

Annual Report & Annual Financial Report

Attachment 6.1.1A

FOR THE YEAR ENDING 30 JUNE 2024



www.boyupbrook.wa.gov.au



shireofboyupbrook



shireofboyupbrook





Acknowledgment of Traditional Custodians

We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.

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BOYUP BROOK IN BRIEF

About the Annual Report

The Shire of Boyup Brook is pleased to present the 2023/2024 Annual Report, which provides an account of the Shire's performance from 1 July 2023 to 30 June 2024.

As required by the *Local Government Act 1995* and associated regulations the Annual Report for 2023/2024 provides an overview of the operations, activities and major projects that have been completed by the Shire for that period or will continue to be completed in the coming financial year.

Distance
from Perth



270
square km

Population



1,948

Area



2827
square km

Number of
Employees



40.20 FTE

Total Rates
Levied



\$3,575,833.29

Sealed
Urban Roads



184.09 km

Gravel
Rural Roads



841.45 km

Sealed
Rural Roads



15.21 km

CONTACT DETAILS



55 Abel Street, Boyup Brook WA 6244



PO Box 2, Boyup Brook WA 6244



Phone 9765 1200



Email shire@boyupbrook.wa.gov.au



www.boyupbrook.wa.gov.au



Opening hours: Monday - Friday
8:30am - 4:30pm

Our Values



Proactive

Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.



Leadership & Teamwork

Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.



Accountability & Integrity

Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.



Commitment

Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.



Engaging Community

Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.



Growing our community together

Our Vision

Growing our community together

Our Shire will be:



A place for people, with a sense of community; one that is active, vibrant, engaged and connected.



A place with community and visitor facilities that are well maintained and further developed as required.



A place that is safe and secure. An inclusive place that nurtures local youth and ageing population and retains local health and medical services.



A place that grows housing and employment opportunities through economic development based on our local comparative advantage.

SHIRE PRESIDENT'S MESSAGE



On behalf of the Shire of Boyup Brook Council, it is my pleasure to present the Annual Report for 2023/2024 reporting period.

I would like to express my deepest appreciation to our Chief Executive Officer, the Executive Team, and all employees for their exceptional professionalism, innovation, and resilience. Your commitment to service and your ability to adapt to changing circumstances have been nothing short of remarkable.

Councillor Kevin Moir retired after serving 22 years (2011-2023) as a member of Council. I would like to thank Kevin on behalf of Council for being an extremely strong advocate for Agriculture, sustainable population growth and sound financial management. Kevin's commitment and dedication on council was evident over his tenure as Councillor.

I would also like to thank Adrian Price on behalf of Council for dedicating his four year term (2019 - 2023) on Council and wish him all the best on his well earned retirement, and lastly I would also like to thank Steele Alexander for his dedication and commitment between 2020 - 2023. We wish him all the best with his future.

Local Government Elections

At the Ordinary Council meeting held on 27 April 2023, Council decided to conduct the shire 2023 ordinary Local Government election by the postal voting method and appoint the Western Australian Electoral Commission (WAEC).

The Shire of Boyup Brook received four nominations for the local Government Elections held on 21st October 2023. There was an outstanding number of votes received which showed great community interest and ensured people had their say on who was elected.

Congratulations to Darren King, David Inglis and Michael Wright, who were sworn into Council on 26 October 2023 with their term expiring in 2027.

I look forward to another year of working together, achieving new milestones, and making Shire of Boyup Brook an even better place for all.

Richard Walker
Shire President

CHIEF EXECUTIVE OFFICER'S MESSAGE



In opening, I would like to thank the Shire President and Councillors for their hard work and dedication to servicing the community of Boyup Brook. I would also like to thank all Shire of Boyup Brook staff for continuing to strive to serve the Boyup Brook Community as best as possible

As I reflect on the past 12 months since being appointed as the Chief Executive Officer of the Shire of Boyup Brook, I'm filled with renewed optimism for the future of the Shire.

Over the past year the Shire has actively pursued improvements to enhance the quality of life in our community. Some of the key accomplishments during this period include:

Sale of 57 Cailes Street, Boyup Brook

A strategic move signalling our commitment to urban development and growth.

Grants

This year grants totalled \$39,500.00 comprising of \$33,500.00 cash and \$6,000.00 in-kind were granted to nine community groups and organisations. These grants assisted in the delivery of wellbeing programs, upgrades to infrastructure, events, and equipment.

Proposed Playground at Sandakan Park

The Sandakan Park Playground concept plan was endorsed at the Ordinary Council Meeting on 14th December 2023. The new playground is subject to the Shire obtaining funding to complete all phases including the main play area, perimeter fencing and landscaping, urban warrior course, perimeter play equipment and dog park.

The playground is part of the overall masterplan for Sandakan Park which will see the area transform over the coming years to be a family friendly green space for the community, visitors and tourists to enjoy.

In closing, I would like to thank all the volunteers and community members that work tirelessly to make Boyup Brook such a safe and special place to live.

Leonard Long
Chief Executive Officer

ELECTED MEMBERS

Our Council

The Shire of Boyup Brook is made up of eight community elected representatives, elected for a four year term which comprises of the Shire President and Deputy Shire President.

Councillors are elected for a four-year term, with elections held every two years.

Ordinary Council meetings are held on the last Thursday evening of every month with the exception of December and January.

At the next ordinary elections in 2025, Council will be reduced by one elected representative with the Council comprising of seven elected representatives.

Function of Local Government

The *Local Government Act 1995* gives local governments freedom to make decisions for their communities, promotes public participation, and demands accountability, efficiency and effectiveness in local government.

This requires strategic thinking by local government, including how to:

- Best respond to community needs;
- Ensure public participation and accountability in local government processes; and
- Respond to the growing demand for more efficient and effective local government.

In addition to dealing with constantly changing legislative requirements and reforms, local government are asking themselves, "What is the best way to organise physical, financial and human resources to achieve a competitive and productive organisation that meets the needs and desires of the community we serve?"

In fulfilling its role, Council sets the Shire's strategic direction, oversees the Council's financial and resources, determines its policies, and ensures that the Council's statutory and community responsibilities are performed effectively and efficiently.

ELECTED MEMBERS Continued



Shire President
Cr Richard Walker
Term Expires 2025



Deputy Shire President
Cr Helen O'Connell
Term Expires 2025



Cr Darren King
Term Expires 2027



Cr Charles Caldwell
Term Expires 2025



Cr Sarah Alexander
Term Expires 2025

ELECTED MEMBERS Continued



Cr Michael Wright
Term Expires 2027



Cr Philippe Kaltenrieder
Term Expires 2025



Cr Steele Alexander
retired in October 2023



Cr Kevin Moir
retired in October 2023



Cr Adrian Priced
retired in October 2023

ELECTED MEMBERS Continued

Councillor Remuneration

In accordance with the *Local Government Act 1995*, the Shire President received a Shire President's allowance of \$10,280.00, an annual Councillor meeting attendance fee of \$15,693.00 and a communications and IT allowance of \$1,440.00.

The Deputy Shire President received a Deputy Shire President's allowance of \$2,570.00 an annual Councillor meeting attendance fee of \$8,395.00 and a communications and IT allowance of \$1,440.00.

Each Councillor received an annual Councillor meeting attendance fee of \$8,395.00 and a communications and IT allowance of \$1,440.00.

ELECTED MEMBERS Continued

Councillor Meeting Attendance

The attendance of Elected Members at Council and Committee meetings held during the year ended 30 June 2024 is as follows:

	Ordinary Council Meeting	Special Council Meeting	Audit & Finance Committee	Rylington Park Committee	Local Emergency Management Committee	Bushfire Advisory Committee	Boyup Brook Medical Services Committee	Community Grants Committee
Cr Richard Walker (Shire President)	11/11	3/3	2/2	7/8	2/4	1/1	1/1	1/2
Cr Helen O'Connell (Deputy Shire President)	11/11	3/3	2/2	7/8	1/2	-	-	2/2
Cr Philippe Kaltenrieder	9/11	3/3	2/2	-	-	-	-	0/2
Cr Sarah Alexander	10/11	2/3	1/2	-	-	-	1/1	2/2
Cr Charles Caldwell	11/11	3/3	2/2	6/8	-	1/1	-	2/2
Cr Darren King	11/11	3/3	2/2	8/8	2/2	-	1/1	2/2
Cr David Inglis	8/8	2/2	0/2	7/8	-	-	-	-
Cr Michael Wright	7/8	0/2	2/2	6/8	-	-	-	-
Cr Adrian Price	3/3	1/1	-	-	-	-	-	2/2
Cr Kevin Moir	3/3	1/1	-	3/3	-	-	-	2/2
Cr Steele Alexander	3/3	1/1	-	-	-	-	-	2/2

*Note: Cr Price and Cr Moir retired after the Local Government Elections conducted on 21 October 2023. Cr Steele Alexander resigned after September 2023 ordinary council meeting.

Elected Members also represent the Boyup Brook on a number of community meetings and groups.

Cr Richard Walker
(Shire President)

Audit and Finance Committee
Boyup Brook Medical Services Committee
Bush Fire Advisory Committee
Local Emergency Management Committee
Rylington Park Committee
Rylington Park Working Group
Southwest Zone meeting
Warren Blackwood Alliance of Councils

Cr Helen O'Connell
(Deputy Shire President)

Audit and Finance Committee
Boyup Brook Community Resource Centre Committee
Boyup Brook Museum Committee
Boyup Brook Tourism Association (deputy)
Development Assessment Panel (alternative)
Local Emergency Management Committee (deputy)
Main Roads Regional Roads Group (deputy)
Rylington Park Committee
Rylington Park Working Group
Southwest Zone meeting (deputy)
Warren Blackwood Alliance of Councils (deputy)

Cr Sarah Alexander

Audit and Finance Committee
Boyup Brook Medical Services Committee
Development Assessment Panel (alternative)

Cr Charles Caldwell

Audit and Finance Committee
Boyup Brook District High School Board
Bush Fire Advisory Committee
Main Roads Regional Roads Group (deputy)
Rylington Park Committee
Rylington Park Working Group

Cr Philippe Kaltenrieder

Audit and Finance Committee
Boyup Brook Medical Services
Climate Change Action Plan Implementation
Reference Group
Development Assessment Panel

Cont....

Cr Darren King

Audit and Finance Committee
 Boyup Brook Community Resource Centre Committee
 Boyup Brook District High School
 Boyup Brook Medical Services
 Blackwood Basin Group Committee
 Rylington Park Committee
 Rylington Park Working Group

Cr David Inglis

Audit and Finance Committee
 Boyup Brook Museum Committee
 Boyup Brook Tourism Association
 Rylington Park Committee
 Rylington Park Working Group

Cr Michael Wright

Audit and Finance Committee
 Blackwood Basin Group Committee (deputy)
 Climate Change Action Plan Implementation Reference
 Group
 Rylington Park Committee
 Rylington Park Working Group

Council as of October 2023



COUNCIL AND COMMITTEE MEETINGS



Council and Committee meetings are open to the public. Public question time is set at the beginning of the agenda at which time questions in relation to items on the agenda is welcomed.

Where Special Council Meetings are called, a notice of such is updated on the Shire website and advertised on social media. Scheduled Meeting dates and times are subject to change, when this occurs, notice of such change is advertised as per the requirements of the *Local Government Act 1995*.

Annual Electors Meeting

The Shire is obligated under the *Local Government Act 1995* to hold an annual meeting of Electors within 56 days of the Shire's acceptance of the annual report of the previous financial year, where Electors have the opportunity to discuss the contents of the annual report.



BUILT ENVIRONMENT

Road Repairs and Maintenance

All grant funded road projects have been completed for the fiscal year which includes:

Boyup Brook – Arthur River Road

The seal refurbishment for Boyup Brook Arthur Road from the 15.5 to 17.16km range has been successfully completed.

Boyup Brook – Cranbrook Road

The refurbishment and shoulder widening for Boyup Brook Cranbrook Road from the 29.3 to 32.2km range have been successfully completed.

Winnejup Road

The surface seal refurbishment and shoulder widening on Cranbrook Road covered 5.0 to 5.7km and 6.5 to 7.6km ranges, have been successfully finalised.

