

NSW RURAL FIRE SERVICE AND BRIGADES DONATIONS FUND

**ANNUAL
REPORT**

TO JUNE 30 2013

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ABOUT THE FUND

About the Fund

THE BACKGROUND TO THE FUND

The NSW Rural Fire Service and Brigades Donations Trust was established by Deed on April 10th 2012. It was founded by the NSW Rural Fire Service to assist rural fire brigade in managing with changes to the tax law which came into effect in 2012.

Changes to tax laws meant brigades needed to choose one of two options:

1. establish, with approval from the ATO, their own DGR fund which will enable them to receive tax deductible donations; or
2. use a central Public Fund, established by the NSW RFS, allowing brigades to receive tax deductible donations without the costs and compliance issues of managing their own fund.

Brigades could also choose not to have DGR status which meant any donations to the brigade would not be tax deductible for the donor.

PURPOSE OF THE FUND

The purpose of the Fund is to make available to Brigades the ability to accept tax deductible donations, both in person and online, with as little administrative burden as possible. It was established and operated solely for the purpose of supporting the volunteer-based fire and emergency service activities of the Brigades.

The purpose of the Trust, as described in the Deed, is to pay or apply the income or capital from the Trust Fund, and such parts of the capital from the Trust Fund as the Trustees at any time and from time to time think fit as follows:

(a) to or for the brigades in order to enable or assist them to meet the costs of purchasing and maintaining fire-fighting equipment and facilities, providing training and resources and/or to otherwise meet the administrative expenses of the brigades which are associated with their volunteer-based fire and emergency service activities;

(b) for authorised investments which are consistent with carrying out the purpose in paragraph (a) above;

(c) to meet the reasonable costs of the current and continuing operation and management of the Trust.

ABOUT THE FUND

CONTACT DETAILS

NSW Rural Fire Service & Brigades Donations Fund

15 Carter Street, Lidcombe NSW 2141

Tel 02 8741 5519

Fax 02 8741 5533

Email dgr@rfs.nsw.gov.au

The ABN for the Trust is **88 311 702 546**

GOVERNANCE FRAMEWORK

Governance Framework

Governance for the Trust comprises those processes and structures which have been implemented to inform, direct, manage and monitor the activities of the Trust toward the achievement of its objectives. Governance mechanisms include the Deeds executed in order to establish the Trust and provide its powers and functions. These are the Trust Deed of the NSW Rural Fire Service and Brigades Donations Fund made on April 10th 2012, and the Deed of Amendment of Trust Deed made on June 20th 2013.

In addition to the Deeds further governance and control is provided by the Trust Fund Charter, endorsed February 19th 2013, the Code of Conduct, endorsed May 1st 2013, and the Service Level Agreement between the Trust and the NSW Rural Fire Service, signed April 18th 2013.

The Trust is overseen by seven Trustees, including five volunteers of the NSW Rural Fire Service and two staff members. Profiles of Trustees are provided on pages 18 and 19. The Trust operates a schedule of quarterly meetings and calls a specific meeting to discuss the external auditor's report on the financial statements. The Trust has an elected Chair and is provided a full set of meeting papers and minutes for each meeting.

As required under the Trust Fund Charter, a performance assessment of the Trust is conducted annually. The results of the first assessment appear at the end of this Report.

TRUSTEES' REPORT

NSW Rural Fire Service & Brigades Donations Fund

Trustees' report

For the period ended 30 June 2013

The trustees present their report together with the financial report of NSW Rural Fire Service & Brigades Donations Fund ("the Trust") for the period ended 30 June 2013 and the auditor's report thereon.

1. Trustee

The trustees of the Trust at any time during or since the end of the financial year are:

Name

Richard Lyons	Appointed 10 April 2012
Brian McKinlay	Appointed 10 April 2012
Bernard Cox	Appointed 10 April 2012 (retired on 1 May 2013)
Dominic Lane	Appointed 10 April 2012 (retired on 1 May 2013)
Steven Riley	Appointed 10 April 2012 (retired on 18 February 2013)
Scott Campbell	Appointed 1 May 2013
Bronwyn Jones	Appointed 18 February 2013
Andrew Macdonald	Appointed 1 May 2013
Richard Schonell	Appointed 8 April 2013
Glen Wall	Appointed 1 May 2013

2. Trustees' meetings

Meetings are held when necessary. This is predominantly to decide on the apportionment of the Trust's funds across the range of activities it involves itself in. A total of four meetings were held this financial period.

