

Annual Report 2012 -13





Shire of Gingin

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Shire President's Report

3

Shire of Gingin Councillors 2012-13

4

Ward Map

5

Chief Executive Officer's Report

6

Executive Management Team

7

Office of the Chief Executive

8

Corporate and Community Services

14

Operations

20

Regulatory Services

24

Statutory Reporting

30

Concise Financial Report

36

Council Reports



SHIRE PRESIDENT'S REPORT



It is my pleasure to present the Shire of Gingin's Annual Report 2012-13.

It has been an exciting and challenging year - in many respects it has been a year of 'firsts', the most significant being the adoption and implementation of the Integrated Planning Framework and all its associated components. Meeting the Department of Local Government's June 30th deadline was an enormous undertaking by Shire employees, who already had considerable workloads, but their commitment to producing both the Strategic Community Plan and the Corporate Business Plan before this deadline was exceptional and of which I am most proud.

As part of this process, it was the first time the Shire had undertaken extensive community consultation in order to determine its residents' needs, wishes and aspirations for the future. This process greatly improved Council's understanding of the issues within the Gingin Shire, helped us create a platform for improvement, and provided us with a clear and practical vision for the future. As our Shire continues to grow this information will become

increasingly important and we acknowledge the value in engaging residents in continuous decision-making processes. Because of this, we are committed to facilitating more community consultations in the future.

April this year saw the opening of the new Shire office in Vins Way, Lancelin. This facility is a considerable improvement over its previous location, providing much needed additional space to allow for the expansion of services to our coastal community. It contains a bigger library, two offices for staff, and a meeting room which can be used by community members. It is also a venue where the Shire President and CEO can meet with residents.

On a personal note, in my 10 years on Council this has been the first year that I've noticed a distinct improvement in residents' positive attitude towards the Shire. As President of this unique and diverse shire with its myriad needs, issues and demographics, this sentiment is encouraging and one I will not take for granted. We have a lot of hard work ahead of us as we embark on fulfilling our community's aspirations and expectations, but I have tremendous confidence in

the leadership of our CEO, his Executive Management Team, and our Councillors who are passionate about, and dedicated to, the community they serve.

In light of this, I would like to extend my thanks to the wider community for getting involved and being responsive during the strategic planning process, and for your continuing support as we start to bring your aspirations to fruition.

Lastly, I would like to acknowledge the Shire staff for their excellent work ethic over the past 12 months, and our Councillors whose community insights and commitment are appreciated. I would also like to thank Jeremy Edwards who has just completed his first year as CEO, and whose progressive leadership style has been integral to the success of the past year.

A handwritten signature in black ink, reading "Cr Michael Aspinall". The signature is written in a cursive, flowing style.

Cr Michael Aspinall
President, Shire of Gingin

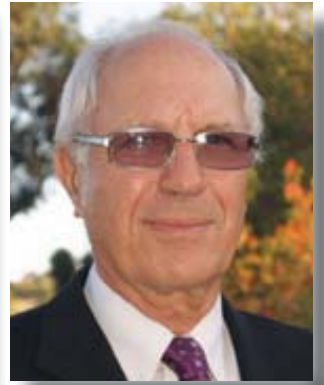
SHIRE OF GUNGIN Councillors 2012-13



Cr Alan Alderson



Cr Val Ammon



Cr Michael Aspinall



Cr Reg Beale



Cr Sam Collard



Cr Janice Court



Cr Bob James



Cr Robert Kestel



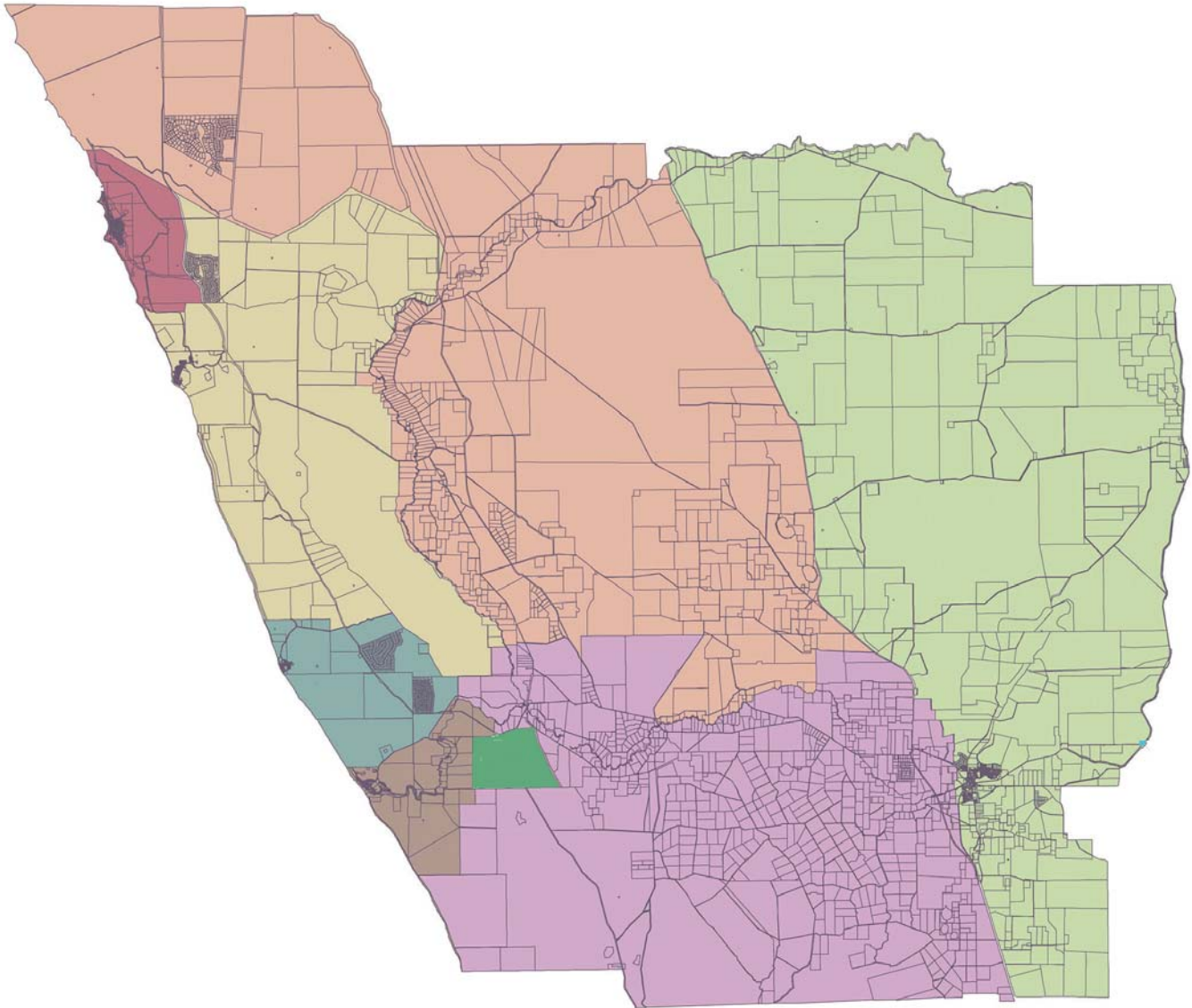
Cr David Roe



Cr Glenn Rule



Shire of Gingin Ward Map



Legend

- Greater Gingin Ward
- Lancelin Ward
- Ledge Point/ Karakin/ Breton Ward
- Seabird/ Gabbadah Ward
- Guilderton/ Caraban Ward
- Woodridge Ward
- North Ward
- South Ward



CHIEF EXECUTIVE OFFICER'S REPORT

Looking back at our achievements throughout 2012-13 I am pleased to report that the Shire of Gingin has successfully navigated the numerous challenges it was presented with, while remaining focused on delivering a high level of customer service. This past year has also been about setting the foundations for positive change and making constructive plans for the future.