Craigie Road

The gravel re-sheeting on Craigie Road covered 0.0 to 3.3km range, has been successfully completed.

Lodge Road

The gravel re-sheeting on Lodge Road, from 3.0 to 5.5km range, has been successfully completed.

BUILT ENVIRONMENT Continued

Bridge Inspections and Maintenance

All annual inspections and periodic maintenance for Boyup Brook Shire's bridges have been completed for the 2023/2024 fiscal year.

Jayes Road Bridge (Bridge 3306) was reinforced to accommodate a 10-tonne weight limit. Discussions continue with Main Road to request funding for Jayes Bridge replacement.

Buildings & Gardens

Drainage and structural renovations were undertaken at the Town Hall & flooring in the Lesser Hall has been replaced, new entry doors installed and a portico built.

Visitor Centre

A new waste-water system has been installed at the Visitor Centre.

Community Hall Upgrades

- McAlinden Hall - supply and install new mains power supply;
- Kulikup Hall – supply/purchase paving bricks;
- Dinninup Large Hall – replace wall and painting of building;
- Tonebridge Hall – supply and re clad internal walls;
- Mayanup Hall - new gravel pads and interconnect water tanks supply and new fridge;
- Town Hall – drainage work, repairs to structural work, replace flooring.

Boyup Brook Football Oval

The reticulation system at the football ground was successfully upgraded to provide improved water efficiency and better coverage contributing to enhanced maintenance of the oval and reducing the strain on Shire water resources.

Rylington Park

Stock dams were cleaned in June 2024 due to less seasonal rainfall.

The tile roof on the Rylington Park residence was replaced with a tin roof.

BUILT ENVIRONMENT Continued

Temporary Emergency Support

The installation of the standpipe at the old reservoir with the support of the Department of Water and Environmental Regulation (DWER) and the Water Corporation, was initiated in response to worsening drought conditions exacerbated by low rainfall during the previous winter and limited out-of-season precipitation.



ECONOMIC DEVELOPMENT Continued

ANZAC Day Dawn Service April 2024

Community groups and organisations hold many events throughout the year showcasing our beautiful Shire and region to tourists and locals. Some of the larger events include the annual Blackwood Marathon Campdraft, Country Music Festival, Upper Blackwood Agricultural Society – Dinninup Show, Walk on the Wildside and Boyup Brook Rodeo held at the iconic Harvey Dickson's Country Music Centre.

The Shire held several annual events during the year with the addition of four Food Truck Nights. These were well attended by the community and were a great place for people to catch up with friends and family while enjoying an evening out. Other events included the Community Christmas Celebrations, Australia Day Breakfast and Annual Awards, Rylington Park – Storm in a Teacup and Easter Egg Hunt.

Boyup Brook has a strong RSL presence with services held every year on ANZAC Day, Remembrance Day and a Sandakan Memorial Service.

The Shire in partnership with the Boyup Brook RSL Sub-Branch hosted the annual ANZAC Day ceremony and the Sandakan Memorial Service on Tuesday 9th September 2023. The Sandakan Memorial Service has a special meaning to the community of Boyup Brook who have a longstanding relationship with the Sandakan Municipal with representatives attending the Service most years.



ECONOMIC DEVELOPMENT Continued

Flax Mill Interpretive Sign

New interpretive signage has been installed at the Flax Mill detailing the history of the flax industry in Boyup Brook.

There are five large signs which are located outside the camp kitchen facing Jackson Street. This location is open to all residents and visitors for viewing. The signage was partly funded by the Heritage Council of WA through the Heritage Community Grants program

Mr Robert Jamieson who grew up in Boyup Brook with his family, has dedicated many years to preserving the history of the Flax Mill has lovingly crafting replica models by hand to show the history of the Flax Mill and the significance to the Boyup Brook area.

On 14 February 2022, Mr Jamieson had transferred ownership of the first replica Flax Mill to the Shire. Five more replica models were gifted to the Shire on 18 April 2024 at the unveiling ceremony of the interpretive signage held at the Flax Mill Caravan Park.

ECONOMIC DEVELOPMENT Continued

Event Management

Several large events continue to attract tourist to our town.

These are assessed to ensure compliance with various and public safety legislative requirements.

While they attract tourism and support local business, the Shire conducts a due diligence assessment to protect the natural environment and the amenity of those that live in the community, as well as providing best practice advice to assist event coordinators hold a safe event. All events submitted were conducted safely.



GOVERNANCE

Payments to Employees

Regulations 19B of the Local Government (Administration) Regulations 1996 requires the Shire to include the number of employees of the Shire entitled to an annual salary of \$130,000 or more (in \$10,000 increments), and CEO remuneration details.

Annual Salaries	Number of Employees
\$120,000 - \$130,000	1
\$170,000 - \$180,000	1
\$560,000 - \$570,000	1

CEO Remuneration

\$130,000 - \$140,000 Salary

Procurement of Goods & Services

The procurement of Goods and Services is conducted in compliance with the requirements of the *Local Government Act 1995*, the Local Government (Functions and General) Regulations 1996 and in accordance with the Shire's Code of Conduct and Purchasing Policy.

Register of Complaints

There were no entries made to the Shire's register of complaints under section 5.53(2) and section 5.121 of the *Local Government Act 1995* during the 2023/2024 financial year.

Financial Management Review

A Financial Management Systems Review of the appropriateness and effectiveness of the financial management systems and procedures of the Shire was undertaken in 2023 in accordance with the Local Government (Financial Management) Regulations 1996.

GOVERNANCE Continued

Record Keeping Statement

In accordance with Section 19 of the *State Records Act 2000*, Local Governments are required to have a Record Keeping Plan (RKP) approved by the State Records Commission (SRC).

The purpose of the plan is to provide an accurate reflection of the record keeping program in the organisation, including information regarding the organisation's record keeping system, disposal arrangements policies, practices, and processes.

The Shire of Boyup Brook ensures that records are created, managed, and maintained over time and disposed of in accordance with the principles and standards issued by the SRC. The RKP is the primary means of providing evidence of compliance with the Act and the implementation of best-practice record keeping in the organisation.

All staff are required to complete the record keeping induction on commencement at the Shire. Online training is offered to staff who require full access to Records Registration.

Cont

Section 28 of the State Records Act 2000 requires the Shire of Boyup Brook's RKP to be reviewed every 5 years. The next plan review will be submitted to SRC by 27th November 2028.

Freedom of Information Act 1992

In complying with the *Freedom of Information Act 1992*, the Shire of Boyup Brook is required to prepare and publish an Information Statement.

The Shire of Boyup Brook's Information Statement is reviewed annually and is available to download from the Shire of Boyup Brook website.

A printed copy can be viewed at the Shire Administration Office. The information statement contains information on the type of documents available to the public and how to access those documents.

During the 2023/24 year, Council received nil requests for information under the Freedom of Information Act.

GOVERNANCE Continued

Disability Access and Inclusion Plan

Annual reporting was completed and lodged with the Department of Communities as required by 30 June 24, highlighting the progress achieved over the past 12 months. A consultation process commenced in April 2024 on the Shires new Disability, Access and Inclusion Plan (DAIP) 2024-2029, which provided the Shire and community with an opportunity to review and reflect on the previous DAIP's achievements and to identify new innovative strategies to ensure continuous improvement.

While the reporting and development of a plan is a compliance requirement the Shires' DAIP complements the community priorities of social/community and built environment.

National Competition Policy

This policy was introduced by the Commonwealth Government in 1995 to promote competition for the benefit of business, consumers, and the economy by removing unnecessary protection of monopolies of markets where completion can be enhanced. It affects local regulations and laws and may give local government a potential advantage over private contractors.

In respect to Council's responsibility in relation to the National Competition Policy, for this reporting period, the Shire reports as follows:

- No business enterprise of the Shire of Boyup Brook has been classified by the Australian Bureau of Statistics as either a Public Trading Enterprise or a Public Financial Enterprise.
- Competition neutrality has not applied to any activities undertaken by the Shire.
- No allegations of non-compliance with the competitive neutrality principles have been made by any private entity.
- The principles of competitive neutrality will be implemented in respect of any relevant activity undertaken during the next financial reporting period.

GOVERNANCE Continued

Food Safety Standards Implementation

The new Food Safety Standards (FSS) which came into effect on 8 December 2023 has seen food business embrace the requirements for training and record keeping.

The new FSS is designed to ensure food handlers have appropriate skills and knowledge and key food safety controls are adequately managed.

To assist food businesses transition to the new requirements templates have been communicated to all food businesses. A raft of resources has been developed by the Department of Health.

The annual Food Act local government reporting requirements were met with the submission to the Department of Health detailing the Shires performance of functions under the Food Act 2008 and *Public Health Act 2016*.

Show that your food is safe	Food safety supervisor
<p>A food business must show that they are making safe food by:</p> <div><p>keeping a record of important food safety controls, activities and processes</p></div> <p>or</p> <div><p>demonstrating safe food handling practices</p></div>	<p>A food business must have a food safety supervisor who:</p> <div><p>is trained</p></div> <div><p>has a supervisor's certificate</p></div> <div><p>can give advice to people who make food</p></div> <div><p>is reasonably available</p></div>

NATURAL ENVIRONMENT

Temporary Emergency Support

The installation of the standpipe at the old reservoir with the support of the Department of Water and Environmental Regulation (DWER) and the Water Corporation, was initiated in response to worsening drought conditions exacerbated by low rainfall during the previous winter and limited out-of-season precipitation.

Waste Management

Reports detailing the management of waste within the shire were submitted to the Department of Environmental Regulation resulting in all facility licences being renewed. This includes submission a comprehensive report, known as the waste census, listing amounts and volumes of reportable waste stored, transported and disposed of from the shires Waste Transfer Facility.

Sixteen systems for in treatment of effluent were approved for installation. An effective compliant system designed for the treatment of effluent ensures protection of the natural environment and reduces health risks.



SOCIAL/COMMUNITY

BOYUP BROOK EARLY LEARNING CENTRE

Boyup Brook Early Learning Centre (ELC) is centrally located within the township, and boast a play-based learning philosophy, with an emphasis on real world items and long periods of uninterrupted play.

ELC is a multi-aged, single-spaced service, offering education and care to children ages 6 weeks to 7 years.

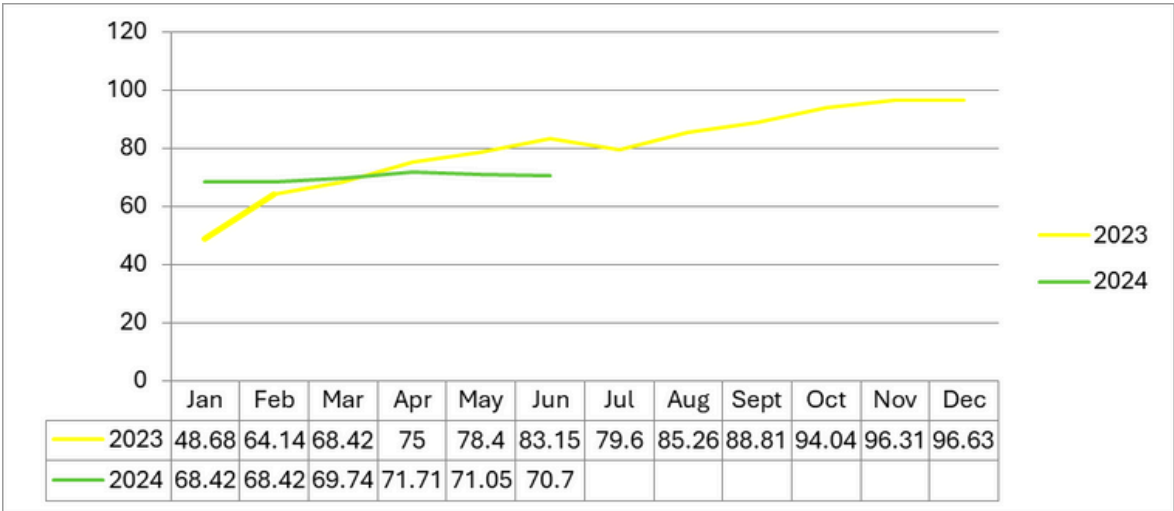
Utilisation

The ELC finished 2024 with strong utilisation numbers with the quarter finishing with over 90% usage. The number of available vacancies reduced from 19 to 14 spaces per day at the commencement of 2024, to coincide with the new school year. As children transition to part (kindy) or fulltime schooling, the impact on existing families has been minimal.