3. Principal activities

The principal activity of the Trust during the course of the financial period was for the purpose of supporting the volunteer-based fire and emergency service activities of the Brigades.

There were no other significant changes in the nature of the activities of the Trust during the period.

4. Operating and financial review

Overview of the Trust

The surplus amounted to \$52,611.

This was derived after paying out expenses on behalf of the Trust.

TRUSTEES' REPORT

NSW Rural Fire Service & Brigades Donations Fund Trustees' report (continued)

For the period ended 30 June 2013

Significant changes in the state of affairs

In the opinion of the trustees, there were no significant changes in the state of affairs of the Trust that occurred during the financial period under review.

5. Events subsequent to reporting date

There has not arisen in the interval between the end of the financial period and the date of this report any item, transaction or event of a material and unusual nature likely, in the opinion of the trustees of the Trust, to affect significantly the operations of the Trust, the results of those operations, or the state of affairs of the Trust, in future financial years.

6. Likely developments

The Trust expects to maintain the present status and level of operations.

7. Environmental regulation

The Trust's operations are not subject to any significant environmental regulations under Commonwealth and State legislation.

8. Indemnification and insurance of officers and auditors

Indemnification

The Trust has indemnified and made relevant agreements for indemnifying against a liability to any person who is or has been an Officer or Auditor of the Trust.

Insurance Premiums

The Trustees have not included details of the nature of the liabilities covered or the amount of the premium paid in respect of the trustees' and officers' liability and legal expenses' insurance contracts, as such disclosure is prohibited under the terms of the contract.

9. Lead auditor's independence declaration

The lead auditor's independence declaration is set out on page 14 and forms part of the Trustees' report for the financial period 2013.

This report is made with a resolution of the Trustees:

Dated at Lidcombe this 10th day of December 2013.


Richard Lyons


Brian McKinlay

FINANCIAL STATEMENTS

Financial Statements

STATEMENT OF COMPREHENSIVE INCOME

For the period ended 30 June 2013

	NOTE	2013 \$
Revenue	4	396,736
Bank charges		(3,641)
Printing and stationery		(2,940)
Distributions to Brigades		(337,341)
Other expenses		(203)
Surplus for the period		52,611
Other comprehensive income for the period		-
Total comprehensive income for the period		52,611

The statement of comprehensive income is to be read in conjunction with notes of the financial statements set out on pages 9 to 13.

STATEMENT OF CHANGES IN EQUITY

For the period ended 30 June 2013

	ALLOCATED CAPITAL FUNDS \$	ACCUMULATED SURPLUS \$	TOTAL EQUITY \$
Opening balance at 10 April 2012	-	-	-
Net surplus for the period	10	52,611	52,621
Closing balance at 30 June 2013	10	52,611	52,621

The statement of changes in equity to be read in conjunction with notes of the financial statements set out on pages 9 to 13.

FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION

As at 30 June 2013

	NOTE	2013 \$
Assets		
Cash and cash equivalents	5	328,992
Trade and other receivables	6	724
Total current assets		329,716
Total assets		329,716
Liabilities		
Trade and other payables	7	277,095
Total current liabilities		277,095
Total liabilities		277,095
Net assets		52,621
Equity		
Settlement sum		10
Accumulated surplus	8	52,611
Total Equity		52,621

The statement of financial position to be read in conjunction with notes of the financial statements set out on pages 9 to 13.

FINANCIAL STATEMENTS

STATEMENT OF CASH FLOWS

As at 30 June 2013

	NOTE	2013 \$
Cash flows from operating activities		
Cash receipts in course of operations		392,082
Cash payments in course of operations		(67,754)
Cash provided by operating activities		324,328
Interest received		4,654
Net cash from operating activities	9	328,982
Cash flows from financing activities		
Settlement sum		10
Net cash from investing activities		10
Net increase in cash and cash equivalents		328,992
Cash and cash equivalents at 10 April		-
Cash and cash equivalents at 30 June	5	328,992

The statement of cash flows is to be read in conjunction with notes of the financial statements set out on pages 9 to 13.

NOTES TO FINANCIAL STATEMENTS

Notes to Financial Statements

1. REPORTING ENTITY

NSW Rural Fire Service & Brigades Donations Fund ("the Trust") is domiciled in Australia. The financial report was authorized for issue by the Trustees on 10 December 2013

2. BASIS OF PREPARATION

(a) Statement of compliance

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards ("AASBs") adopted by the Australian Accounting Standards Board ("AASB"), the Corporations Act 2001 and the Trust Deed dated 10 April 2012.