Particularly, we rose to the challenge of meeting the Shire's statutory obligations under the State Government's Integrated Planning Framework (IPF) which included a period of consultation with residents. Eight workshops were held throughout the Shire and approximately 500 residents participated. We felt it was important that Shire staff were involved in the consultation process (as opposed to using external consultants) to listen and collaborate directly with their fellow constituents, and the end result was a community that, for the first time, expressed its collective views together.

Following on from this, the Shire was able to produce a Strategic Community Plan which detailed the community's aspirations and

goals, and an accompanying Corporate Business Plan which outlined how the Shire intends to bring these to fruition. In the past there has always been a question in relation to the actual value of plans once they are developed, however I am pleased to state that this form of planning will assist in all aspects of service delivery, project management, asset renewals and maintenance within the Shire for many years to come.

During the year we conducted two major organisational restructures which have provided clarity in functions across the organisation as well as creating new positions to fill service gaps that were identified. These areas included operations, governance, human resources and organisational planning and development.

Also during the year we played a stronger advocacy role and held meetings with our neighbouring local governments both within the region and our metropolitan neighbours. The Shire President and I met with local Members of Parliament at a State and Federal level to provide information on our Shire and discuss our future challenges.

Another initiative that I am pleased to report is the development of a corporate reporting framework which will enable us to report to Council and the community on how we are tracking in delivering our projects and services.

The past year has been challenging, and at times a little stressful, but most of all it has been very rewarding. It is clear to see the differences that have been made and I would like to thank my Executive Management Team and staff for their commitment and dedication. I would also like to thank the Shire President and Councillors for their support towards the changes that we have made - this cohesion has facilitated the implementation of many initiatives.

Jeremy Edwards
Chief Executive Officer



Jeremy Edwards
Chief Executive Officer



Allister Butcher
Executive Manager Operations



Sebastian Camillo
Executive Manager Regulatory Services



Kaye Lowes
*Executive Manager Corporate and
Community Services*

Executive Management Team





Office of the Chief Executive

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

GOVERNANCE

Planning
Economic Development
Human Resources



PLANNING AND DEVELOPMENT

Gingin

On August 2012 the Shire's long awaited *Local Planning Scheme No.9* was adopted following a lengthy State Government adoption process. Among other improvements to the regulatory planning framework, the new scheme offers greater flexibility to the tourism sector and introduces new land uses. As a result of this adoption, the Cheriton Country Estate site can now be considered for minimum lot sizes of one (1) hectare and Council is currently considering a detailed area plan on that site.

In December 2012 Council endorsed the *Gingin Townsite and Rural Surrounds Structure Plan* which is a detailed spatial framework for guiding future development in the area. The Plan gives greater surety to landowners and developers with respect to future development areas and land uses.

This year has also seen the review of the *State Planning Policy* for coastal development which introduces more stringent requirements for coastal development on our coastline. A component of this policy is the need for Council to require assessment of adequate coastal setbacks, having consideration for climate change.

Lancelin

Officers continue to progress the proposed crown land release at the Lancelin Plaza, including a presentation to the South West Aboriginal Land and Sea Council (SWALC) on the development proposal which was warmly received. It would appear that SWALC may consider lifting their objection with a cooperative development approach. The current South West Native Title claim, however, hampers progression of this matter from a State Government perspective.

Further, the Department of Lands, Tourism WA, and the Shire of Gingin continue to progress a new Caravan Park site in the Hopkins Street vicinity. Tourism WA has been a fundamental agency in accessing funds to undertake the planning studies required for this future land release.

Stage Two of the Lancelin South Development, for a further 3000 lots, was presented to Council this year. However, prior to supporting the further growth of this area Council required the developer to consider providing an alternate lime sand haulage route to the south of the development site, and the provision of a number of sporting and community facilities. It is expected that the developer will include these requirements in the development proposal.

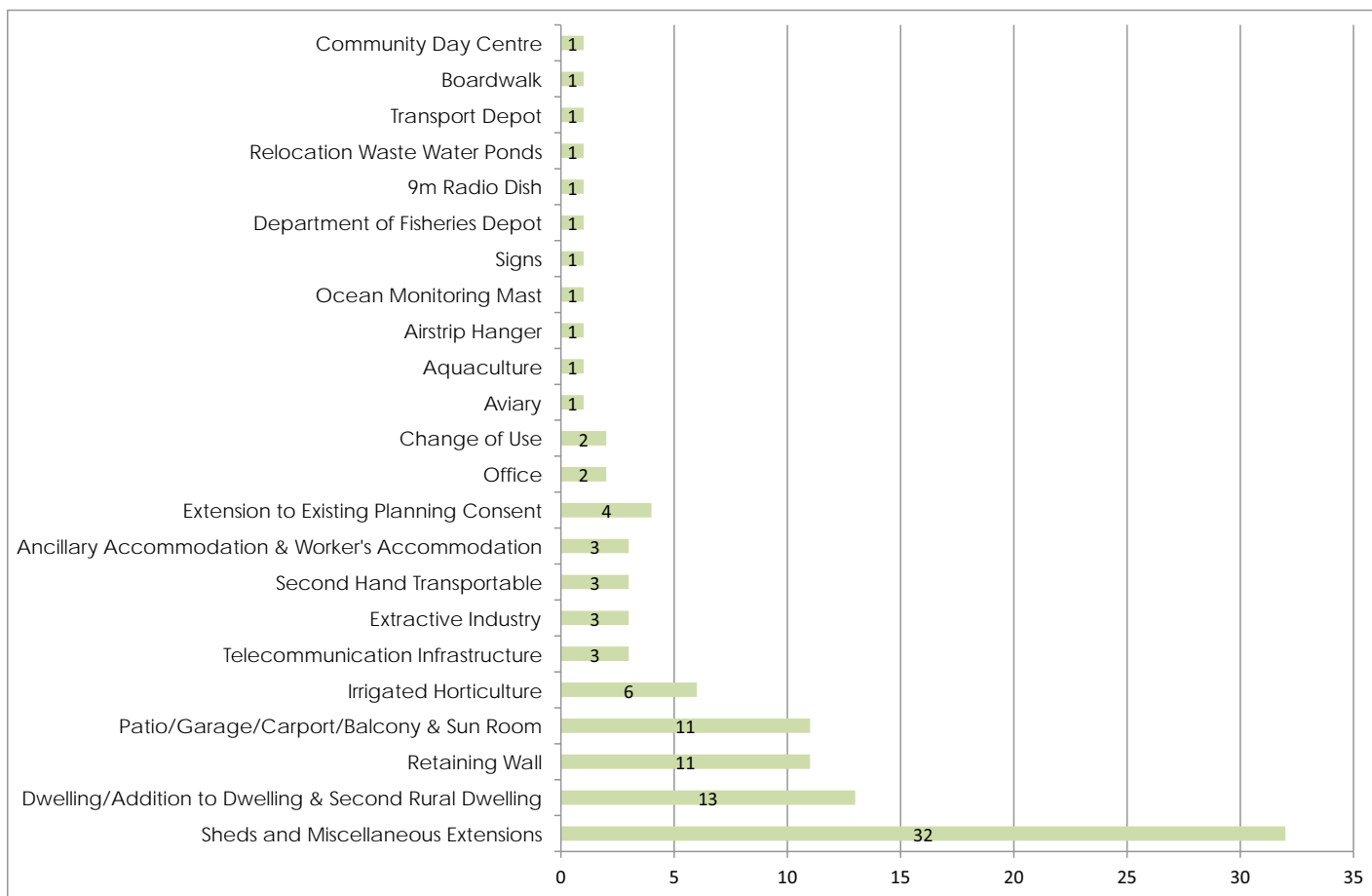
Stage One lots at the development were expected to be released in July 2013. As a consequence of this development the Shire welcomed a new alternate water service provider, Aquasol Pty Ltd, to the community. It is likely that Aquasol Pty Ltd will continue to offer alternate water services in the Shire in the future.