The ongoing effect has been the ability to enrol new children and families. This has impacted our 2024 utilisation so far, with the youngest age grouping 0-3, being fully booked. Once some of these children can be transitioned to the older age grouping, its anticipated we can maximise our current utilisation closer to our capacity of 14 children / 73.6% in the latter half of 2024. This is achievable with our steady stream of enquiries.

Staffing

ELC’s Educators are well qualified and a dedicated team who continue to expand their knowledge and understanding to provide high quality education and care within a home like environment. ELC is looking to increase the casual educator pool to have a number of additional staff to call upon. The biggest challenge going forward will be securing additional Diploma staff to maintain at the minimum 14 vacancies, or even potentially increase back to 19 spaces which could be challenging, with only 2 current staff being Diploma trained.



SOCIAL/COMMUNITY Continued

Honorary Freeman Award

Council adopted Policy O.14 Honorary Freeman on the 28 September 2023 which is to recognise and honour any member of the community for outstanding services.

This Policy provides a formal mechanism for recognising individuals who have made exceptional contributions to the community.

The Shire bestowed the highest honour that Council can award a citizen of the Shire to Sandy Chambers, Harvey Dickson and Kevin Moir on 4 May 2024 by awarding them this rare and exceptional title of 'Honorary Freeman of the Shire of Boyup Brook' for their outstanding achievements and distinguished services to the local community over many years, either through Council or community groups.



SOCIAL/COMMUNITY Continued

Swimming Pool

Boyup Brook swimming pool has been a hive of activity this swimming season with plenty of fun for all ages, attracting 13,357 users this season!

Seahorse Swimming School for children aged 6 months to 4 year olds provided 25 children and parents with familiarisation and confidents to enjoy the water. It is the foundation of developing a fundamental life skill of swimming.

Home School and After-school Swimming Lessons once again proved popular with patrons. 70 participants enrolled for Adult swimming lessons catering for our growing multicultural population. Royal Life Saving funded swimming lessons offered to multicultural and low socioeconomic families.

Water Aerobic was run twice weekly during Summer and attracted a large following with it being low impact on joints and high impact on cardiovascular system. Participation numbers were between 18-12 people per session.

SOCIAL/COMMUNITY Continued

Rylington Park Ladies' day, Storm in a Teacup, was held on 15 March 2024. This year's theme was "Family Matters" and the day included morning tea, lunch, a goodie bag, a variety of market stalls to walk through, the auctioning of the logo painting and entertainment. Guest speakers included Michelle Moriarty – 2023 AgriFutures WA Rural Women's Award winner, Renee Knapp – Think Effective Consultancy, Luke Bolland – award-winning stand-up comedian and Julian Sumner. The day was well attended and financially funded by The South West Development Commission, Talison Lithium, the Boyup Brook Co-Op, Boyup Brook Ag Supplies, Carers WA and many more.



SOCIAL/COMMUNITY Continued

Rylington Park hosted their annual Field day on Thursday, 12 September 2023. The day included a trial walk, stalls/exhibitions, sponsored lunch, talks in the shearing shed and ended around the bonfire. Jane Kelsbie MLA – Member for Warren-Blackwood and the local police were amongst the speakers in the afternoon.



SOCIAL/COMMUNITY Continued

Community groups and organisations hold many events throughout the year showcasing our beautiful Shire and region to tourists and locals. Some of the larger events include the annual Blackwood Marathon, Boyup Brook Rodeo held at the iconic Harvey Dickson's Country Music Centre, Campdraft, Country Music Festival, Upper Blackwood Agricultural Society – Dinninup Show and Walk on the Wildside.



Annual Community Awards January 2024



Food Truck Night October 2023

SOCIAL/COMMUNITY



During 2023 the Practice worked towards renewing its RACGP/AGPAL accreditation. In January 2024 the practice was awarded its accreditation after an audit of processes, practices and procedures were conducted.

Growing the Practice to provide increased services to the community is at the forefront of the practice.

Additional services offered:

- iron infusions as an ECG machine was acquired;
- spirometry testing and drug and alcohol testing.

The Practice promotes a variety of health-related check-ups such as Heart Health checks, Shingles vaccinations, Diabetes Health check, Women's Health, and the allied health services that operate from the Practice.

The practice received a Commonwealth grant of \$25,000 to replace the flooring in the doctor's rooms, treatment room, waiting room and kitchen area to improve infection disease controls, and to upgrade the phone system to carry out more telephone and telehealth appointments.

To promote health issues the Practice held a stall at the Rylington Park Women's Day on 15 March 2024 and went on to hold a Women's Wellness Day on 16 April 2024, with over 40 women in attendance. Allied health providers presented on the services they offer, with Dr Chiwara and Nurse Kelly on general women's health matters.

The Practice continued to have steady appointments with Monday and Tuesday being the busiest days and quietening down towards the end of the week. In the 12 months to 30th June 2024 the Practice filled 9,892 appointments. (Appointments include hospital inpatients, ED patients, all patients seen at the practice plus scripts and referrals written without a consult.)

EMERGENCY MANAGEMENT

Boyup Brook is in a high bushfire risk zone and bushfire preparedness and resilience has been a key focus for emergency management resources. Bushfire mitigation activities were completed through a successful Mitigation Activity Fund (MAF) application for 2023-2024 season.

A review of the local Bushfire Risk Management Plan (BRMP) is currently underway. This plan aims to establish a coordinated and efficient approach for identifying, assessing, and mitigating bushfire risks to assets within Boyup Brook. Notably, the review will focus on systemic risks – those arising from the complex interplay between climate change, natural hazards, and social, technical, environmental, and economic systems.

The Local Emergency Management Committee (LEMC) collaborated with emergency management consultants and the community to update the Local Emergency Management Arrangements (LEMA) and finalise the Local Recovery Plan (LRP). These efforts have significantly improved the Shire's preparedness for emergency events.

Boyup Brook boasts 15 Bushfire Brigades. Successful LGGS funding applications for the 2023-2024 season ensured coverage of operational expenses, primarily directed towards essential Personal Protective Equipment (PPE), vehicle upgrades and maintenance, insurance, and training.

Soon, 2 new LED message trailers, funded through a successful National Disaster Risk Resilience (NDRR) grant application in 2024, will further enhance community awareness by disseminating emergency preparedness information. This is one more example showcasing Boyup Brook Shire's commitment to proactive emergency preparedness and community resilience.

The Shire has revamped its website, featuring comprehensive and user-friendly Emergency Services pages. Residents can now easily access emergency information, contact details, preparedness advice, and relevant links, keeping them well-informed before, during, and after emergencies.

GRANTS RECEIVED

Name of Grant/Source	Amount
Decision Tree for consultation, design and planning to plant trees on Rylington Park Farm.	\$3000.00
Cooperative Bulk Handling for purchase of Community Christmas tree and decorations.	\$3000.00
Department of Fire and Emergency Services - 2 led emergency trailers	\$22,546.00
Forest Products Commission - Bushfire Brigades' firefighting equipment	\$9,300.00
National Australia Day Council to host Australia Day community event.	\$10,000.00
The Heritage Council - development of interpretive signage at the historic Flax Mill.	\$3,129.00

ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2024

2023/2024 Financial Statements

The Shire of Boyup Brook's Annual Financial Statements are the (independend) auditor's report of Office of the Auditor General are included in the attached documents.



SHIRE OF BOYUP BROOK
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

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The Shire of Boyup Brook conducts the operations of a local government with the following community vision:

A place for people, with a sense of community, one that is active, vibrant, engaged and

A place that is safe and secure.

A place that nurtures its youth and aging population; and retains its health and medical

A place that grows and has employment opportunities, through commercial diversity, which is based on our competitive advantage.

Principal place of business:

55 Abel Street

BOYUP BROOK WA 6244

SHIRE OF BOYUP BROOK
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

STATEMENT BY CEO

The accompanying financial report of the Shire of Boyup Brook has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2024 and the financial position as at 30 June 2024.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 19th day of DECEMBER 2024



CEO

LEONARD LONG
Name of CEO



SHIRE OF BOYUP BROOK
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$
Revenue				
Rates	2(a),25	3,586,742	3,579,069	3,335,568
Grants, subsidies and contributions	2(a)	2,146,611	495,917	2,769,335
Fees and charges	2(a)	2,169,397	1,879,735	1,909,399
Interest revenue	2(a)	398,741	27,750	173,534
Other revenue	2(a)	861,952	792,629	1,024,432
		<u>9,163,443</u>	<u>6,775,100</u>	<u>9,212,268</u>
Expenses				
Employee costs	2(b)	(4,367,937)	(3,912,622)	(4,110,530)
Materials and contracts		(1,808,558)	(3,050,034)	(1,837,985)
Utility charges		(251,198)	(213,715)	(201,834)
Depreciation		(4,623,108)	(3,586,909)	(3,862,759)
Finance costs		(4,217)	(4,693)	(6,096)
Insurance		(282,769)	(328,313)	(293,827)
Other expenditure	2(b)	(477,296)	(332,662)	(467,136)
		<u>(11,815,083)</u>	<u>(11,428,948)</u>	<u>(10,780,167)</u>
		<u>(2,651,640)</u>	<u>(4,653,848)</u>	<u>(1,567,899)</u>
Capital grants, subsidies and contributions	2(a)	1,680,465	1,784,539	1,912,314
Loss on asset disposals		(8,182)	-	(26,985)
Fair value adjustments to financial assets at fair value through profit or loss	4	1,681	-	3,686
		<u>1,673,964</u>	<u>1,784,539</u>	<u>1,889,015</u>
Net result for the period		<u>(977,676)</u>	<u>(2,869,309)</u>	<u>321,116</u>
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	17	-	-	24,899,540
Total other comprehensive income for the period	17	<u>-</u>	<u>-</u>	<u>24,899,540</u>
Total comprehensive income for the period		<u>(977,676)</u>	<u>(2,869,309)</u>	<u>25,220,656</u>

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



SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2024

	NOTE	2024	2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	9,056,932	7,322,951
Trade and other receivables	5	926,887	768,821
Inventories	6	31,968	49,369
Biological Assets	7(a)	158,702	259,271
Other assets	8	24,248	59,885
TOTAL CURRENT ASSETS		10,198,737	8,460,297
NON-CURRENT ASSETS			
Trade and other receivables	5	62,416	43,363
Other financial assets	4	83,171	81,490
Property, plant and equipment	9(a)	25,483,814	25,256,954
Infrastructure	10(a)	131,823,422	133,103,211
Right-of-use assets	12(a)	45,721	51,620
TOTAL NON-CURRENT ASSETS		157,498,544	158,536,638
TOTAL ASSETS		167,697,281	166,996,935
CURRENT LIABILITIES			
Trade and other payables	13	643,362	1,023,123
Other liabilities	14	2,381,855	320,008
Lease liabilities	12(b)	15,242	19,800
Borrowings	15	24,014	22,660
Employee related provisions	16	439,694	401,529
TOTAL CURRENT LIABILITIES		3,504,167	1,787,120
NON-CURRENT LIABILITIES			
Lease liabilities	12(b)	-	15,242
Borrowings	15	25,445	49,459
Employee related provisions	16	63,671	63,440
TOTAL NON-CURRENT LIABILITIES		89,116	128,141
TOTAL LIABILITIES		3,593,283	1,915,261
NET ASSETS		164,103,998	165,081,674
EQUITY			
Retained surplus		57,662,524	58,926,509
Reserve accounts	28	3,035,799	2,749,490
Revaluation surplus	17	103,405,675	103,405,675
TOTAL EQUITY		164,103,998	165,081,674