(b) Basis of preparation

The financial report is presented in Australian dollars and prepared on the historical cost basis.

(c) Functional and presentation currency

The financial statements are presented in Australian dollars, which is the Trust's functional currency.

(d) Use of estimates and judgment

The preparation of financial statements requires management to make judgements, estimates and assumptions affect the application of policies and reported amounts of assets and liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

3. SIGNIFICANT ACCOUNTING POLICIES

(a) Trade and other receivables

Trade and other receivables are stated at their cost less impairment losses.

(b) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and cash balances as per bank account.

(c) Trade and other payables

Trade and other payables are stated at cost.

NOTES TO FINANCIAL STATEMENTS

(d) Revenue

Revenues are recognised at fair value of the consideration received net of the amount of goods and services tax (GST) payable to the taxation authority.

i) **Interest revenue**

Interest revenue is recognised as it accrues, taking into account the effective yield on the financial asset.

ii) **Donations**

Donations are recognised only when received at the Trust's administration offices or deposited into the Trust's bank account.

iii) **Distributions paid or payable**

In accordance with the Trust Deed, the Trust fully distributes donations deposited to the account. Brigades may elect to have donations distributed to them upon receipt of the deposit or have monies retained within the Fund until sometime in the future. Where donations are retained within the account interest is credited to the Brigade account.

(e) Goods and services tax

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the taxation authority. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the taxation authority is included as a current asset or liability in the statement of financial position.

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

(f) Income tax

The Trust is endorsed by the Australian Taxation Office for income tax exemption as a charitable fund, under Subdivision 50-B of the Income Tax Assessment Act 1997. This exemption applies from 3 May 2012.

NOTES TO FINANCIAL STATEMENTS

4. REVENUE

	2013
	\$
Donations – RFS	56,338
Donations – Brigades	335,744
Interest received – RFS	1,457
Interest received – Brigades	3,197
	<u>396,736</u>

5. CASH AND CASH EQUIVALENTS

Cash on hand	10
Cash at bank	328,982
	<u>328,992</u>

6. TRADE AND OTHER RECEIVABLES

GST refundable	724
	<u>724</u>

7. TRADE OF OTHER PAYABLES

Distributions received in advance	277,095
	<u>277,095</u>

8. ACCUMULATED SURPLUS

Accumulated surplus at beginning of period	-
Net surplus	52,611
Accumulated surplus at the end of period	<u>52,611</u>

NOTES TO FINANCIAL STATEMENTS

9. RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES

Cash flows from operating activities	
Net surplus for the period	52,611
Change in assets and liabilities during the financial year:	
(Increase) in trade and other receivables	(724)
Increase in trade and other payables	277,095
Net cash from operating activities	<u>328,982</u>

10. KEY MANAGEMENT PERSONNEL

The following responsible persons were key management personnel of the Trust at any time during the reporting period:

- Richard Lyons (Appointed 10 April 2012)
- Brian McKinlay AFSM (Appointed 10 April 2012)
- Bernard Cox (Appointed 10 April 2012 and retired 1 May 2013)
- Dominic Lane AFSM (Appointed 10 April 2012 and retired 1 May 2013)
- Steven Riley (Appointed 10 April 2012 and retired 18 February 2013)
- Scott Campbell (Appointed 1 May 2013)
- Bronwyn Jones (Appointed 18 February 2013)
- Andrew MacDonald (Appointed 1 May 2013)
- Richard Schonell (Appointed 8 April 2013)
- Glenn Wall (Appointed 1 May 2013)

Transactions with key management personnel

No transaction with management personnel were noted throughout the period.

Trustees

The Trustees did not receive remuneration for their services during the period.

NOTES TO FINANCIAL STATEMENTS

11. SEGMENT REPORTING

NSW Rural Fire Service & Brigades Donations Fund is established and operates solely for the purpose of supporting the volunteer-based fire and emergency service activities of the Brigades, and operates in Australia.

12. SUBSEQUENT EVENTS

There has not arisen in the interval between the end of the financial period and the date of this report any item, transaction or event of a nature and unusual nature likely, in the opinion of the Trustee of the Trust, to affect significantly the operations of the Trust, the results of these operations, or the state of affairs of the Trust, in future financial years.