Moore River South

The 2012-13 financial year saw the progression of the revised *Outline Development Plan* for a proposed urban development catering for 2000 lots at Moore River South, including the end of Public Notice given.

As anticipated there were many submissions received from the community and not surprisingly the protection of the Moore River featured as the primary issue. Stakeholders continue to seriously consider the Moore River environs as a result of the proposed development.

DEVELOPMENT APPLICATIONS APPROVED 1 JULY 2012 TO 30 JUNE 13



HUMAN RESOURCES

The Shire of Gingin is working towards becoming an Employer of Choice and an employer that is seen as valuing its staff.

Retaining the right people in the right jobs is also vital to the Shire, and it offers flexible employment arrangements and various programs to encourage a happy, engaged and productive workforce.

In 2012-13 the Shire undertook two organisational restructures. This process saw the reduction of service divisions from four down to three, and the new divisions will assist in clarity of functions across the organisation. The restructure has also enabled the Shire to create new positions with a focus on supporting our operations and services into the future.

During 2012-13 the number of staff employed with the Shire was 56. Also during this period, the following positions were created:

- Coordinator - Organisational Planning & Development (1.0 FTE)
- Governance Officer (1.0 FTE)
- Human Resources Officer (0.5 FTE)

PAYMENT TO EMPLOYEES

The number of employees at the Shire who were entitled to an annual cash salary of \$100,000 or more is four (4).

Salary Band \$	Number of Officers
100,000 – 110,000	
110,000 – 120,000	1
120,000 – 130,000	1
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	1

REVIEW OF POLICIES

During the period 1 July 2012 to 30 June 2013 Council amended six existing policies and adopted one new policy, in addition to undertaking a full review of all Planning Policies under *Shire of Gingin Local Planning Scheme No. 9*.

A comprehensive review of the Shire's Policy Manual is planned for early 2014.

REVIEW OF DELEGATIONS

In accordance with section 5.46 of the *Local Government Act 1995* a review was undertaken of the Shire's Delegation Register during the period, with Council adopting the review at its meeting on 18 June 2013.



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 2012.



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 19 March 2013 and subsequently submitted to the Department of Local Government in accordance with Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996*.

The audit was undertaken by an external consultant, who found that the Shire's standard of compliance was high, with only eight instances of non-compliance or partial non-compliance out of a total of 70 items included in the Return. This equates to an achievement of 88.6% 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 2012-13	Outcome	Action Taken
Nil	-	-





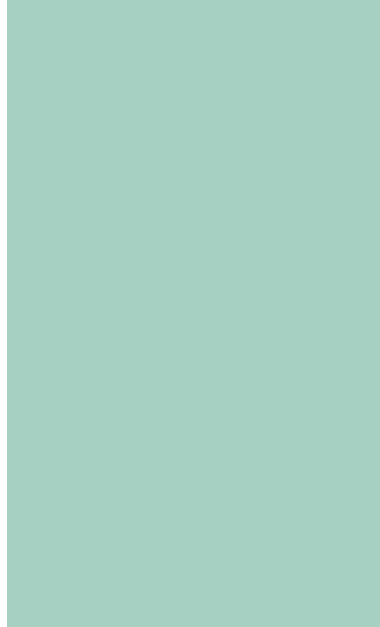
Corporate and Community Services

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

Administration
Customer Service
Finance



COMMUNITY DEVELOPMENT

Driver Reviver

The Driver Reviver Project is at the penultimate stage of completion. The Gingin Police and the Pensioners Social Club Gingin have been instrumental in designing the fit-out of the van and are the attendees when the van is on the road during long weekends/holidays at driver rest spots. The balance of grant funding will be used to purchase some signs to alert drivers of the upcoming Driver Reviver Van.

Provision of a Second Doctor in Gingin and Doctor Support in Lancelin

As undertaken in previous years, Council has committed to support the provision of GP services within the Shire. Specifically, the provision of a doctor in both Lancelin and Gingin has been made possible through financial support and sponsorship for these services. Although the costs are substantial, the community has highlighted the importance of availability of GP services.

Kidsport

Kidsport - a Department of Sport and Recreation project to engage kids in sport who may otherwise be excluded due to personal circumstance - remains a very popular scheme within the Shire.

The scheme continues to fund \$200 per child per calendar year. At 30 June 2013, the Shire had 39 registrations to the scheme.

Events (Shire-run working with the community)

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

Seniors' Week

The Seniors' Event for 2012-13 was a combined Seniors/Grandparents Day held at the Bendigo Complex. Seniors were encouraged to bring their grandchildren to participate in a range of fun activities which they could enjoy doing together, including an entertaining outdoor 'Movie Night'. All seniors living within the Shire are invited to attend these events.

Australia Day

Every Australia Day, the Shire in conjunction with the Neergabby Community Association, hosts an event at the Neergabby Grounds to celebrate being Australian. This year's Australia Day event was well received, with the events program including a free breakfast, citizenship ceremony, Premier's Active Citizenship Awards and guest speaker.

Events (Shire support to community-run events)

The Shire plays an active role in supporting numerous community-run events. During 2012-13 these included the Lancelin Ocean Classic in Lancelin, and the British Car Day held in Granville Park, Gingin.

Other regular events included Picnic in the Park held at Gabbadah Park, Guilderton and Christmas Carols in the Park at the Gingin Sound Shell. Support includes the provision of extra ablutions, bins, town clean-ups and staff available on stand-by.

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 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 events within the region, but to also manage the "risk" to event managers when undertaking an event. Following completion of an Event Application Form Shire staff will 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. These units 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 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 for each of the facilities.



FINANCIAL OVERVIEW

The following tables provide a snapshot of the Shire of Gingin's major financial activities for 2012-13. Please note - for a more detailed explanation of these financial activities please refer to the Concise Financial Report on pages 40-47 or refer to the Full Annual Report on the attached CD.

Table 1 - Operating Revenue

This graph represents the operating revenue totalling \$18,470,976 by percentage.

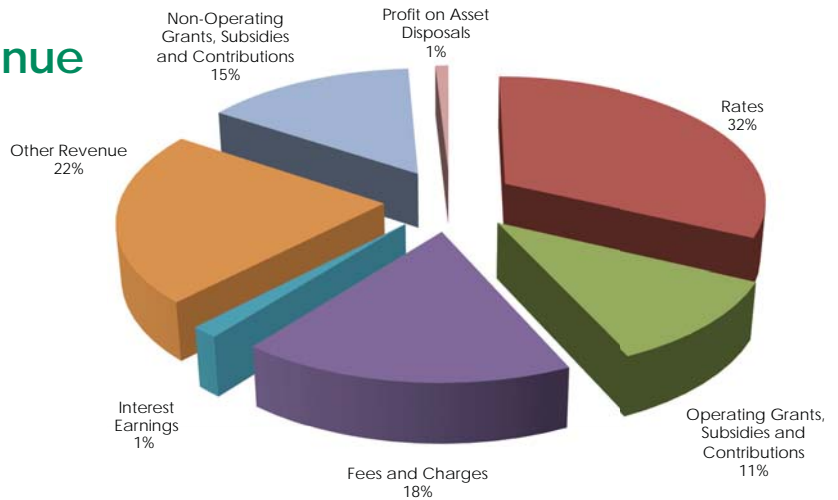


Table 2 - Operating Expenditure

This graph represents the operating expenditure totalling \$12,751,220 by percentage.