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



**SHIRE OF BOYUP BROOK
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2022		58,724,889	2,629,994	78,506,135	139,861,018
Comprehensive income for the period					
Net result for the period		321,116	-	-	321,116
Other comprehensive income for the period	17	-	-	24,899,540	24,899,540
Total comprehensive income for the period		321,116	-	24,899,540	25,220,656
Transfers to reserve accounts	28	(119,496)	119,496	-	-
Balance as at 30 June 2023		58,926,509	2,749,490	103,405,675	165,081,674
Comprehensive income for the period					
Net result for the period		(977,676)	-	-	(977,676)
Total comprehensive income for the period		(977,676)	-	-	(977,676)
Transfers from reserve accounts	28	116,543	(116,543)	-	-
Transfers to reserve accounts	28	(402,852)	402,852	-	-
Balance as at 30 June 2024		57,662,524	3,035,799	103,405,675	164,103,998

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

**SHIRE OF BOYUP BROOK
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	2024 Actual \$	2023 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		3,611,469	3,244,858
Grants, subsidies and contributions		1,996,691	2,549,382
Fees and charges		2,151,995	1,919,485
Interest revenue		398,741	173,534
Goods and services tax received		375,526	255,152
Other revenue		861,952	1,024,432
		<u>9,396,374</u>	<u>9,166,843</u>
Payments			
Employee costs		(4,645,824)	(3,744,008)
Materials and contracts		(1,719,065)	(2,037,305)
Utility charges		(251,198)	(201,834)
Finance costs		(4,217)	(6,096)
Insurance paid		(282,769)	(293,827)
Goods and services tax paid		(409,414)	(136,036)
Other expenditure		(477,296)	(467,136)
		<u>(7,789,783)</u>	<u>(6,886,242)</u>
Net cash provided by operating activities		<u>1,606,591</u>	<u>2,280,601</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of property, plant & equipment	9(a)	(1,076,119)	(536,943)
Payments for construction of infrastructure	10(a)	(2,548,161)	(2,296,946)
Capital grants, subsidies and contributions		3,742,312	1,549,321
Proceeds from sale of property, plant & equipment		51,818	95,455
Net cash provided by (used in) investing activities		<u>169,850</u>	<u>(1,189,113)</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	27(a)	(22,660)	(21,383)
Payments for principal portion of lease liabilities	27(c)	(19,800)	(19,224)
Net cash (used in) financing activities		<u>(42,460)</u>	<u>(40,607)</u>
Net increase in cash held		<u>1,733,981</u>	<u>1,050,881</u>
Cash at beginning of year		<u>7,322,951</u>	<u>6,272,070</u>
Cash and cash equivalents at the end of the year	3	<u><u>9,056,932</u></u>	<u><u>7,322,951</u></u>

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

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$
OPERATING ACTIVITIES				
Revenue from operating activities				
General rates	25	3,586,742	3,579,069	3,335,568
Grants, subsidies and contributions		2,146,611	495,917	2,769,335
Fees and charges		2,169,397	1,879,735	1,909,399
Interest revenue		398,741	27,750	173,534
Other revenue		861,952	792,629	1,024,432
Fair value adjustments to financial assets at fair value through profit or loss	4	1,681	-	3,686
		9,165,124	6,775,100	9,215,954
Expenditure from operating activities				
Employee costs		(4,367,937)	(3,912,622)	(4,110,530)
Materials and contracts		(1,808,558)	(3,050,034)	(1,837,985)
Utility charges		(251,198)	(213,715)	(201,834)
Depreciation		(4,623,108)	(3,586,909)	(3,862,759)
Finance costs		(4,217)	(4,693)	(6,096)
Insurance		(282,769)	(328,313)	(293,827)
Other expenditure		(477,296)	(332,662)	(467,136)
Loss on asset disposals		(8,182)	-	(26,985)
		(11,823,265)	(11,428,948)	(10,807,152)
Non cash amounts excluded from operating activities	26(a)	4,743,713	3,631,544	4,017,128
Amount attributable to operating activities		2,085,572	(1,022,304)	2,425,930
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions	2(a)	1,680,465	1,784,539	1,912,314
Proceeds from disposal of assets		51,818	310,000	95,455
		1,732,283	2,094,539	2,007,769
Outflows from investing activities				
Purchase of property, plant and equipment	9(a)	(1,076,119)	(1,805,815)	(536,943)
Purchase and construction of infrastructure	10(a)	(2,548,161)	(2,832,272)	(2,296,946)
		(3,624,280)	(4,638,087)	(2,833,889)
Amount attributable to investing activities		(1,891,997)	(2,543,548)	(826,120)
FINANCING ACTIVITIES				
Inflows from financing activities				
Proceeds from borrowings	27(a)	-	250,000	-
Transfers from reserve accounts	28	116,543	138,000	-
		116,543	388,000	-
Outflows from financing activities				
Repayment of borrowings	27(a)	(22,660)	(22,660)	(21,383)
Payments for principal portion of lease liabilities	27(c)	(19,800)	(19,800)	(19,224)
Transfers to reserve accounts	28	(402,852)	(270,000)	(119,496)
		(445,312)	(312,460)	(160,103)
Amount attributable to financing activities		(328,769)	75,540	(160,103)
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	26(b)	3,815,100	3,490,312	2,375,393
Amount attributable to operating activities		2,085,572	(1,022,304)	2,425,930
Amount attributable to investing activities		(1,891,997)	(2,543,548)	(826,120)
Amount attributable to financing activities		(328,769)	75,540	(160,103)
Surplus or deficit after imposition of general rates	26(b)	3,679,906	-	3,815,100

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

**SHIRE OF BOYUP BROOK
FOR THE YEAR ENDED 30 JUNE 2024
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SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

1. BASIS OF PREPARATION

The financial report of the Shire of Boyup Brook which is a Class 4 local government comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 *Leases* which would have required the Shire to measure any vested improvements at zero cost.

The *Local Government (Financial Management) Regulations 1996* provide that:

- land and buildings classified as property, plant and equipment, or
- infrastructure; or
- vested improvements that the local government controls; and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 Property, Plant and Equipment, which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying amounts of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable

The local government reporting entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 29 of the financial report.

Initial application of accounting standards

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2021-2 Amendments to Australian Accounting Standards - *Disclosure of Accounting Policies or Definition of Accounting Estimates*

This standard resulted in terminology changes relating to material accounting policies (formerly referred to as significant accounting policies).

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards - *Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*

- AASB 2020-1 Amendments to Australian Accounting Standards - *Classification of Liabilities as Current or Non-Current*

- AASB 2021-7c Amendments to Australian Accounting Standards - *Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*

- AASB 2022-5 Amendments to Australian Accounting Standards - *Lease Liability in a Sale and Leaseback*

- AASB 2022-6 Amendments to Australian Accounting Standards - *Non-current Liabilities with Covenants*

These amendments are not expected to have any material impact on the financial report on initial application.

- AASB 2022-10 Amendments to Australian Accounting Standards - *Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*

These amendment may result in changes to the fair value of non-financial assets. The impact is yet to be quantified.

- AASB 2023-1 Amendments to Australian Accounting Standards - *Supplier Finance Arrangements*

These amendments may result in additional disclosures in the case of applicable finance arrangements.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Grants, subsidies and contributions	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management.	Single point in time	Full payment prior to issue	None	On payment of the licence, registration or approval
Fees and charges - waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Fees and charges - sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	At point of sale
Other revenue - private works	Contracted private works	Single point in time	Monthly in arrears	None	At point of service

Consideration from contracts with customers is included in the transaction price.

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2024

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	-	-	3,586,742	-	3,586,742
Grants, subsidies and contributions	235,842	-	-	1,910,769	2,146,611
Fees and charges	2,151,835	-	17,562	-	2,169,397
Interest revenue	-	-	43,239	355,502	398,741
Other revenue	786,697	-	-	75,255	861,952
Capital grants, subsidies and contributions	-	1,680,465	-	-	1,680,465
Total	3,174,374	1,680,465	3,647,543	2,341,526	10,843,908

For the year ended 30 June 2023

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	-	-	3,335,568	-	3,335,568
Grants, subsidies and contributions	413,705	-	-	2,355,630	2,769,335
Fees and charges	1,651,036	-	258,363	-	1,909,399
Interest revenue	-	-	24,117	149,417	173,534
Other revenue	879,148	-	-	145,284	1,024,432
Capital grants, subsidies and contributions	-	1,912,314	-	-	1,912,314
Total	2,943,889	1,912,314	3,618,048	2,650,331	11,124,582

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Note	2024 Actual \$	2023 Actual \$
Interest revenue		
Interest on reserve account	116,387	69,666
Trade and other receivables overdue interest	43,239	24,117
Other interest revenue	239,115	79,751
	<u>398,741</u>	<u>173,534</u>

The 2024 original budget estimate in relation to:
Trade and other receivables overdue interest was \$17,000.

The 2024 original budget estimate in relation to:
Charges on instalment plan was \$3,000.

(b) Expenses

Auditors remuneration

- Audit of the Annual Financial Report	39,700	39,700
- Other services – grant acquittals	3,500	4,100
	<u>43,200</u>	<u>43,800</u>

Employee Costs

Employee benefit costs	4,181,303	3,912,415
Other employee costs	186,634	198,115
	<u>4,367,937</u>	<u>4,110,530</u>

Other expenditure

Write-down of biological assets to net realisable value	96,180	148,272
Member expenses	107,302	115,237
Sundry expenses	273,814	203,627
	<u>477,296</u>	<u>467,136</u>

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

3. CASH AND CASH EQUIVALENTS

Cash at bank and on hand
Total cash and cash equivalents

Held as
- Unrestricted cash and cash equivalents
- Restricted cash and cash equivalents

Note	2024	2023
	\$	\$
	9,056,932	7,322,951
	9,056,932	7,322,951
	3,594,373	4,201,744
18	5,462,559	3,121,207
	9,056,932	7,322,951

MATERIAL ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

4. OTHER FINANCIAL ASSETS

Non-current assets

Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss

Units in Local Government House Trust - opening balance
Movement attributable to fair value increment
Financial assets at fair value through profit and loss Local Government House Trust
Units in Local Government House Trust - closing balance

Note	2024	2023
	\$	\$
	83,171	81,490
	83,171	81,490
	81,490	77,804
	1,681	3,686
	83,171	81,490

MATERIAL ACCOUNTING POLICIES

Financial assets at fair value through profit or loss

The Shire has elected to classify the following financial assets at fair value through profit or loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has elected to recognise as fair value gains and losses through profit or loss.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

5. TRADE AND OTHER RECEIVABLES

Note	2024	2023
	\$	\$
Current		
Rates and statutory receivables	275,109	299,200
Trade receivables	571,549	440,244
GST receivable	33,888	-
Allowance for credit losses of trade receivables	(2,932)	(20,334)
Pensioner rates rebates and ESL deferred	49,273	49,711
	926,887	768,821
Non-current		
Pensioner rates rebates and ESL deferred	62,416	43,363
	62,416	43,363

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Note	30 June 2024 Actual	30 June 2023 Actual	1 July 2022 Actual
	\$	\$	\$
Trade and other receivables from contracts with customers	-	430,015	186,696
Allowance for credit losses of trade receivables	(2,932)	(20,334)	(10,248)
Total trade and other receivables from contracts with customers	(2,932)	409,681	176,448

MATERIAL ACCOUNTING POLICIES

Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

Other receivables

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers and amounts received as grants for the construction of recognisable non financial assets.

Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

6. INVENTORIES

	Note	2024	2023
Current		\$	\$
Fuel and materials		7,773	7,538
Rylington wool stock		-	23,544
Rylington seed stock		19,275	16,181
Rylington fuel		3,292	1,746
Rylington hay stock		1,628	360
		31,968	49,369

The following movements in inventories occurred during the year:

Balance at beginning of year	49,369	37,439
Inventories expensed during the year	(224,952)	(199,766)
Additions to inventory	207,551	211,696
Balance at end of year	31,968	49,369

MATERIAL ACCOUNTING POLICIES

General

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

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

7. BIOLOGICAL ASSETS

(a) Reconciliation of carrying amounts

Consumable biological assets - sheep at beginning of year
Increase resulting from purchases
Increase resulting from classification change due to age
Decrease resulting from sales
Decrease resulting from deaths
Gain/(Loss) arising from change in fair value less costs to sell
Balance at end of year

2024	2023
\$	\$
259,271	412,050
4,200	17,300
218,156	255,978
(216,625)	(266,893)
(10,120)	(10,892)
(96,180)	(148,272)
158,702	259,271

(b) Measurement

The physical estimate of biological assets held at the end of the reporting period include:

Consumable biological assets - sheep - at beginning of year
Purchases
Additions resulting from classification change due to age
Sales
Deaths, Slaughtered and Variance
Balance at end of year

3,438	3,330
7	12
2,789	2,692
(3,168)	(2,450)
(357)	(146)
2,709	3,438

SIGNIFICANT ACCOUNTING POLICIES

Biological assets consist of livestock (sheep) at Rylington Park Agricultural operations. Biological assets are measured on initial recognition and at the end of each reporting period at fair value less cost to sell. Fair value is determined using the most recent market sales information from Meat and Livestock Australia. Selling costs are determined from sales invoices received immediately prior to end of the reporting period. Gain or loss arising due to a change in fair value less cost to sell is recognised in profit or loss.