13. COMPARATIVES

The financial statements are for the period, from the date of settlement of the Trust (10 April 2012) to 30 June 2013. As such, no comparative information is available.

TRUSTEES' DECLARATION

NSW Rural Fire Service & Brigades Donations Fund Trustee's declaration

In the opinion of the Trustees of NSW Rural Fire Service & Brigades Donations Fund ("the Trust"):

- (a) the accompanying financial statement of the Trust are drawn up so as to give a true and fair view of the financial position of NSW Rural Fire Service & Brigades Donations Fund for the period ended 30 June 2013 and the state of affairs of the Trust as at that date, and comply with the provisions of the Trust Deed dated 10 April 2012;
- (b) at the date of this Declaration, there are reasonable grounds to believe the Trust will be able to pay its debts as and when they become due and payable.

Dated at Lidcombe this 10th day of December 2013.

Signed in accordance with a Resolution of the Trustee:


Richard Lyons


Brian McKinlay

INDEPENDENT AUDITOR'S REPORT



ARNOLD STEVENS FINLAY

Real Solutions

Independent auditor's report to the members of NSW Rural Fire Service & Brigades Donations Fund

We have audited the accompanying financial report of NSW Rural Fire Service & Brigades Donations Fund ("the Trust") for the financial period ended 30 June 2013, which comprises the statement of financial position as at 30 June 2013 and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the period then ended, a summary of significant accounting policies, other explanatory notes to the financial statements set out on pages 3 to 10 and the Trustee's declaration set out on page 11.

Trustee's responsibility for the financial report

The Trustee's of the Trust are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the *Corporations Act 2001* and the Trust Deed dated 10 April 2012. This responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

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 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 controls relevant to the entity's preparation and fair presentation of the 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the trustees, as well as evaluating the overall presentation of the financial report.

We performed the procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Trust Deed dated 10 April 2012 and Australian Accounting Standards (including the Australian Accounting Interpretations), a view which is consistent with our understanding of the Trust's financial position and of its performance.

INDEPENDENT AUDITOR'S REPORT



ARNOLD STEVENS FINLAY

Real Solutions

Independent auditor's report to the members of NSW Rural Fire Service & Brigades Donations Fund (continued)

Basis for qualified auditor's opinion

Revenues from donations are a significant source of revenue for NSW Rural Fire Service & Brigades Donations Fund. As is common for such income, it has been agreed that due to limited controls over the collection of cash donations prior to entry into its financial records, it is not possible to determine the completeness of revenue. Accordingly, as the evidence available to us regarding revenues from these sources was limited, our audit procedures with respect to these items of revenue had to be restricted to the amounts recorded in the financial records. We therefore are unable to express an opinion on whether the revenues from these sources are complete.

Qualified auditor's opinion

In our opinion, except for the effects on the financial report of such adjustments, if any, as might have been required had the limitation referred to in the qualification paragraph not existed, the financial report of NSW Rural Fire Service & Brigades Donations Fund is in accordance with the Corporations Act 2001, including:

- i. giving a true and fair view of the Trust's financial position as at 30 June 2013 and of its performance for the period ended on that date; and
- ii. complying with Australian Accounting Standards and the Corporations Regulations 2001.

Arnold Steven Finlay Assurance Services Pty Limited
Chartered Accountants

S Balram
Director

Lidcombe.

10 December 2013.

INDEPENDENT AUDITOR'S REPORT



ARNOLD STEVENS FINLAY

Real Solutions

Lead auditor's independence declaration under Section 307C of the Corporations Act 2001

To: the Trustees of NSW Rural Fire Service & Brigades Donations Fund

I declare that, to the best of my knowledge and belief, in relation to the audit for the financial period ended 30 June 2013 there have been:

- no contraventions of the auditor independence requirements as set out in the Corporations Act 2001 in relation to the audit; and
- no contraventions of any applicable code of professional conduct in relation to the audit.

**Arnold Steven Finlay Assurance Services Pty limited
Chartered Accountants**

S Balam
Director

Lidcombe.

10 December 2013.

Principal
Sharma Balam

Consultant
Gerry Furlanga
Anne Bottine

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DISBURSEMENT POLICY

Disbursement Policy

SCOPE OF POLICY

This policy applies to all decisions, and subsequent actions, made by Trustees to disburse funds, being either the income or capital of the NSW Rural Fire Service segment account of the Trust Fund, to any brigade of the New South Wales Rural Fire Service and for the benefit of brigades generally.