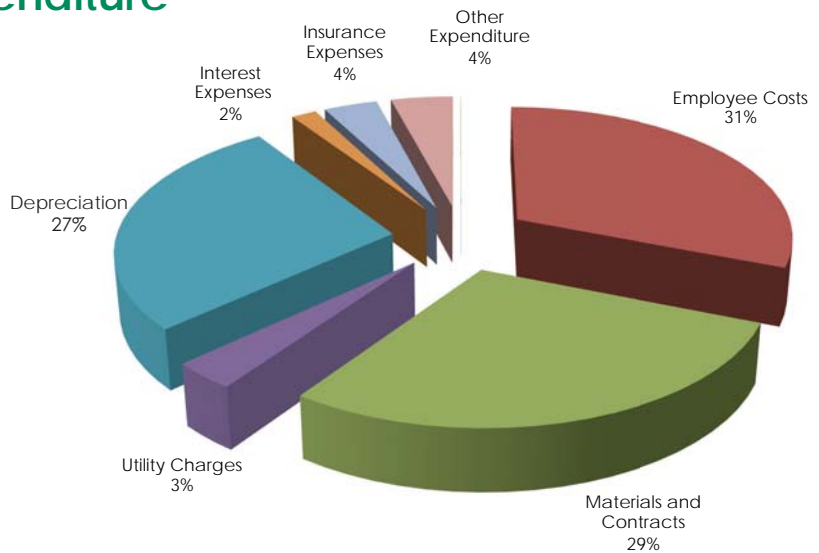
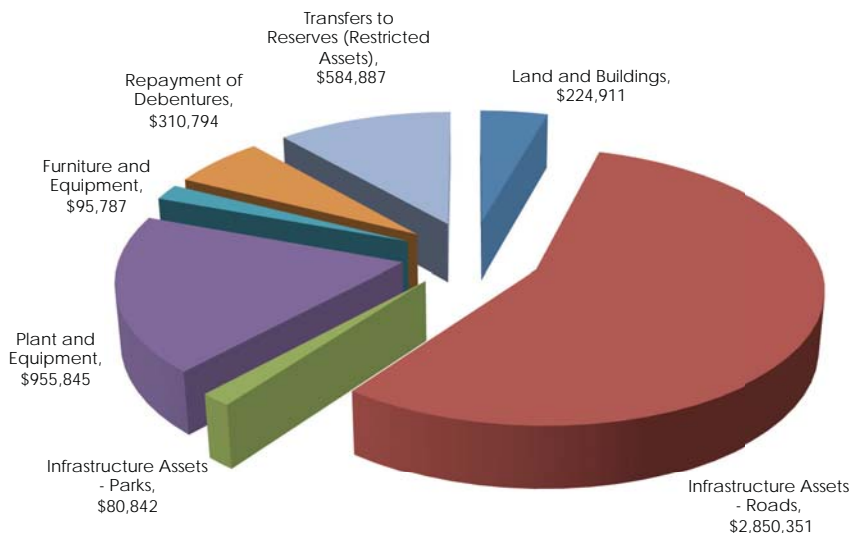


Table 3 - Capital Expenditure

This graph represents the capital expenditure totalling \$5,103,417.



RATES LEVY

The Shire's operating budget for 2012-13 was set at an estimated \$15.050 million. Of that figure, the rates levy set aimed to raise \$5.959 million towards the cost of providing the 100-plus Shire services to its community.

During the financial year, the Shire was successful in levying \$5.922 million and collecting 89 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 2013 stood at \$631,055 with the majority of that total attributable to a single developer who had failed to pay rates for a number of years. The developer's property was repossessed and the arrears are currently being recovered from the sale of land.

EMERGENCY SERVICES LEVY

The Shire of Gingin also collected \$322,315 on behalf of the State Government for the Emergency Services Levy (ESL).

During 2012-13, the Shire received an ESL operating grant from FESA of \$132,354 towards the cost of the Shire's Bush Fire Service.

In addition, the Shire received a capital grant of \$429,021 towards the replacement of four Bush Fire Service light tankers.

AUDIT COMMITTEE

The Audit Committee oversees the Shire'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.

Three Audit Committee meetings were held during 2012-13, in September 2012, December 2012 and June 2013.



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.



MAINTENANCE

Roads
Public spaces
Reserves



ROAD CONSTRUCTION

In 2012-13 the Shire of Gingin spent in excess of \$2.874 million on road construction projects. Some of the biggest projects included:

• Gingin Brook Road (reconstruct road and widen seal)	\$759,707
• Red Gully Road (resheet gravel road)	\$558,193
• Sappers Road (reconstruct road and widen seal)	\$485,733
• Croot Place (reconstruct road and seal)	\$200,568
• Dewar Road (Black Spot works)	\$193,573
• Nilgen Road (resheet gravel road)	\$155,688

To assist with the road construction program for 2012-13 grant funds were received from the following areas:

• Regional Road Group (State Government) – Gingin Brook Road	\$493,668
• Roads to Recovery (Federal Government) – various roads	\$331,378
• Aglime Route Funding (State Government) – Sappers Road	\$269,368
• Country Local Government Fund ie, Royalties for Regions (State Government)	\$846,798

The Shire of Gingin is continually looking for ways to increase the quantity and standard of works completed to ensure the Shire's road assets are renewed and upgraded in a sustainable manner. In addition, the Shire searches for means to increase funding streams to increase the amount of assets maintained annually.

ROAD MAINTENANCE

The Shire of Gingin not only constructs roads and drains but it also maintains these assets so that the public can continue to utilise this infrastructure. The Shire of Gingin has a road network covering 913km (478km of sealed roads and 435km unsealed roads) spread over 3,325km². For this financial year the Shire spent approximately \$1.55 million on maintaining the Shire's road associated assets.

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

• Verge Maintenance	\$588,794
• General Maintenance – Gravel Roads	\$342,651
• General Maintenance – Sealed Roads	\$318,920
• Tree Lopping (street trees)	\$46,962
• Street Signs / Equipment	\$37,420

The condition of the Shire's road network (and associated assets) is continually deteriorating and requires additional maintenance annually. The Shire of Gingin endeavours to maintain its assets to the highest possible standards with the funds and resources at its disposal.

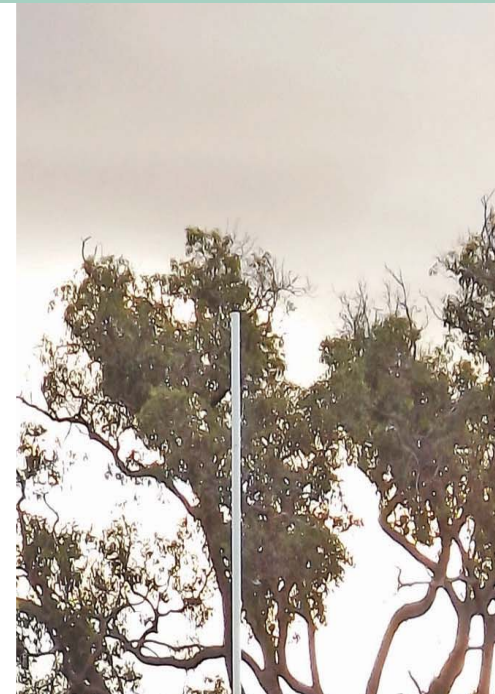
PARKS, GARDENS AND FORESHORE MAINTENANCE

The Shire of Gingin has numerous areas of public open space to maintain across the Shire, covering five town sites and a number of rural living areas. The Shire spent \$1.97 million on maintaining these areas for public use.