Lambs have been excluded from the carrying amounts as they are not practicably tradeable in the market when they are 0-60 days old, so their fair value cannot be reliably determined and would in effect be immaterial.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

8. OTHER ASSETS

Other assets - current

Prepayments

Accrued income

Private Tenancy Bonds

2024	2023
\$	\$
13,176	49,297
9,872	7,868
1,200	2,720
24,248	59,885

MATERIAL ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

9. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Assets not subject to operating lease		Assets subject to operating lease		Total Property		Plant and equipment		Total property, plant and equipment
	Land	Buildings	Land	Buildings	Land	Buildings	Furniture and equipment	Plant and equipment	
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2022	4,610,000	17,750,871	87,000	452,929	4,697,000	18,203,800	24,426	2,726,244	25,651,470
Additions	-	254,783	-	-	-	254,783	21,322	260,838	536,943
Disposals	(67,000)	-	-	-	(67,000)	-	-	(55,440)	(122,440)
Depreciation	-	(381,050)	-	-	-	(381,050)	(24,178)	(403,791)	(809,019)
Balance at 30 June 2023	4,543,000	17,624,604	87,000	452,929	4,630,000	18,077,533	21,570	2,527,851	25,256,954
Comprises:									
Gross balance amount at 30 June 2023	4,543,000	17,995,583	87,000	463,000	4,630,000	18,458,583	111,780	3,877,823	27,078,186
Accumulated depreciation at 30 June 2023	-	(370,979)	-	(10,071)	-	(381,050)	(90,210)	(1,349,972)	(1,821,232)
Balance at 30 June 2023	4,543,000	17,624,604	87,000	452,929	4,630,000	18,077,533	21,570	2,527,851	25,256,954
Additions	-	621,140	-	-	-	621,140	-	454,979	1,076,119
Disposals	(60,000)	-	-	-	(60,000)	-	-	-	(60,000)
Depreciation	-	(376,387)	-	(10,071)	-	(386,958)	(2,014)	(400,287)	(789,259)
Balance at 30 June 2024	4,483,000	17,868,857	87,000	442,858	4,570,000	18,311,715	19,556	2,582,543	25,483,814
Comprises:									
Gross balance amount at 30 June 2024	4,483,000	18,616,723	87,000	463,000	4,570,000	19,079,723	111,780	4,332,803	28,094,306
Accumulated depreciation at 30 June 2024	-	(747,866)	-	(20,142)	-	(768,008)	(92,224)	(1,750,260)	(2,610,492)
Balance at 30 June 2024	4,483,000	17,868,857	87,000	442,858	4,570,000	18,311,715	19,556	2,582,543	25,483,814

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

9. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
Land and buildings					
Land	2 / 3	Market approach using observable or estimated open market values of similar assets adjusted for condition and comparability at their highest and best use / Cost approach using current replacement costs	Independent registered valuer	June 2022	Price per square metre/hectare / Purchase costs and current condition, residual values and remaining useful life assessment inputs.
Buildings	2	Market approach using observable or estimated open market values of similar assets adjusted for condition and comparability at their highest and best use.	Independent registered valuer	June 2022	Price per square metre/market borrowing rate.
Buildings - specialised	3	Cost approach using current replacement costs	Independent registered valuer	June 2022	Construction costs and current condition, residual values and remaining useful life assessment inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs. The valuation techniques applied to property subject to lease was the same as that applied to property not subject to lease.



AMD
Infrastructure and equipment
Plant and equipment

Cost

Purchase cost

Cost

Purchase cost

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

10. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Infrastructure - footpaths	Infrastructure - drainage	Infrastructure - parks and ovals	Infrastructure - bridges	Infrastructure - other	Infrastructure - recreation	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2022	75,341,261	1,129,478	10,081,368	373,812	16,982,768	3,353,385	1,692,495	108,954,567
Additions	1,877,878	-	153,133	-	170,000	78,467	17,468	2,296,946
Revaluation increments / (decrements) transferred to revaluation surplus	17,571,556	(476,572)	(973,523)	(8,364)	5,858,119	2,055,211	873,113	24,899,540
Depreciation	(1,731,995)	(18,037)	(279,071)	(50,190)	(658,387)	(119,606)	(190,556)	(3,047,842)
Transfers	-	-	-	(315,258)	-	315,258	-	-
Balance at 30 June 2023	93,058,700	634,869	8,981,907	-	22,352,500	5,682,715	2,392,520	133,103,211
Comprises:								
Gross balance at 30 June 2023	116,157,339	1,100,572	11,382,710	-	71,216,000	5,682,715	2,392,520	207,931,856
Accumulated depreciation at 30 June 2023	(23,098,639)	(465,703)	(2,400,803)	-	(48,863,500)	-	-	(74,828,645)
Balance at 30 June 2023	93,058,700	634,869	8,981,907	-	22,352,500	5,682,715	2,392,520	133,103,211
Additions	2,226,902	243	115,658	-	-	79,253	126,105	2,548,161
Depreciation	(2,341,268)	(13,867)	(159,051)	-	(916,606)	(250,586)	(146,572)	(3,827,950)
Balance at 30 June 2024	92,944,334	621,245	8,938,514	-	21,435,894	5,511,382	2,372,053	131,823,422
Comprises:								
Gross balance at 30 June 2024	118,384,241	1,100,815	11,498,368	-	71,216,000	5,761,968	2,518,625	210,480,017
Accumulated depreciation at 30 June 2024	(25,439,907)	(479,570)	(2,559,854)	-	(49,780,106)	(250,586)	(146,572)	(78,656,595)
Balance at 30 June 2024	92,944,334	621,245	8,938,514	-	21,435,894	5,511,382	2,372,053	131,823,422



AMD

**SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

10. INFRASTRUCTURE (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
Infrastructure - roads	Level 3	Cost approach using depreciated replacement cost	Independent valuer	June 2023	Current replacement costs, condition assessments, depreciated values, residual values and remaining estimated useful life
Infrastructure - footpaths	Level 3	Cost approach using depreciated replacement cost	Independent valuer	June 2023	Current replacement costs, condition assessments, depreciated values, residual values and remaining estimated useful life
Infrastructure - drainage	Level 3	Cost approach using depreciated replacement cost	Independent valuer	June 2023	Current replacement costs, condition assessments, depreciated values, residual values and remaining estimated useful life
Infrastructure - parks and ovals	Level 3	Cost approach using depreciated replacement cost	Independent valuer	June 2023	Current replacement costs, condition assessments, depreciated values, residual values and remaining estimated useful life
Infrastructure - bridges	Level 3	Cost approach using depreciated replacement cost	Independent valuer	June 2023	Current replacement costs, condition assessments, depreciated values, residual values and remaining estimated useful life
Infrastructure - other	Level 3	Cost approach using depreciated replacement cost	Independent valuer	June 2023	Current replacement costs, condition assessments, depreciated values, residual values and remaining estimated useful life
Infrastructure - recreation	Level 3	Cost approach using depreciated replacement cost	Independent valuer	June 2023	Current replacement costs, condition assessments, depreciated values, residual values and remaining estimated useful life

3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they are potential to result in a significantly higher or lower fair value measurement.

the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

11. FIXED ASSETS

(a) Depreciation

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	8 to 89 years
Furniture and equipment	2 to 20 years
Plant and equipment	5 to 25 years
Sealed roads and streets	
formation	not depreciated
pavement	77 years
seal	
- bituminous seals	20 years
- asphalt surfaces	20 years
Gravel roads	
formation	not depreciated
pavement	77 years
Infrastructure - footpaths	75 to 85 years
Infrastructure - drainage	40 to 80 years
Infrastructure - parks & ovals	10 to 85 years
Infrastructure - bridges	60 to 90 years
Infrastructure - other	10 to 85 years
Infrastructure - recreation	10 to 85 years
Right-of-use assets - plant and equipment	3 to 10 years

Revision of useful lives of plant and equipment

The useful lives of buildings were reviewed during the reporting period, which has resulted in additional depreciation of \$111,920 being booked during 2022/2023.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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11. FIXED ASSETS (Continued)

MATERIAL ACCOUNTING POLICIES

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are *land and buildings classified as property, plant and equipment*, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

Revaluation

Land and buildings classified as property, plant and equipment, *infrastructure or vested improvements that the local government controls* and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Impairment

In accordance with *Local Government (Financial Management) Regulations 17A(4C)*, the Shire is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

12. LEASES

(a) Right-of-Use Assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.

Note	Right-of-use assets - plant and equipment	Right-of-use assets Total
	\$	\$
Balance at 1 July 2022	57,518	57,518
Depreciation	(5,898)	(5,898)
Balance at 30 June 2023	51,620	51,620
Gross balance amount at 30 June 2023	58,989	58,989
Accumulated depreciation at 30 June 2023	(7,369)	(7,369)
Balance at 30 June 2023	51,620	51,620
Depreciation	(5,899)	(5,899)
Balance at 30 June 2024	45,721	45,721
Gross balance amount at 30 June 2024	58,989	58,989
Accumulated depreciation at 30 June 2024	(13,268)	(13,268)
Balance at 30 June 2024	45,721	45,721

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the Shire is the lessee:

	2024 Actual	2023 Actual
	\$	\$
Depreciation on right-of-use assets	(5,899)	(5,898)
Finance charge on lease liabilities	(776)	(1,352)
Total amount recognised in the statement of comprehensive income	(6,675)	(7,250)
Total cash outflow from leases	(20,576)	(20,576)
(b) Lease Liabilities		
Current	15,242	19,800
Non-current	-	15,242
27(c)	15,242	35,042

Secured liabilities and assets pledged as security

Lease liabilities are effectively secured, as the rights to the leased assets recognised in the financial statements revert to the lessor in the event of default.

MATERIAL ACCOUNTING POLICIES

Leases

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Details of individual lease liabilities required by regulations are provided at Note 27(c).

Right-of-use assets - measurement

Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 11 under revaluation for details on the material accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

SHIRE OF BOYUP BROOK
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FOR THE YEAR ENDED 30 JUNE 2024

12. LEASES (Continued)

(c) Lessor - Property, Plant and Equipment Subject to Lease

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.
Less than 1 year

Amounts recognised in profit or loss for Property, Plant and Equipment Subject to Lease

Rental income

2024 Actual	2023 Actual
\$	\$
27,781	77,471
27,781	77,471
49,643	49,338

MATERIAL ACCOUNTING POLICIES

The Shire as Lessor

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 *Revenue from Contracts with Customers* to allocate the consideration under the contract to each component.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

13. TRADE AND OTHER PAYABLES

Current

Sundry creditors
 Prepaid rates
 Accrued payroll liabilities
 ATO liabilities
 Bonds and deposits held
 Accrued expenses
 Accrued interest on loans

2024	2023
\$	\$
288,725	352,117
50,616	49,980
132,058	116,376
79,759	411,724
44,905	51,709
46,257	39,700
1,042	1,517
643,362	1,023,123

MATERIAL ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

14. OTHER LIABILITIES

Current

Contract liabilities
Capital grant/contributions liabilities

2024	2023
\$	\$
143,340	143,340
2,238,515	176,668
2,381,855	320,008
<hr/>	
143,340	143,340
143,340	143,340

Reconciliation of changes in contract liabilities

Opening balance

The aggregate amount of the performance obligations unsatisfied (or partially unsatisfied) in relation to these contract liabilities was \$143,340 (2023: \$143,340)

The Shire expects to satisfy the performance obligations, from contracts with customers unsatisfied at the end of the reporting period, within the next 12 months.

