying notes on the CD on the inside back cover or upon request.

# Statement of Cashflows

for the year ended 30 June 2012

	NOTE	2012 \$	2012 Budget \$	2011 \$
<b>Cash Flows From Operating Activities</b>				
<b>Receipts</b>				
Rates		5,565,963	6,212,341	4,864,910
Operating Grants, Subsidies and Contributions		2,466,964	3,196,279	241,487
Fees and Charges		5,192,187	4,299,295	2,818,147
Interest Earnings		263,108	289,288	161,844
Goods and Services Tax		744,843	770,000	782,624
Other Revenue		247,102	406,325	275,455
		14,480,167	15,173,528	9,144,467
<b>Payments</b>				
Employee Costs		(4,166,199)	(4,543,523)	(4,354,276)
Materials and Contracts		(3,437,745)	(4,475,017)	(3,679,920)
Utility Charges		(436,177)	(495,215)	(411,271)
Insurance Expenses		(388,128)	(386,756)	(364,918)
Interest expenses		(290,902)	(266,884)	(319,031)
Goods and Services Tax		(744,843)	(769,884)	(770,744)
Other Expenditure		(391,206)	(367,292)	(271,995)
		(9,855,200)	(11,304,571)	(10,172,155)
<b>Net Cash Provided By (Used In)</b>				
<b>Operating Activities</b>	13(b)	4,624,967	3,868,957	(1,027,688)
<b>Cash Flows from Investing Activities</b>				
Payments for Purchase of Property, Plant & Equipment		(738,330)	(1,996,792)	(1,796,095)
Payments for Construction of Infrastructure		(2,869,289)	(3,837,088)	(1,978,918)
Payments for History Books		0	0	(242)
Advances to Community Groups		0	0	(87,355)
Non-Operating Grants, Subsidies and Contributions		2,441,677	3,085,715	4,107,530
Proceeds from Sale of Plant & Equipment		30,367	884,800	182,973
Proceeds from Advances		24,109	24,109	33,415
<b>Net Cash Provided By (Used In) Investing Activities</b>		(1,111,466)	(1,839,256)	461,308



# Statement of Cashflows *(continued)*

for the year ended 30 June 2012

	NOTE	2012 \$	2012 Budget \$	2011 \$
<b>Cash Flows from Financing Activities</b>				
Repayment of Debentures		(1,110,415)	(1,110,415)	(421,164)
Proceeds from Self Supporting Loans		33,899	50,082	46,896
<b>Net Cash Provided By (Used In) Financing Activities</b>				
		(1,076,516)	(1,060,333)	(374,268)
<b>Net Increase (Decrease) in Cash Held</b>				
		2,436,985	969,368	(940,648)
Cash at Beginning of Year		1,408,424	1,371,702	2,349,072
<b>Cash and Cash Equivalents at the End of the Year</b>	<b>13(a)</b>	<b>3,845,409</b>	<b>2,341,070</b>	<b>1,408,424</b>

This statement is to be read in conjunction with the accompanying notes on the CD on the inside back cover or upon request.

# Rate Setting Statement

for the year ended 30 June 2012

	NOTE	2012 Actual \$	2012 Budget \$	2011 Actual \$
<b>Revenue</b>				
Governance		1,648	40,000	48,357
General Purpose Funding		1,297,005	794,892	1,066,202
Law, Order, Public Safety		559,874	903,566	559,696
Health		584,843	621,130	368,909
Education and Welfare		94,313	97,000	78,789
Housing		9,470	9,800	13,180
Community Amenities		1,357,094	1,341,640	2,494,685
Recreation and Culture		345,305	534,269	731,723
Transport		2,949,614	3,343,788	2,262,245
Economic Services		1,277,470	1,359,997	1,163,732
Other Property and Services		1,058,925	695,609	744,945
		9,535,561	9,741,691	9,532,463
<b>Expenses</b>				
Governance		(871,166)	(972,950)	(1,026,185)
General Purpose Funding		(374,429)	(354,694)	(352,353)
Law, Order, Public Safety		(1,044,326)	(1,062,676)	(1,048,768)
Health		(1,064,141)	(1,082,655)	(749,195)
Education and Welfare		(182,046)	(155,264)	(121,077)
Housing		(38,438)	(42,500)	(86,406)
Community Amenities		(1,654,341)	(2,041,817)	(1,923,852)
Recreation and Culture		(2,419,442)	(2,155,598)	(1,798,128)
Transport		(3,356,919)	(3,447,142)	(3,343,547)
Economic Services		(1,180,350)	(1,421,670)	(1,053,308)
Other Property and Services		(559,780)	(802,518)	(829,817)
		(12,745,378)	(13,539,484)	(12,332,636)
<b>Net Result Excluding Rates</b>		(3,209,817)	(3,797,793)	(2,800,173)
Adjustments for Cash Budget Requirements:				
Non-Cash Expenditure and Revenue				
(Profit)/Loss on Asset Disposals	20	(29,867)	(482,961)	(160,333)
Movement in Employee Benefit Provisions (Non-Current)		14,252	12,440	(168,256)
Movement in Accrued Interest		0	0	(4,855)
Depreciation on Assets	2(a)	3,458,715	3,222,351	3,142,912



# Rate Setting Statement *(continued)*

for the year ended 30 June 2012

	NOTE	2012 Actual \$	2012 Budget \$	2011 Actual \$
Capital Expenditure and Revenue				
Purchase Land and Buildings		(208,218)	(392,062)	(1,512,541)
Purchase Infrastructure Assets - Roads		(2,499,964)	(3,285,588)	(1,439,575)
Purchase Infrastructure Assets - Parks		(369,325)	(551,500)	(539,343)
Purchase Plant and Equipment /Tools		(388,242)	(1,370,700)	(225,644)
Purchase Furniture and Equipment		(141,870)	(234,030)	(57,910)
Purchase History Books		(136)	0	(242)
Proceeds from Disposal of Assets	20	30,367	884,800	182,973
Repayment of Debentures	21(a)	(1,110,415)	(1,110,415)	(421,164)
Self-Supporting Loan Principal Income		33,899	50,082	46,896
New Advances Funded		0	0	(87,355)
Proceeds from Advances		24,107	24,109	33,415
Transfers to Reserves (Restricted Assets)	11	(1,112,222)	(796,846)	(824,149)
Transfers from Reserves (Restricted Assets)	11	44,629	36,750	874,994
Restricted Cash to be Used/(C/Fwd)		0	928,262	0
<b>ADD</b>				
Estimated Surplus/(Deficit) July 1 B/Fwd	22(b)	1,783,633	1,121,480	1,557,360
<b>LESS</b>				
Estimated Surplus/(Deficit) June 30 C/Fwd	22(b)	1,914,221	0	2,530,317
<b>Amount Required to be Raised from Rates</b>	<b>22(a)</b>	<b>(5,594,695)</b>	<b>(5,741,621)</b>	<b>(4,933,307)</b>

This statement is to be read in conjunction with the accompanying notes on the CD on the inside back cover or upon request.

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