Expenditure for public space maintenance during 2012-13 included:

• Granville Park, Gingin	\$79,383
• Wangaree Park, Lancelin	\$58,987
• Grace Darling Park, Lancelin	\$45,882
• Key Biscayne Park, Ledge Point	\$52,470
• Gabbadah Park, Guilderton	\$16,413
• Recreation ground, Gingin	\$45,184
• Recreation ground, Lancelin	\$20,238
• Recreation ground, Ledge Point	\$55,835
• Recreation ground, Seabird	\$45,055

The Shire of Gingin also has a number of beaches and foreshores to maintain, all the way from Guilderton in the south to Lancelin in the north. In 2012-13 the Shire of Gingin spent \$132,938 on maintaining these assets.



PLANT & MACHINERY REPLACEMENT

In 2012-13 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 economical fleet. The Shire spent a total of \$955,845 (all prices excluding GST) on purchasing plant and machinery.

The major items of plant purchased were:

• 4 light tankers for four Bush Fire Brigades	\$429,021
• 5 Isuzu D-Max 4x4 utilities for the Works Crew	\$192,229
• 3 Isuzu D-Max 4x4 utilities for the Rangers	\$112,202
• 5 replacement vehicles for the administration management	\$188,345
• Slasher deck for verge maintenance	\$18,175

The total income from the traded vehicles for 2012-13 was \$229,583.

The total carried forward figure from 2012-13 to 2013-14 was \$865,926 for items of plant that could not be purchased and/or delivered. Of this amount there was a total of \$404,526 for items ordered in 2012-13 which did not arrive until 2013-14 owing to availability. These vehicles were two road maintenance trucks and an eight wheel tipper.





Regulatory Services

Regulatory Services is responsible for the administration and delivery of a wide range of services such as Environmental Health, Building Services, Records Management, Emergency Management and Bushfire Control/Ranger Services.



Ranger Services

ENVIRONMENT

Records Management



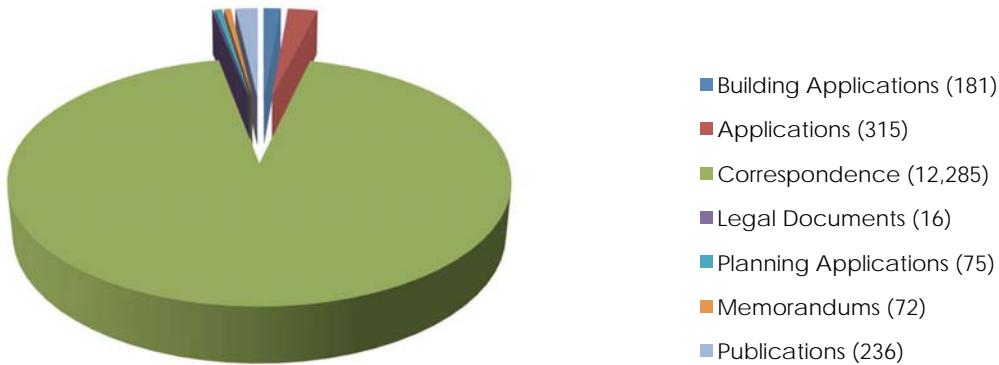
FREEDOM OF INFORMATION

The Shire received three (3) Freedom of Information applications for the 2012-13 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.

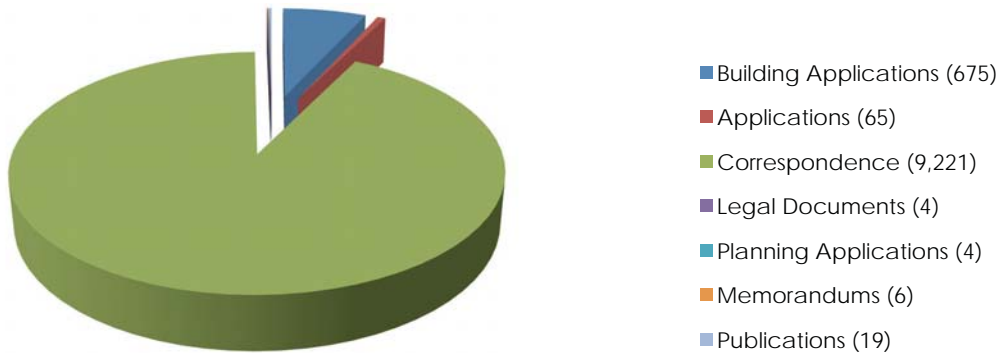
RECORD KEEPING

During the 2012-13 financial year there were 23,173 records processed through the Records Department. These consisted the following:

Incoming Records



Outgoing Records



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 any other associated 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:

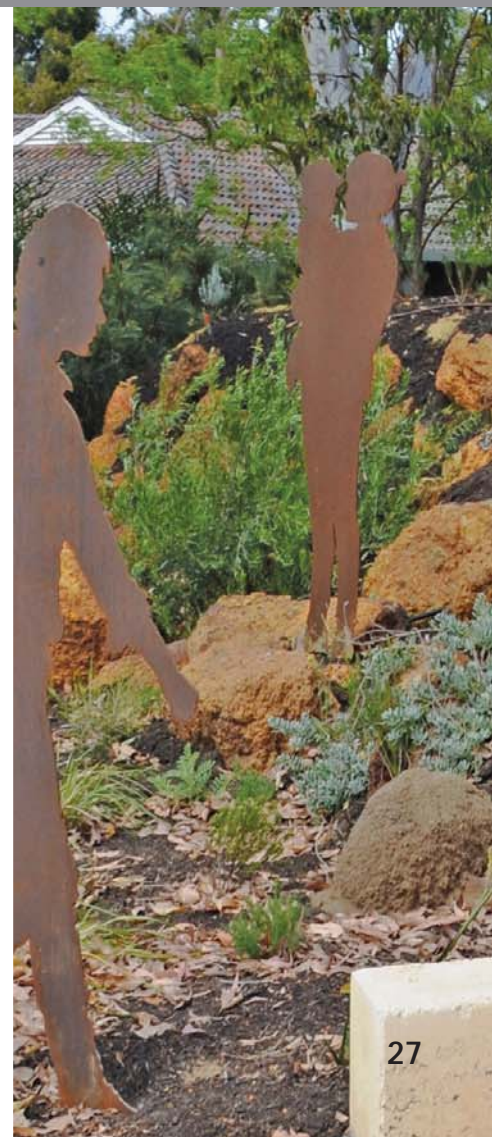
- Understand the organisation's responsibilities, and procedures for the effective management of any emergencies within the Shire.
- Establish guidelines for coordination between all agencies which may become involved;
- Provide a plan for the coordination of resources to cope with the impact of emergencies;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



RANGER SERVICES

Shire Rangers are involved with community education, awareness and enforcement of various legislation which include:

- *Dog Act 1976*
- *Local Government Act 1995 (sections 3.39, 9.11, 9.13, 9.15, 9.16)*
- *Bushfires Act 1954 – as Fire Control Officers*
- *Litter Act 1979*
- *Caravan Parks and Camping Grounds Act 1995*
- *Control of Vehicles (Off-road Areas) Act 1978 and;*
- Shire's Local Laws.