PURPOSE OF POLICY

The purpose of the policy is to promote processes and strategies which provide guidance and control to the Trustees when disbursing the income or capital from the Trust Fund. The Trustees should apply such funds in accordance with clause 2.3 of the Deed, being:

- (a) to or for the Brigades in order to enable or assist them to meet the costs of purchasing and maintaining fire-fighting equipment and facilities, providing training and resources and/or to otherwise meet the administrative expenses of the Brigades which are associated with their volunteer-based fire and emergency service activities;*
- (b) for Authorised Investments which are consistent with carrying out the purpose in paragraph (a) above;*
- (c) to meet the reasonable costs of the current and continuing operation and management of the Trust.*

IDENTIFICATION OF NEED TO DISBURSE FUNDS

By acting under the terms of the Deed, Trustees may identify a need and decide, on behalf of brigades, to apply for the release of funds to support brigades. A decision to disburse funds in this way can be made by the Trustees by way of a resolution passed by the Trustees.

TIMING OF DISBURSEMENTS

As per clause 3.2 of the Deed, the Trustees may at any time apply any part of the income or capital of the Fund for the Purpose of the Trust. Ordinarily, to assist with efficient administration, identification of the disbursement of funds to brigades should be made from February each year.

DISBURSEMENT POLICY

Approval to disburse funds should generally be provided by May each year and all funds should be expended or committed before June 30. Once approved, funds must be expended in accordance with clause 4.2 of the Deed.

PRINCIPLES AND PROCEDURES

- A. These principles and procedures apply only to disbursement of funds from the NSW Rural Fire Service segment account of the Trust Fund.*
- B. At any one time, the Trust may hold restricted and unrestricted Funds. Restricted funds are those held in the Trust whose management or disbursement may be restricted by conditions stipulated by the donor. Unrestricted funds are those held in the Trust whose management or disbursement is not restricted by any conditions stipulated by the donor.*
- C. The Trustees recognise their obligations to properly manage, use and dispose of the funds held in the Trust in accordance with the purpose of the Trust. Disbursement of donations will be undertaken for the benefit and support of brigades.*
- D. The Trustees will seek a submission from the NSW Rural Fire Service regarding areas of need. The submission will be provided to the Trustees for their consideration and approval.*
- E. The Trustees may use their discretion in the disbursement of funds, in accordance with the conditions of the Deed. The final decision to apply funds identified for disbursement will be recorded in the minutes of a meeting of the Trustees.*
- F. The Trustees will monitor the expenditure of disbursed funds by receiving a report from the RFS subsequent to the application of funds.*
- G. In undertaking the disbursement of funds the Trustees will abide by all terms of the Trust Fund Charter and the Code of Conduct.*

POLICY REVIEW SCHEDULE

This policy should be reviewed in the first quarter of each financial year.

ONLINE DONATIONS PAGE

Online Donations Page

Brigades participating in the Trust Fund are able to accept credit card donations online. Donors can donate online via www.rfs.nsw.gov.au. These donations are secure for donors and available 24 hours a day, seven days a week. Tax Deductible Receipts are issued online and can be printed out immediately. The online page service is fully hosted by Westpac and currently runs at 99.9% system availability. In the event of an outage the system will switch over to a secondary site run by Qvalent.

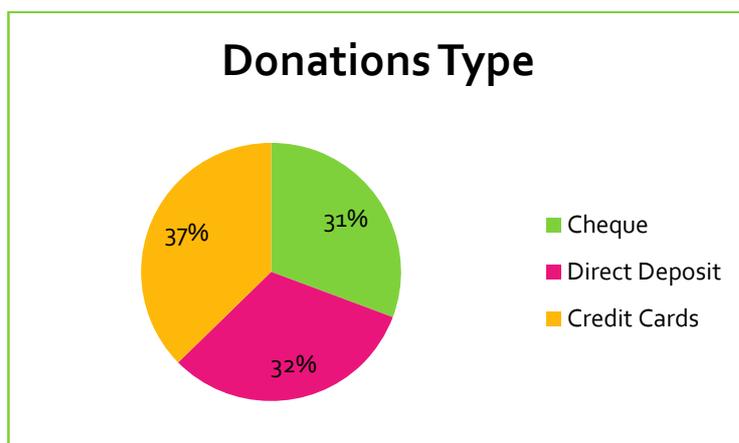
How to donate online by credit cards

To donate by credit card, please follow these steps:

1. Visit www.rfs.nsw.gov.au
2. Click the 'Donations' link from the menu on the left
3. On the 'Donation Page' click on the [secure online donations](#) link from **Pay by credit card** method
4. Select 'Make a donation to a **Local Brigade**' and type in your brigade name in the search box
5. Fill out the rest of the form and click NEXT

Donation Types

The graph below show just how popular the credit card donations page has been with the public since it was launched in July 2013. This facility is available to all members of the Fund and overseas donors who don't have access to direct deposit or cheque payment options will find this service helpful.