Reconciliation of changes in capital grant/contribution liabilities

Opening balance
Additions
Revenue from capital grant/contributions held as a liability at the start of the period

176,668	539,661
2,171,367	103,805
(109,520)	(466,798)
2,238,515	176,668

Expected satisfaction of capital grant/contribution liabilities

Less than 1 year

2,238,515	176,668
2,238,515	176,668

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

MATERIAL ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant/contribution liabilities, not expected to be extinguished within 12 months, are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

15. BORROWINGS

	Note	2024			2023		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
Debentures		24,014	25,445	49,459	22,660	49,459	72,119
Total secured borrowings	27(a)	24,014	25,445	49,459	22,660	49,459	72,119

Secured liabilities and assets pledged as security

MATERIAL ACCOUNTING POLICIES

Borrowing costs

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

Risk

Details of individual borrowings required by regulations are provided at Note 27(a).

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

16. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

	2024	2023
	\$	\$
Current provisions		
Employee benefit provisions		
Annual leave	234,471	257,947
Long service leave	131,025	137,743
	365,496	395,690
Employee related other provisions		
Employment on-costs	74,198	5,839
	74,198	5,839
Total current employee related provisions	439,694	401,529
Non-current provisions		
Employee benefit provisions		
Long service leave	59,170	59,879
	59,170	59,879
Employee related other provisions		
Employment on-costs	4,501	3,561
	4,501	3,561
Total non-current employee related provisions	63,671	63,440
Total employee related provisions	503,365	464,969

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

MATERIAL ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

17. REVALUATION SURPLUS

	2024 Opening Balance	2024 Closing Balance	2023 Opening Balance	Total Movement on Revaluation	2023 Closing Balance
	\$	\$	\$	\$	\$
Revaluation surplus - Land - freehold land	3,208,375	3,208,375	3,208,375	-	3,208,375
Revaluation surplus - Buildings	16,080,133	16,080,133	16,080,133	-	16,080,133
Revaluation surplus - Furniture and equipment	28,470	28,470	28,470	-	28,470
Revaluation surplus - Plant and equipment	781,483	781,483	781,483	-	781,483
Revaluation surplus - Infrastructure - roads	50,188,262	50,188,262	32,616,706	17,571,556	50,188,262
Revaluation surplus - Infrastructure - footpaths	501,810	501,810	978,382	(476,572)	501,810
Revaluation surplus - Infrastructure - drainage	10,205,196	10,205,196	11,178,719	(973,523)	10,205,196
Revaluation surplus - Infrastructure - parks and ovals	523,852	523,852	532,216	(8,364)	523,852
Revaluation surplus - Infrastructure - bridges	14,231,393	14,231,393	8,373,274	5,858,119	14,231,393
Revaluation surplus - Infrastructure - other	5,349,200	5,349,200	3,293,989	2,055,211	5,349,200
Revaluation surplus - Infrastructure - recreation	2,307,501	2,307,501	1,434,388	873,113	2,307,501
	103,405,675	103,405,675	78,506,135	24,899,540	103,405,675

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

18. RESTRICTIONS OVER FINANCIAL ASSETS

	Note	2024 Actual \$	2023 Actual \$
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	5,462,559	3,121,207
		5,462,559	3,121,207
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	28	3,035,799	2,749,490
Contract liabilities	14	143,340	143,340
Capital grant liabilities	14	2,238,515	176,668
Bonds and deposits	13	44,905	51,709
Total restricted financial assets		5,462,559	3,121,207
19. UNDRAWN BORROWING FACILITIES AND CREDIT STANDBY ARRANGEMENTS			
Bank overdraft limit		50,000	50,000
Bank overdraft at balance date		-	-
Credit card limit		10,000	10,000
Credit card balance at balance date		(1,573)	(1,308)
Total amount of credit unused		58,427	58,692
Loan facilities			
Loan facilities - current	15	24,014	22,660
Loan facilities - non-current	15	25,445	49,459
Total facilities in use at balance date		49,459	72,119
Unused loan facilities at balance date		NIL	NIL

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

20. CONTINGENT LIABILITIES

The Shire of Boyup Brook has identified the following sites, in relation to land owned, vested or leased, that is

- Lot 5616 Boyup Brook North Road - Landfill site
- Lot 46 Walshaws Road, Kulikup - Previous landfill site, possibly contaminated, investigation required
- Lot 147 Jayes Road - Transfer station site, possibly contaminated, investigation required
- Lot 12972 Boyup-Kojonup Road - Previous landfill site, possibly contaminated, investigation required
- 57 Charteriss Road, Wilga - Previous landfill site, possibly contaminated, investigation required
- Lot 13180 Condinup Road, Dinninup - Previous landfill site, possibly contaminated, investigation required
- Lot 201 Stanton Road - Liquid waste disposal site, contaminated
- Lot 40 Boyup-Cranbrook Road - Previous landfill site, possibly contaminated, investigation required
- 169 Railway Parade, Boyup Brook - Liquid waste site, possibly contaminated, investigation required
- Lot 377 Connolly Street, Boyup Brook - Shire depot, possibly contaminated, investigation required

The Shire has completed a post closure management plan for the landfill site situated on Lot 5616 Boyup Brook North Road. The Shire employs a progressive capping approach, where each trench is capped once filled, with revegetation of the filled area taking place once the trench area is exhausted. Revegetation is funded from operating budgets. It is anticipated no major rehabilitation works will be required at this site.

Until the Shire conducts investigations to determine the presence and scope of the contamination, assess the risk, and agree with Department of Water and Environmental Regulation (DWER) on the need and criteria for remediation, the Shire is unable to estimate the potential costs and timing of outflows associated with remediation of the remaining sites. This approach is consistent with the DWER Guidelines.

21. CAPITAL COMMITMENTS

	2024	2023
	\$	\$
Contracted for:		
- plant & equipment purchases	375,359	-
	375,359	-
Payable:		
- not later than one year	375,359	-

In 2023/2024 the Shire had contractual commitments of \$375,359 for the purchase of a grader.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

22. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Fees, expenses and allowances to be paid or reimbursed to elected council members.

Note	2024 Actual	2024 Budget	2023 Actual
	\$	\$	\$
President's annual allowance	10,280	10,280	10,280
President's meeting attendance fees	15,693	15,693	14,640
President's annual allowance for ICT expenses	1,440	1,440	1,440
	27,413	27,413	26,360
Deputy President's annual allowance	2,570	2,570	2,570
Deputy President's meeting attendance fees	8,395	8,188	8,395
Deputy President's annual allowance for ICT expenses	1,440	1,440	1,440
Deputy President's travel and accommodation expenses	2,102	1,300	2,130
	14,507	13,498	14,535
All other council member's meeting attendance fees	52,765	52,469	58,765
All other council member's annual allowance for ICT expenses	9,006	9,105	10,080
All other council member's travel and accommodation expenses	3,611	2,100	5,497
	65,382	63,674	74,342
	107,302	104,585	115,237

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:

Short-term employee benefits	416,301	413,978
Post-employment benefits	52,946	56,650
Employee - other long-term benefits	9,329	5,649
Employee - termination benefits	-	28,565
Council member costs	107,302	115,237
	585,878	620,079

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

SHIRE OF BOYUP BROOK
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2024

22. RELATED PARTY TRANSACTIONS

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	2024 Actual \$	2023 Actual \$
Purchase of goods and services	9,606	7,544

Related Parties

The Shire's main related parties are as follows:

- i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire, directly or indirectly, including any council member, are considered key management personnel and are detailed in Notes 22(a) and 22(b).
- ii. Other Related Parties

Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.
- iii. Entities subject to significant influence by the Shire

There were no such entities requiring disclosure during the current or previous year.

**SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

23. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

The Shire did not have any events occurring after the reporting date that have a significant effect on the financial statements.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

24. OTHER MATERIAL ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

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

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest revenue

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy

AASB 13 *Fair Value Measurement* requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:

- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 11.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116 *Property, Plant and Equipment*) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

25. RATING INFORMATION

(a) General Rates											
RATE TYPE	Basis of valuation	Rate in \$	Number of Properties	2023/24 Actual Rateable Value*	2023/24 Actual Revenue	2023/24 Actual Interim Rates	2023/24 Actual Total Revenue	2023/24 Budget Rate	2023/24 Budget Interim Rate	2023/24 Budget Total Revenue	2022/23 Actual Total Revenue \$
(i) General rates											
General Rate - GRV	Gross rental valuation	0.158467	298	3,444,350	545,816	(821)	544,995	545,845	1,000	546,845	511,553
General Rate - UV	Unimproved valuation	0.005903	582	432,887,085	2,555,332	13,162	2,568,494	2,556,787	-	2,556,787	2,368,500
Total general rates			880	436,331,435	3,101,148	12,341	3,113,489	3,102,632	1,000	3,103,632	2,880,053
(ii) Minimum payment											
General Rate - GRV	Gross rental valuation	1.179	56	246,432	66,024		66,024	66,024	-	66,024	58,406
General Rate - UV	Unimproved valuation	1.067	383	42,772,828	408,661		408,661	409,728	-	409,728	396,806
Total minimum payments			439	43,019,260	474,685	-	474,685	475,752	-	475,752	455,212
Total general rates and minimum payments			1,319	479,350,695	3,575,833	12,341	3,588,174	3,578,384	1,000	3,579,384	3,335,265
(iii) Ex-gratia Rates											
CBH ex-gratia			1		1,390	-	1,390	1,390	-	1,390	1,390
Total amount raised from rates (excluding general rates)			1	-	1,390	-	1,390	1,390	-	1,390	1,390
Concessions							(2,822)			(1,705)	(1,087)
Total Rates							3,586,742			3,579,069	3,335,568
Rate instalment interest							8,105				3,875
Rate overdue interest							1,275				19,357

The rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

* Taxable Value at time of raising of rate.

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

26. DETERMINATION OF SURPLUS OR DEFICIT

		2023/24 2023/24 Budget (30 June 2024 Carried Forward)	2022/23 (30 June 2023 Carried Forward)
Note	2023/24 (30 June 2024 Carried Forward)		
	\$	\$	\$
(a) Non-cash amounts excluded from operating activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to operating activities			
Less: Fair value adjustments to financial assets at fair value through profit or loss	4	(1,681)	(3,686)
Add: Loss on disposal of assets		8,182	26,985
Add: Depreciation		4,623,108	3,586,909
Non-cash movements in non-current assets and liabilities:			
Pensioner deferred rates		(19,053)	(15,774)
Employee benefit provisions		231	3,197
Accrued wages		15,682	23,446
Accrued interest on borrowings		(475)	(450)
Accrued expenses		6,557	(22,618)
Accrued interest income		(6,807)	2,420
Biological assets		100,569	152,779
Inventory		17,400	(11,930)
Non-cash amounts excluded from operating activities		4,743,713	3,631,544
(b) Surplus or deficit after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
Adjustments to net current assets			
Less: Reserve accounts	28	(3,035,799)	(2,881,490)
Less: Current assets not expected to be received at end of year			
- Inventories	6	(31,968)	(49,369)
- Biological assets	7(a)	(158,702)	(259,271)
- Accrued interest income		(6,808)	-
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	15	24,014	22,660
- Accrued salaries and wages	13	132,058	116,376
- Accrued interest on loans	13	1,042	1,517
- Accrued expense	13	46,257	39,700
- Current portion of lease liabilities	12(b)	15,242	19,800
Total adjustments to net current assets		(3,014,664)	(2,858,077)
Net current assets used in the Statement of Financial Activity			
Total current assets		10,198,737	8,460,297
Less: Total current liabilities		(3,504,167)	(1,787,120)
Less: Total adjustments to net current assets		(3,014,664)	(2,858,077)
Surplus or deficit after imposition of general rates		3,679,906	3,815,100

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

27. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual				Budget			
		Principal at 1 July 2022	New Loans During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023	New Loans During 2023-24	Principal Repayments During 2023-24	Principal at 1 July 2023	Principal at 30 June 2024
		\$	\$	\$	\$	\$	\$	\$	\$
Staff Housing		33,166	-	(7,585)	25,581	-	-	17,994	9,956
Swimming pool		60,336	-	(13,798)	46,538	-	-	32,742	18,120
Caravan Park Abultions		-	-	-	-	-	-	-	250,000
Total		93,502	-	(21,383)	72,119	-	(22,660)	50,736	278,076