RANGER SERVICES *(continued)*

Within the 2012-13 period Shire Rangers issued the following infringements:

INFRINGEMENT TYPE	NUMBER ISSUED 2012-13
Firebreak	143
Fire (other)	6
Camping	52
Dog	41
Stock	1
Beach Offences	8
Litter	7
Off Road Vehicles	65
Parking	348

BUILDING SERVICES

During 2012-13, the Shire issued 223 building and demolition approvals with an estimated value of \$17.78 million.

ENVIRONMENTAL HEALTH

During the 2012-13 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	Number
Safe accommodation	Lodging houses, caravan parks and public buildings	5
Safe Food	Food premises and temporary food stalls. Food sampled and unsafe food recalls from sales	0
Safe Events	Events and festival compliance and public safety	3
Safe Disposal of Effluent	On-site effluent disposal and grey water re-use systems	47
Disease Control	Investigation of food poisoning (Salmonella, Campylobacter and Gardia) and notifiable infectious diseases.	1
Pollution Compliance	Environmental nuisance including community noise, asbestos and environmental pollution.	2

STABLE FLY COMPLAINTS 2012-13

During 2012-13, the Shire received a total of 515 Stable Fly complaints, with the areas of Neergabby (139), Caraban (114) and Beermullah (106) 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 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.

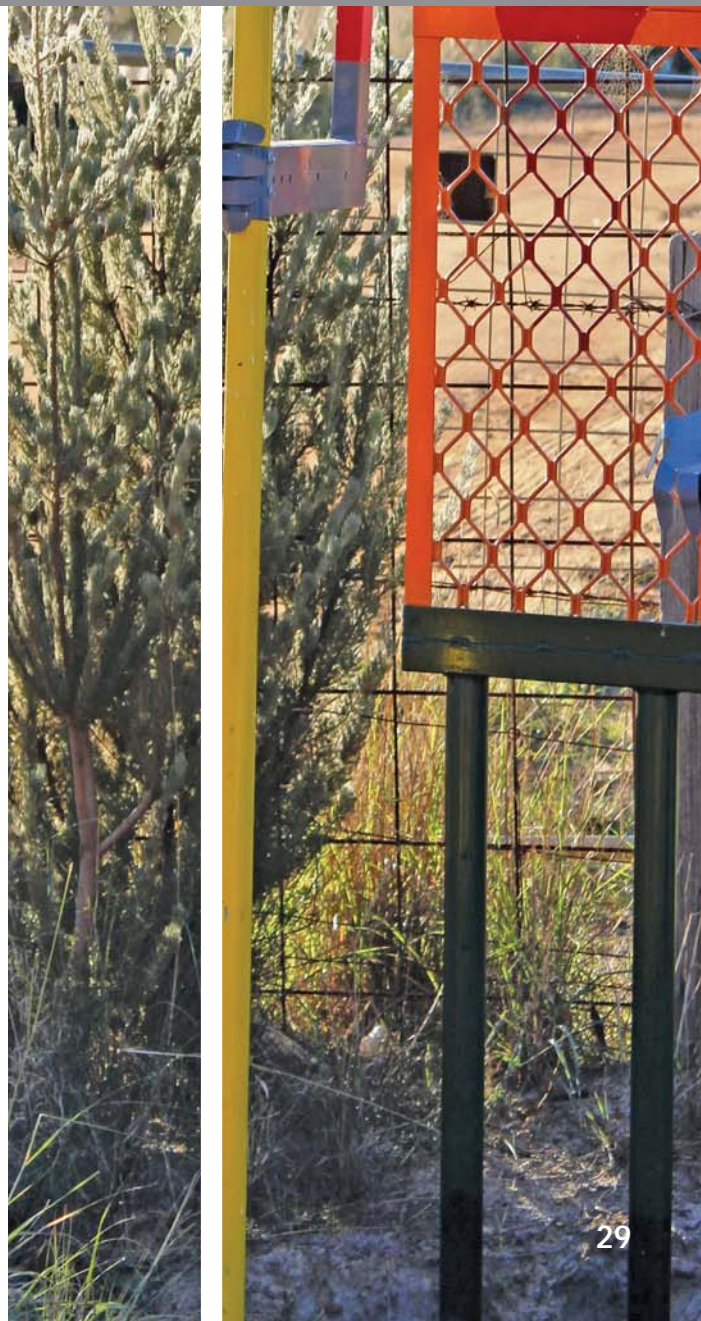


RECYCLING AND WASTE MANAGEMENT

During 2012-13, 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 Recycling Centre. The Shire was able to recycle the following in 2012-13:

- Metal 104 tonnes
- Glass 15 tonnes
- Paper and Cardboard 10 tonnes
- Used Oil 8,500 litres
- DrumMuster 3,069 containers



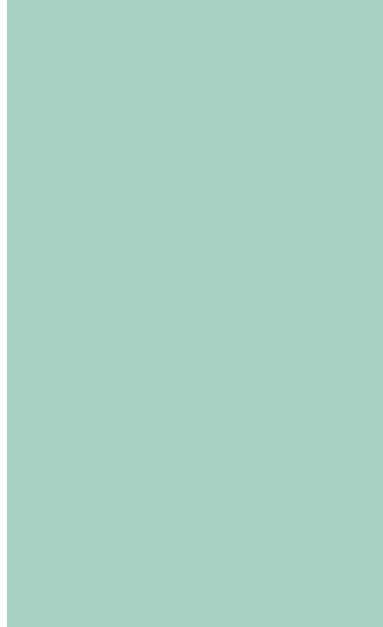


Statutory Reporting

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

Disability Inclusion
Equal Opportunity
National Competition Policy

STARTUP



DISABILITY ACCESS AND INCLUSION PLAN (DAIP)

The following strategies were developed to address each of the six desired outcome areas of the *Disability Services Act*. These 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.

<i>Strategy</i>	<i>Timeframe</i>
Ensure people with disabilities are consulted on their needs for services and accessibility of current services.	Ongoing
Monitor Shire services to ensure equitable access and inclusion.	Ongoing
Improve access to the information in the library.	Completed
Develop 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 buildings and other facilities of a public authority.

<i>Strategy</i>	<i>Timeframe</i>
Ensure all buildings and facilities meet the standards for access and any demonstrated additional need.	Disability access addressed when buildings undergo renovation and during annual inspections by Shire staff.
Ensure all new or redevelopment works provide access to people with disabilities, where practicable.	Ongoing
Ensure ACROD parking meets the needs of people with disabilities in terms of quantity and location.	Ongoing
Advocate local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	Ongoing
Ensure 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.

<i>Strategy</i>	<i>Timeframe</i>
Ensure 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 upon request.	As needed
Ensure the Shire's website meets contemporary good practice.	Ongoing

Outcome 4:

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

<i>Strategy</i>	<i>Timeframe</i>
Ensure 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.

<i>Strategy</i>	<i>Timeframe</i>
Ensure grievance mechanisms are accessible for people with disabilities and are acted upon.	Ongoing

Outcome 6:

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

<i>Strategy</i>	<i>Timeframe</i>
Ensure people with disabilities are actively consulted about DAIP and any other significant planning processes.	Ongoing
Ensure 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.

The Shire reviewed its obligations under the *Western Australian Equal Opportunity Act 1984* during 2012-13.

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 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 they have no competitive advantages or disadvantages as a result of their public status.