PROFILES OF TRUSTEES

Profiles of Trustees

Trustees at June 30th 2013

RICHARD LYONS TRUSTEE

Richard was appointed a Trustee on April 10th 2012. He joined the Service in 2008. He is currently Director Executive Services.

BRIAN MCKINLAY AFSM TRUSTEE

Brian was appointed a Trustee on April 10th 2012. He joined the Service in 1963. Brian was President of the RFSA from 2009 to 2013. He is currently Director RFSA Board, Director Rural Fire Fighters Foundation, Member Fire Services Joint Standing Committee, and Director and Chairman –Council of Australian Volunteer Fire Associations.

ANDREW MACDONALD TRUSTEE

Andrew was appointed a Trustee on May 1st 2013. He joined the Service in 1983. He is currently Group Captain of Macarthur Zone.

RICHARD SCHONELL TRUSTEE

Richard was appointed a Trustee on April 8th 2013. He is currently Vice President of the West Pittwater Brigade.

SCOTT CAMPBELL TRUSTEE

Scott was appointed a Trustee on May 1st 2013. He joined the Service in 2005. He is currently Captain of Lawrence Brigade in the Clarence Valley.

GLENN WALL TRUSTEE

Glenn was appointed a Trustee on May 1st 2013. He joined the Service in 1994 and is currently a member of the Gresford RFB. He is also a member of the Lower Hunter BFMC, Lower Hunter Liaison Committee and the RFS Membership Services Consultative Committee. Glenn is the current Chair of the Trust.

PROFILES OF TRUSTEES

BRONWYN JONES TRUSTEE

Bronwyn was appointed a Trustee on February 18th 2013. She joined the Service in 2008. She is currently Director Membership and Strategic Services.

Retired Trustees

DOMINIC LANE AFSM TRUSTEE

Dominic was appointed a Trustee on April 10th 2012 and retired 1 May 2013.

STEPHEN RILEY TRUSTEE

Stephen was appointed a Trustee on April 10th 2012 and retired 18 February 2013.

BERNARD COX TRUSTEE

Bernard was appointed a Trustee on April 10th 2012 and retired 1 May 2013.

MEETING ATTENDANCE

Meeting Attendance

Meetings of Trustees from April 10 2012 to 30 June 2013

Trustee	Meeting 1 31.05.12	Meeting 2 21.08.12	Meeting 3 21.11.12	Meeting 4 19.02.13	Meeting 5 1.05.13
Scott Campbell	Appointed May 1 st 2013				X
Bernard Cox	X	X	X	X	Retired May 1 st 2013
Bronwyn Jones	Appointed February 18 th 2013			X	
Dominic Lane	X	X	X		Retired May 1 st 2013
Richard Lyons	X	X	X	X	X
Andrew MacDonald	Appointed May 1 st 2013				X
Brian McKinlay	X		X	X	
Stephen Riley	X	X	X	Retired February 18 th 2013	
Richard Schonell	Appointed April 8 th 2013				
Glenn Wall	Appointed May 1 st 2013				X

TRUST PERFORMANCE ASSESSMENT

Trust Performance Assessment

Trustees undertook an assessment of the performance of the Trust in the following areas:

- Trust Deed and Charter
- Skills and Experience of the Trustees
- Meeting Administration and Conduct
- Communication to Brigades
- Internal and External Controls

The also undertook a self-assessment of their own performance

For each of these areas they rated a series of statements using a scale of 1 to 5, with 5 being "strongly agree" and 1 being "strongly disagree". Across the six areas of assessment the average rating was:

- Trust Deed and Charter 3.9
- Skills and Experience of the Trustees 4.3
- Meeting Administration and Conduct 4.6
- Communication to Brigades 3.6
- Internal and External Controls 4.0
- Trustees self-assessment 4.1