Borrowing Finance Cost Payments			
Purpose	Loan Number	Institution	Date final payment is due
Staff Housing	115	WATC*	13/03/2026
Swimming pool	114	WATC*	10/02/2026
Total			

Total Finance Cost Payments			
Purpose	Actual for year ending 30 June 2024	Budget for year ending 30 June 2024	Actual for year ending 30 June 2023
Staff Housing	(1,246)	(1,388)	(1,707)
Swimming pool	(2,195)	(2,529)	(3,037)
Total	(3,441)	(3,917)	(4,744)

* WA Treasury Corporation

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

27. BORROWING AND LEASE LIABILITIES (Continued)

(b) New Borrowings - 2023/24

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2024 Actual	2024 Budget	2024 Actual	2024 Budget		
Caravan Park Abolitions	WATC*	Debenture	10	3.10%	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
* WA Treasury Corporation										

(c) Lease Liabilities

Purpose	Note	Actual				Budget			
		Principal at 1 July 2022	New Leases During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023	New Leases During 2023-24	Principal Repayments During 2023-24	Principal at 30 June 2024	Principal at 30 June 2024
Gymnasium equipment		\$ 54,266	\$ -	\$ (19,224)	\$ 35,042	\$ -	\$ (19,800)	\$ 15,242	\$ 15,242
Total Lease Liabilities	12(b)	54,266	-	(19,224)	35,042	-	(19,800)	15,242	15,242

Lease Finance Cost Payments		Date final payment is due		Actual for year ending 30 June 2023		Budget for year ending 30 June 2024	
Purpose	Lease Number	Institution	Interest Rate	Actual for year ending 30 June 2023	Budget for year ending 30 June 2024	Actual for year ending 30 June 2023	Budget for year ending 30 June 2024
Gymnasium equipment	L001	MAIA Financial	3.01%	\$ (1,352)	\$ (776)	\$ (1,352)	\$ (776)
Total Finance Cost Payments				(1,352)	(776)	(1,352)	(776)

SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

28. RESERVE ACCOUNTS

	2024			2024			2024			2024			2024			2023			2023		
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
	Opening	Transfer	Transfer	Transfer	Transfer	Transfer	Opening	Transfer	Transfer	Transfer	Transfer	Transfer	Opening	Transfer	Transfer	Opening	Transfer	Transfer	Opening	Transfer	Transfer
	Balance	to	(from)	to	(from)	(from)	Balance	to	(from)	(from)	(from)	(from)	Balance	to	(from)	Balance	to	(from)	Balance	to	(from)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by council																					
(a) Leave reserve	34,375	1,370	-	-	-	-	34,375	63	-	-	-	-	33,438	889	-	33,486	-	-	34,375	-	-
(b) Plant reserve	231,351	109,221	-	-	-	-	231,351	100,421	-	-	-	-	331,772	5,982	-	225,369	5,982	-	231,351	-	-
(c) Building reserve	759,976	40,289	-	-	-	-	759,976	11,383	-	-	-	-	771,359	19,650	-	740,326	19,650	-	759,976	-	-
(d) Community housing reserve	220,560	8,790	-	-	-	-	220,560	401	-	-	-	-	220,961	5,703	-	214,857	5,703	-	220,560	-	-
(e) Emergency reserve	12,830	512	-	-	-	-	12,830	23	-	-	-	-	12,853	331	-	12,499	331	-	12,830	-	-
(f) Insurance claim reserve	15,636	623	-	-	-	-	15,636	28	-	-	-	-	15,664	405	-	15,231	405	-	15,636	-	-
(g) Other recreation reserve	51,982	17,072	-	-	-	-	51,982	15,095	-	-	-	-	67,077	1,345	-	50,637	1,345	-	51,982	-	-
(h) Commercial reserve	464,312	18,505	-	-	-	-	464,312	844	-	-	-	-	465,156	12,005	-	452,307	12,005	-	464,312	-	-
(i) Bridges reserve	160	30,006	-	-	-	-	160	30,000	-	-	-	-	30,160	4	-	156	4	-	160	-	-
(j) Aged accommodation reserve	32,498	2,167	-	-	-	-	32,498	59	-	-	-	-	32,557	840	-	31,658	840	-	32,498	-	-
(k) Road contributions reserve	29,415	1,173	-	-	-	-	29,415	53	-	-	-	-	29,468	760	-	28,655	760	-	29,415	-	-
(l) IT/Office equipment reserve	41,041	1,636	-	-	-	-	41,041	75	-	-	-	-	41,116	1,061	-	39,980	1,061	-	41,041	-	-
(m) Civic receptions reserve	17,249	687	-	-	-	-	17,249	31	-	-	-	-	17,280	446	-	16,803	446	-	17,249	-	-
(n) Unspent grants reserve	82	3	-	-	-	-	82	-	-	-	-	-	82	3	-	79	3	-	82	-	-
(o) Unspent community grants reserve	126	5	-	-	-	-	126	-	-	-	-	-	126	4	-	122	4	-	126	-	-
(p) Rylington park working capital reserve	363,752	-	-	-	-	-	363,752	661	-	-	-	-	226,413	9,405	-	354,347	9,405	-	363,752	-	-
(q) Rylington park community projects reserve	474,145	60,793	-	-	-	-	474,145	863	-	-	-	-	475,008	60,663	-	413,482	60,663	-	474,145	-	-
(r) Co-Contributions Reserve	-	100,000	-	-	-	-	-	100,000	-	-	-	-	100,000	-	-	-	-	-	-	-	-
(s) Waste Reserve	-	10,000	-	-	-	-	-	10,000	-	-	-	-	10,000	-	-	-	-	-	-	-	-
	2,749,490	402,852	(116,543)	(116,543)	3,035,799		2,749,490	270,000	(138,000)	(138,000)			2,881,490	119,496	-	2,629,994	119,496	-	2,749,490	-	-

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

**SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

28. RESERVE ACCOUNTS (continued)

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of reserve account	Purpose of the reserve account
Restricted by council	
(a) Leave reserve	- to be used to fund annual, long service leave and redundancy requirements.
(b) Plant reserve	- to be used for the purchase of plant items, including graders, trucks, utes, sedans, rollers etc.
(c) Building reserve	- to be used to fund future maintenance of shire owned buildings, including heritage buildings.
(d) Community housing reserve	- to be used to fund maintenance of the Homeswest Housing Units in Forrest & Proctor Streets.
(e) Emergency reserve	- to be used to fund emergency situations outside working hours for example, trees on roads, minor flooding, car accidents and supply of services and materials deemed necessary in an emergency.
(f) Insurance claim reserve	- to be used to fund the excess on certain insurance claims.
(g) Other recreation reserve	- to be used to fund improvements to the recreation facilities and grounds.
(h) Commercial reserve	- to be used to fund future economic development, enhancement & promotion of the district.
(i) Bridges reserve	- to be used to fund future requirements of bridge works.
(j) Aged accommodation reserve	- to be used to fund future requirements of aged accommodation.
(k) Road contributions reserve	- to set aside contributions from developers.
(l) IT/Office equipment reserve	- to be used to fund future IT requirements.
(m) Civic receptions reserve	- to quarantine unspent 'Refreshments and Receptions' budgets to fund future receptions needs.
(n) Unspent grants reserve	- to quarantine forward grant payments e.g. Federal Assistance Grants, to fund expenses incurred in the intended year.
(o) Unspent community grants reserve	- for the purpose of holding unallocated/spent community donation/MOU budgets (2% of annual rates), to fund extraordinary community donations or MOU's.
(p) Rylington park working capital reserve	- to be used to as working capital for the running and maintenance of the Rylington Park farm.
(q) Rylington park community projects reserve	- to be used for the community contribution only towards major community projects.
(r) Co-Contributions Reserve	- to be used to fund co-contributions towards grants approved by Council.
(s) Waste Reserve	- to be used to fund works required to the Shire's waste facilities including the transfer station.

**SHIRE OF BOYUP BROOK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

29. TRUST FUNDS

There were no funds held at 30 June 2024 or 30 June 2023, which were required to be held in trust.

CROSS CHECK

ANNUAL FINANCIAL REPORT CHECKLIST FOR THE YEAR ENDED 30TH JUNE 2024

NOTE: The Cross Check contained within the Shire of Somewhere Manual should be completed manually against the printed Financial Statements as this is an initial cross check to aid completion of the Financial Report

		2024 Actual \$	2024 Budget \$	2023 Actual \$
Statements require final manual cross check		0.00	0.00	0.00
Table of Contents	Check page numbers are correct.			
	Check Vision is correct.			
	Check address is correct			
Statement by Chief Executive Officer	Check correct council and CEO name are inserted.			
Statement of Comprehensive Income – By Nature	Check all note numbers are relevant (i.e. not changed/deleted) and adjacent totals tie up to totals contained in the relevant note.			
	Rates - to agree to Note 2(a)	0.00		0.00
	Rates - to agree to Note 25	0.00		0.00
	Grants, subsidies and contributions - to agree to Note 2(a)	0.00		0.00
	Fees and charges - to agree to Note 2(a)	0.00		0.00
	Service charges - to agree to Note 2(a)	0.00		0.00
	Interest revenue - to agree to Note 2(a)	0.00		0.00
	Interest revenue - to agree to Note 2(a)	0.00		0.00
	Other revenue - to agree to Note 2(a)	0.00		0.00
	Employee costs - to agree to Note 2(b)	0.00		0.00
	Depreciation - to agree to Note 9(a),10(a),12(a),12	0.00		0.00
	Finance costs - to agree to Note 2(b)	0.00		0.00
	Other expenditure - to agree to Note 2(b)	0.00		0.00
	Capital grants, subsidies and contributions - to agree to Note 2(a)	0.00		0.00
	Fair value adjustments to financial assets at fair value through profit or loss - to agree to Note 4	0.00		0.00
	Fair value adjustments to investment property - to agree to Note 12	0.00		0.00
	Share of net profit of associates accounted for using the equity method - to agree to Note 22(e)	0.00		0.00
	Loss on revaluation of PPE - to agree to Note 9(a)	0.00		0.00
	Loss on revaluation of infrastructure - to agree to Note 10(a)	0.00		0.00
	Changes in asset revaluation surplus - to agree to Note 17	0.00		0.00
	Share of other comprehensive income of associates accounted for using the equity method - to agree to Note 17	0.00		0.00
	Share of other comprehensive income of associates accounted for using the equity method - to agree to Note 22	0.00		0.00
	Total other comprehensive income for the period - to agree to Note 17	0.00		0.00
	Net Result to agree to:			
	- Function & Activity note 24.(b)	0.00		0.00
	- Statement of Changes in Equity	0.00		0.00
	- Cashflow reconciliation - Note 17.(b)	0.00		0.00
	Revenue items should agree to:			
	- corresponding revenue totals per Function and Activity Note 24.(b)	0.00		0.00
	- revenue total plus amount required to be raised from rates per Statement of Financial Activity.	0.00		0.00
	Expense items should agree to:			
	- expense total per Function and Activity Note 24.(b)	0.00		0.00
	- expense total per Statement of Financial Activity.	0.00		0.00
	Other Comprehensive Income to agree to:			
	- Statement of Changes in Equity	0.00		0.00
	Total Comprehensive Income to agree to:			
	- Statement of Changes in Equity	0.00		0.00
Statement of Financial Position	Check all note numbers are relevant (i.e. none changed/deleted) and adjacent totals tie up to totals contained in the relevant note.			
	Retained Surplus totals to agree to Statement of Changes in Equity.	0.00		0.00
	Reserve accounts – Totals to agree to Statement of Changes in Equity.	0.00		0.00
	Reserves – Revaluation Surplus Totals to agree to Statement of Changes in Equity.	0.00		0.00
	Total Assets agree to Note 24	0.00		0.00
	Check Net Assets = Total Equity (i.e. statement balances).	0.00		0.00
	Current assets			
	Cash and cash equivalents - to agree to Note 3	0.00		0.00
	Trade and other receivables - to agree to Note 5	0.00		0.00
	Other financial assets - to agree to Note 4(a)	0.00		0.00
	Inventories - to agree to Note 6	0.00		0.00
	Other assets - to agree to Note 8	0.00		0.00
	Assets classified as held for sale - to agree to Note 8	0.00		0.00
	Non-current assets			
	Trade and other receivables - to agree to Note 5	0.00		0.00
	Other financial assets - to agree to Note 4	0.00		0.00
	Inventories - to agree to Note 6	0.00		0.00
	Investment in associate - to agree to Note 22(a)	0.00		0.00
	Property, plant and equipment - to agree to Note 9(a)	0.00		0.00
	Infrastructure - to agree to Note 10(a)	0.00		0.00
	Right-of-use assets - to agree to Note 12(a)	0.00		0.00
	Investment property - to agree to Note 12	0.00		0.00
	Intangible assets - to agree to Note 12	0.00		0.00
	Current liabilities			
	Trade and other payables - to agree to Note 13	0.00		0.00
	Other liabilities - to agree to Note 14	0.00		0.00
	Lease liabilities - to agree to Note 12(b)	0.00		0.00
	Borrowings - to agree to Note 15	0.00		0.00
	Employee related provisions - to agree to Note 16	0.00		0.00
	Other provisions - to agree to Note 16	0.00		0.00
	Non-current liabilities			
	Trade and other payables - to agree to Note 13	0.00		0.00
	Other liabilities - to agree to Note 14	0.00		0.00
	Lease liabilities - to agree to Note 12(b)	0.00		0.00
	Borrowings - to agree to Note 15	0.00		0.00
	Employee related provisions - to agree to Note 16	0.00		0.00
	Other provisions - to agree to Note 16	0.00		0.00
	Equity			
	Reserve accounts - to agree to Note 28	0.00		0.00
	Revaluation surplus - to agree to Note 17	0.00		0.00
Statement of Changes in Equity	Check transfer from/(to) Reserves and (to)/from Retained Surplus agrees.	0.00		0.00
	Check Total Reserve Accounts agrees to Note 28	0.00		0.00
	Check Total Revaluation Surplus agrees to Note 17	0.00		0.00
	Check closing balances adds up	0.00		0.00
	Check restated opening balances adds up	0.00		0.00
Statement of Cash Flows Workings - Appendix 1	Check prior year opening balance adds up	0.00		0.00
	Total Movement in Financial Assets agrees to detail per notes	0.00		
	Total Movement in Receivables agrees to detail per notes	0.00		
	Total Movement in Other Assets agrees to detail per notes	0.00		
	Total Movement in Investment in Associates agrees to detail per notes	0.00		
	Total Movement in Inventory to detail per notes	0.00		
	Total Movement in Property, Plant and Equipment agrees to detail per notes	0.00		
	Total Movement in Infrastructure agrees to detail per notes	0.00		
	Total Movement in Investment Property agrees to detail per notes	0.00		
	Total Movement in Intangible Assets agrees to detail per notes	0.00		
	Total Movement in Right of use Assets agrees to detail per notes	0.00		
		0.00		