COMPETITIVE NEUTRALITY (UNDER CPA)

During 2012-13, 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 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 within parks and reserves contracted to Avon Waste.





The concise financial report is an extract from the full annual financial report for the year ended 30 June 2013. 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.

Concise Financial Report

for the year ended 30 June 2013

Contents

Independent Auditor's Report

38

Statement of Comprehensive Income

40

Statement by Nature or Type

40

Statement by Program

41

Statement of Financial Position

43

Statement of Changes in Equity

44

Statement of Cash Flows

45

Rate Setting Statement

46

**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 2013, 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 2013. We expressed an unmodified audit opinion on that financial report in our report dated 17 December 2013. 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 2013 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: 10 January 2014
Perth, WA

Shire of Gingin

Statement of Comprehensive Income

for the year ended 30 June 2013

Statement of Comprehensive Income by Nature or Type

	2013 \$	2013 Budget \$	2012 \$
Revenue			
Rates	5,922,040	5,959,541	5,594,695
Operating Grants, Subsidies and Contributions	2,049,429	1,077,801	2,466,964
Fees and Charges	3,235,904	3,422,614	4,086,843
Interest Earnings	274,635	250,200	263,108
Other Revenue	4,094,585	339,970	247,102
	15,576,593	11,050,126	12,658,712
Expenses			
Employee Costs	(3,949,863)	(4,503,890)	(4,174,018)
Materials and Contracts	(3,676,800)	(4,033,132)	(3,613,492)
Utility Charges	(426,246)	(473,370)	(436,177)
Depreciation on Non-Current Assets	(3,494,066)	(3,475,630)	(3,458,715)
	(214,653)	(216,382)	(283,642)
Insurance Expenses	(458,014)	(441,517)	(388,128)
Other Expenditure	(528,932)	(431,807)	(391,206)
	(12,748,574)	(13,575,728)	(12,745,378)
	2,828,019	(2,525,602)	(86,666)
Non-Operating Grants, Subsidies and Contributions	2,726,859	3,667,451	2,441,677
Profit on Asset Disposals	167,524	332,577	29,867
Loss on Asset Disposal	(2,646)	(75,409)	0
<i>Net Result</i>	5,719,756	1,399,017	2,384,878
Other Comprehensive Income			
Changes on revaluation of non-current assets	29,228,068	0	0
Total Other Comprehensive Income	29,228,068	0	0
Total Comprehensive Income	34,947,824	1,399,017	2,384,878

This statement is to be read in conjunction with the full annual financial report on the CD on the inside back cover or upon request.

Shire of Gingin

Statement of Comprehensive Income

for the year ended 30 June 2013

Statement of Comprehensive Income by Program

	2013 \$	2013 Budget \$	2012 \$
Revenue			
Governance	0	2,000	1,648
General Purpose Funding	7,050,703	6,715,115	6,886,892
Law, Order, Public Safety	233,860	189,190	190,571
Health	313,096	572,601	584,843
Education and Welfare	149,274	97,000	94,313
Housing	0	0	9,470
Community Amenities	1,328,968	1,313,842	1,274,372
Recreation and Culture	3,938,742	52,226	70,805
Transport	994,431	428,853	1,210,023
Economic Services	1,415,132	1,329,630	1,277,470
Other Property and Services	152,387	349,669	1,058,305
	15,576,593	11,050,126	12,658,712
Expenses			
Governance	(974,841)	(960,794)	(871,166)
General Purpose Funding	(288,149)	(345,559)	(374,429)
Law, Order, Public Safety	(1,206,654)	(1,172,457)	(1,044,326)
Health	(908,130)	(1,100,875)	(1,043,561)
Education and Welfare	(187,333)	(198,938)	(177,908)
Housing	0	0	(38,438)
Community Amenities	(1,796,477)	(2,038,523)	(1,568,497)
Recreation and Culture	(2,261,063)	(2,640,362)	(2,304,227)
Transport	(3,491,824)	(3,513,482)	(3,346,227)
Economic Services	(1,165,401)	(1,180,343)	(1,178,005)
Other Property and Services	(254,049)	(208,013)	(514,952)
	(12,533,921)	(13,359,346)	(12,461,736)
Finance Costs			
Health	(19,438)	(19,438)	(20,580)
Education and Welfare	(3,364)	(3,364)	(4,138)
Community Amenities	(35,169)	(36,950)	(85,844)
Recreation and Culture	(108,713)	(108,622)	(115,215)
Transport	(6,737)	(6,738)	(10,692)
Economic Services	(2,089)	(2,089)	(2,345)
Other Property and Services	(39,143)	(39,181)	(44,828)
	(214,653)	(216,382)	(283,642)

Shire of Gingin

Statement of Comprehensive Income

for the year ended 30 June 2013

Statement of Comprehensive Income by Program (continued)

	2013 \$	2013 Budget \$	2012 \$
Non-Operating Grants, Subsidies and Contributions			
General Purpose Funding	0	0	4,808
Law, Order, Public Safety	440,350	460,600	344,040
Health	0	16,000	0
Education and Welfare	0	1,022,000	0
Community Amenities	0	0	82,118
Recreation & Culture	0	125,000	274,500
Transport	2,286,509	2,043,851	1,735,591
Other Property and Services	0	0	620
	2,726,859	3,667,451	2,441,677
Profit/(Loss) on Disposal of Assets			
Law, Order, Public Safety	85,496	91,423	25,263
Health	3,515	(1,791)	0
Community Amenities	4,545	10,136	0
Recreation & Culture	0	417	604
Transport	43,751	73,843	4,000
Economic Services	2,050	7,076	0
Other Property and Services	25,521	76,064	0
	164,878	257,168	29,867
<i>Net Result</i>	<i>5,719,756</i>	<i>1,399,017</i>	<i>2,384,878</i>
Other Comprehensive Income			
Changes on revaluation of non-current assets	29,228,068	0	0
Total Other Comprehensive Income	29,228,068	0	0
Total Comprehensive Income	34,947,824	1,399,017	2,384,878

This statement is to be read in conjunction with the full annual financial report on the CD on the inside back cover or upon request.

Shire of Gingin

Statement of Financial Position

as at 30 June 2013

	2013 \$	2012 \$
CURRENT ASSETS		
Cash and Cash Equivalents	5,567,344	3,845,409
Trade and Other Receivables	1,252,203	1,481,371
Inventories	98,588	394,290
Total Current Assets	6,918,135	5,721,070
NON-CURRENT ASSETS		
Other Receivables	277,528	282,236
Inventories	10,044	10,659
Property, Plant and Equipment	54,214,505	24,836,337
Infrastructure	104,287,455	100,017,849
Total Non-Current Assets	158,789,532	125,147,081
TOTAL ASSETS	165,707,667	130,868,151
CURRENT LIABILITIES		
Trade and Other Payables	1,309,110	898,711
Long Term Borrowings	329,841	310,794
Provisions	484,360	691,074
Total Current Liabilities	2,123,311	1,900,579
NON-CURRENT LIABILITIES		
Long Term Borrowings	2,661,944	2,991,785
Provisions	81,518	82,717
Total Non-Current Liabilities	2,743,462	3,074,502
TOTAL LIABILITIES	4,866,773	4,975,081
NET ASSETS	160,840,894	125,893,070
EQUITY		
Retained Surplus	42,596,724	37,369,986
Reserves - Cash Backed	2,662,799	2,169,781
Revaluation Surplus	115,581,371	86,353,303
TOTAL EQUITY	160,840,894	125,893,070

This statement is to be read in conjunction with the full annual financial report on the CD on the inside back cover or upon request.

Shire of Gingin Statement of Changes in Equity

for the year ended 30 June 2013

	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	ASSET REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2011	36,052,701	1,102,188	86,353,303	123,508,192
Comprehensive Income				
Net Result	2,384,878	0	0	2,384,878
Changes on Revaluation of Non-Current Assets	0	0	0	0
Total Comprehensive Income	2,384,878	0	0	2,384,878
Reserve Transfers	(1,067,593)	1,067,593	0	0
Balance as at 30 June 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	0	0	29,228,068	29,228,068
Total Other Comprehensive Income	5,719,756	0	29,228,068	34,947,824
Reserve Transfers	(493,018)	493,018	0	0
Balance as at 30 June 2013	42,596,724	2,662,799	115,581,371	160,840,894

This statement is to be read in conjunction with the full annual financial report on the CD on the inside back cover or upon request.

Shire of Gingin
Statement of Cash Flows
for the year ended 30 June 2013

	2013 \$	2013 Budget \$	2012 \$
Cash Flows From Operating Activities			
<i>Receipts</i>			
Rates	5,741,544	6,463,427	5,565,963
Operating Grants, Subsidies and Contributions	2,049,429	1,251,445	2,466,964
Fees and Charges	3,602,992	4,147,123	5,192,187
Interest Earnings	274,635	250,200	263,108
Goods and Services Tax	792,012	809,500	744,843
Other Revenue	271,030	366,119	247,102
	12,731,642	13,287,814	14,480,167
<i>Payments</i>			
Employee Costs	(4,157,776)	(4,525,397)	(4,166,199)
Materials and Contracts	(2,966,618)	(4,517,125)	(3,437,745)
Utility Charges	(426,246)	(495,423)	(436,177)
Insurance Expenses	(458,014)	(441,517)	(388,128)
Interest expenses	(218,118)	(218,117)	(290,902)
Goods and Services Tax	(792,012)	(750,000)	(744,843)
Other Expenditure	(474,878)	(601,331)	(391,206)
	(9,493,662)	(11,548,910)	(9,855,200)
Net Cash Provided By (Used In) Operating Activities	3,237,980	1,738,904	4,624,967
Cash Flows from Investing Activities			
Payments for Purchase of Property, Plant & Equipment	(1,276,543)	(3,565,478)	(738,330)
Payments for Construction of Infrastructure	(2,931,193)	(3,480,615)	(2,869,289)
Non-Operating Grants, Subsidies and Contributions	2,726,859	3,667,451	2,441,677
Proceeds from Sale of Plant & Equipment	228,342	519,000	30,367
Proceeds from Advances	9,689	9,687	24,109
	(1,242,846)	(2,849,955)	(1,111,466)
Net Cash Provided By (Used In) Investing Activities	(1,242,846)	(2,849,955)	(1,111,466)
Cash Flows from Financing Activities			
Repayment of Debentures	(310,794)	(329,841)	(1,110,415)
Self Supporting Loan to Community Group	0	(75,000)	0
Proceeds from Self Supporting Loans	37,595	39,061	33,899
Proceeds from New Debentures	0	75,000	0
	(273,199)	(290,780)	(1,076,516)
Net Cash Provided By (Used In) Financing Activities	(273,199)	(290,780)	(1,076,516)
Net Increase (Decrease) in Cash Held	1,721,935	(1,401,831)	2,436,985
Cash at Beginning of Year	3,845,409	3,845,454	1,408,424
Cash and Cash Equivalents at the End of the Year	5,567,344	2,443,623	3,845,409

This statement is to be read in conjunction with the full annual financial report on the CD on the inside back cover or upon request.

Shire of Gingin Rate Setting Statement

for the year ended 30 June 2013

	2013 Actual \$	2013 Budget \$	2012 Actual \$
Revenue			
Governance	0	2,000	1,648
General Purpose Funding	1,128,663	755,574	1,297,005
Law, Order, Public Safety	762,353	741,213	559,874
Health	316,611	588,601	584,843
Education and Welfare	149,274	1,119,000	94,313
Housing	0	0	9,470
Community Amenities	1,333,513	1,327,709	1,357,094
Recreation and Culture	3,939,368	189,121	345,305
Transport	3,324,691	2,604,956	2,949,614
Economic Services	1,417,182	1,336,706	1,277,470
Other Property and Services	177,281	426,533	1,058,925
	12,548,936	9,091,413	9,535,561
Expenses			
Governance	(974,841)	(960,794)	(871,166)
General Purpose Funding	(288,149)	(345,559)	(374,429)
Law, Order, Public Safety	(1,209,300)	(1,172,457)	(1,044,326)
Health	(927,568)	(1,122,104)	(1,064,141)
Education and Welfare	(190,697)	(202,302)	(182,046)
Housing	0	0	(38,438)
Community Amenities	(1,831,646)	(2,079,204)	(1,654,341)
Recreation and Culture	(2,369,776)	(2,748,984)	(2,419,442)
Transport	(3,498,561)	(3,590,107)	(3,356,919)
Economic Services	(1,167,490)	(1,182,432)	(1,180,350)
Other Property and Services	(293,192)	(247,194)	(559,780)
	(12,751,220)	(13,651,137)	(12,745,378)
Net Result Excluding General Rates	(202,284)	(4,559,724)	(3,209,817)
Adjustments for Cash Budget Requirements:			
Non-Cash Expenditure and Revenue			
Initial Recognition of Assets Due to Change to Regulations			
Land	(3,823,555)	0	0
(Profit)/Loss on Asset Disposals	(164,878)	(257,168)	(29,867)
Movement in Debtors/Liabilities	0	233,765	0
Movement in Employee Benefit Provisions (Non-Current)	(1,199)	0	14,252
Movement in Deferred Pensioners (Non-Current)	(45,670)	0	0
Depreciation on Assets	3,494,066	3,475,630	3,458,715
Assets Written Off	54,056	0	0

Shire of Gingin
Rate Setting Statement
for the year ended 30 June 2013

Rate Setting Statement (continued)

	2013 Actual \$	2013 Budget \$	2012 Actual \$
Capital Expenditure and Revenue			
Purchase Land and Buildings	(224,911)	(1,519,000)	(208,218)
Purchase Infrastructure Assets - Roads	(2,850,351)	(3,110,615)	(2,499,964)
Purchase Infrastructure Assets - Parks	(80,842)	(370,000)	(369,325)
Purchase Plant and Equipment	(955,845)	(1,918,288)	(388,242)
Purchase Furniture and Equipment	(95,787)	(128,190)	(141,870)
Purchase of History Books	616	0	(136)
Proceeds from Disposal of Assets	228,342	519,000	30,367
Repayment of Debentures	(310,794)	(329,841)	(1,110,415)
Proceeds from New Debentures	0	75,000	0
New Self Supporting Loan Funded	0	(75,000)	0
Self-Supporting Loan Principal Income	37,595	39,061	33,899
Proceeds from Advances	9,689	9,687	24,107
Transfers to Reserves (Restricted Assets)	(584,887)	422,301	(1,112,222)
Transfers from Reserves (Restricted Assets)	91,869	0	44,629
ADD: Estimated Surplus/(Deficit) July 1 B/Fwd	1,914,221	1,533,841	1,783,633
LESS: Estimated Surplus/(Deficit) June 30 C/Fwd	2,411,491	0	1,914,221
Total Amount Raised from General Rates	(5,922,040)	(5,959,541)	(5,594,695)

This statement is to be read in conjunction with the full annual financial report on the CD on the inside back cover or upon request.

Notes