CROSS CHECK

ANNUAL FINANCIAL REPORT CHECKLIST FOR THE YEAR ENDED 30TH JUNE 2024

NOTE: The Cross Check contained within the Shire of Somewhere Manual should be completed manually against the printed Financial Statements as this is an initial cross check to aid completion of the Financial Report

		2024 Actual \$	2024 Budget \$	2023 Actual \$
	Total Movement in Payables agrees to detail per notes	0.00		
	Total Movement in Other Liabilities agrees to detail per notes	0.00		
	Total Movement in Lease Liabilities agrees to detail per notes	0.00		
	Total Movement in Long Term Borrowings agrees to detail per notes	0.00		
	Total Movement in Employee Provisions agrees to detail per notes	0.00		
	Total Movement in Other Provisions agrees to detail per notes	0.00		
	Total Movement in Equity agrees to detail per notes	0.00		
Statement of Cash Flows	Check all note numbers are relevant (i.e. none changed/deleted) and adjacent totals tie up to totals contained in the relevant note.			
	Net cash from operations agrees to Note 17(b)	0.00		0.00
	Payments for purchase of property, plant & equipment agrees to Note 9(a)	0.00		0.00
	Payments for construction of infrastructure agrees to Note 10(a)	0.00		0.00
	Payments for investment property agrees to Note 12	0.00		0.00
	Payments for intangible assets agrees to Note 12	0.00		0.00
	Repayment of long term borrowings should agree to Note 27(a)	0.00		0.00
	Payments for principal portion of lease liabilities should agree to Note 27(c)	0.00		0.00
	Proceeds from New long term borrowings should agree to Note 27(a)	0.00		0.00
	Cash and Cash Equivalents at the end of the year agrees to Note 17(a)	0.00		0.00
	Cash and Cash Equivalents agrees to SOFP.	0.00		0.00
Statement of Financial Activity	Check all note numbers are relevant (i.e. none changed/deleted) and adjacent totals tie up to totals contained in the relevant note.			
	General rates agrees to rates note 25(a)	0.00	0.00	0.00
	Rates excluding general rates agrees to rates note 25(a)	0.00	0.00	0.00
	Fair value adjustments to financial assets at fair value through profit or loss - to agree to Note 4	0.00		0.00
	Fair value adjustments to investment property - to agree to Note 12	0.00		0.00
	Share of net profit of associates accounted for using the equity method - to agree to Note 22(e)	0.00		0.00
	Non cash amounts excluded from operating activities - to agree to Note 26(a)	0.00	0.00	0.00
	Proceeds from financial assets at amortised cost - self supporting loans - to agree to Note 27(a)	0.00	0.00	0.00
	Distributions from investments in associates - to agree to Note	0.00		0.00
	Payments for investments in associates - to agree to Note	0.00		0.00
	Right of use assets received - non cash - to agree to Note 12(a)	0.00		0.00
	Purchase of property, plant and equipment - to agree to Note 9(a)	0.00		0.00
	Purchase and construction of infrastructure - to agree to Note 10(a)	0.00		0.00
	Purchase of investment property - to agree to Note 12	0.00		0.00
	Payments for intangible assets - to agree to Note 12	0.00		0.00
	Non-cash amounts excluded from investing activities - to agree to Note 26(a)	0.00	0.00	0.00
	Proceeds from borrowings - to agree to Note 27(a)	0.00	0.00	0.00
	Proceeds from new leases - non cash - to agree to Note 27(c)	0.00	0.00	0.00
	Transfers from reserve accounts - to agree to Note 28	0.00	0.00	0.00
	Repayment of borrowings - to agree to Note 27(a)	0.00	0.00	0.00
	Payments for principal portion of lease liabilities - to agree to Note 27(c)	0.00	0.00	0.00
	Transfers to reserve accounts - to agree to Note 28	0.00	0.00	0.00
	Non-cash amounts excluded from financing activities - to agree to Note 26(a)	0.00	0.00	0.00
	Check surplus agrees to prior year closing surplus	0.00		
	Opening Surplus/(Deficit) to agree to Note 26	0.00		
	Closing Surplus/(Deficit) to agree to Note 26	0.00	0.00	0.00

ANNUAL FINANCIAL REPORT CHECKLIST
FOR THE YEAR ENDED 30TH JUNE 2024

2024 Actual \$	2024 Budget \$	2023 Actual \$
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CROSS CHECK

ANNUAL FINANCIAL REPORT CHECKLIST FOR THE YEAR ENDED 30TH JUNE 2024

NOTE: The Cross Check contained within the Shire of Somewhere Manual should be completed manually against the printed Financial Statements as this is an initial cross check to aid completion of the Financial Report

		2024 Actual \$	2024 Budget \$	2023 Actual \$
Rating information - Note 25.	-	0.00		
	-	0.00		
	-	0.00		
	-	0.00		
	Ex-gratia Rates - Does (rate in \$) x (rateable value) agree to the rate revenue			
	CBH ex-gratia	0.00		
	-	0.00		
	-	0.00		
	Does minimum payment x number of properties agree to rate revenue			
	GRV - General Rate - GRV	0.00		
	GRV - General Rate - UV	0.00		
	-	0.00		
	-	0.00		
	-	0.00		
	-	0.00		
	-	0.00		
	-	0.00		
	-	0.00		
	-	0.00		
	-	0.00		
	-	0.00		
	-	0.00		
	-	0.00		
	-	0.00		
Determination of Surplus or Deficit - Note 26.	Check non cash proceeds from new leases agrees to note 27(c)	0.00	0.00	0.00
	Check reserve accounts agrees to note 28	0.00	0.00	0.00
Borrowings and Lease Liabilities - note 27.	Movement in borrowings balances agrees to details of Borrowings	0.00		
	Check closing balance agrees to opening plus movement - borrowings	0.00	0.00	0.00
	Check closing balance agrees to opening plus movement - self supporting loans	0.00	0.00	0.00
	Check closing balance agrees to opening plus movement - total borrowings	0.00	0.00	0.00
	Check new loans agrees to new borrowings note 27(b)	0.00	0.00	
	Check closing balance agrees to opening plus movement - lease liabilities	0.00	0.00	0.00
	Check Note reference to additional detail is correct.			
Reserve Accounts - Note 28.	Are reserve account descriptions and purpose for which set aside correct.			
	Check closing balance agrees to opening plus movement - restricted by legislation/agreement	0.00	0.00	0.00
	Check closing balance agrees to opening plus movement - restricted by council	0.00	0.00	0.00
	Check closing balance agrees to opening plus movement - total reserve accounts	0.00	0.00	0.00
	Check wording of narration is correct.			
Trust - Note 29.	Check closing balance agrees to opening plus movement	0.00		
General	Ensure all descriptions & explanations are relevant.			
	Are all note numbers sequential.			
	Add check all totals, tables and statements to ensure additions correct.			
Appendix 1	Check the movement over the year adds up	0.00		
	Check that there's no outstanding items	0.00		
Appendix II	Check for any unallocated operating movements	0.00		

SHIRE OF BOYUP BROOK
BALANCE SHEET
AS AT 30TH JUNE 2024

CASHFLOW WORKINGS
APPENDIX I

	NOTE	2024 \$	2023 \$	MOVEMENT \$	DESCRIPTION	INVESTING	FINANCING	OPERATING	ELIMINATIONS	TOTAL
ASSETS										
Cash and cash equivalents	3	9,056,932	7,322,951	(1,733,981)	Increase in Cash	0	0			0
Financial Assets		0	0	(1,681)	Proceeds on disposal of financial assets at amortised cost	0	0			0
Non-current		83,171	81,490		Proceeds on disposal of financial assets at fair values through other comprehensive income	0	0			0
					Proceeds on disposal of financial assets at fair value through profit and loss	0	0			0
					Payments for financial assets at amortised cost	0	0			0
					Payments for financial assets at amortised cost - self supporting loans	0	0			0
					Payments for financial assets at fair value through other comprehensive income	0	0			0
					Payments for financial assets at fair value through profit and loss	0	0			0
					Fair value adjustments to financial assets at fair value through profit and loss			(1,681)		(1,681)
Trade and other receivables	5	925,667	768,821	(177,119)	Movement in Rates and statutory receivables			24,031		24,031
Non-current		62,416	43,363		Movement in Trade receivables			(131,305)		(131,305)
					Movement in Other receivables			0		0
					Movement in GST receivable			(33,868)		(33,868)
					Movement in Receivables for employee related provisions			0		0
					Movement in Allowance for credit losses of rates and statutory receivables			(17,402)		(17,402)
					Movement in Allowance for credit losses of trade receivables			0		0
					Movement in Allowance for credit losses of other receivables			(18,615)		(18,615)
					Movement in Pensioner rates rebates and ESL deferred			0		0
					Movement in Other receivables [describe]			0		(177,119)
Other Assets	8.	182,950	319,156	136,206	Movement in other assets			136,206	0	136,206
Non-Current		0	0		PPE reclassified as held for sale			0		0
Investment in associate		0	0	0	0 Share of associates profit			0	0	0
					Share of associates other comprehensive income	0	0			0
					Payments for investments in associates	0				0
					Distribution from investments in associates	0				0
Inventories	6.	31,968	49,369	17,401	Inventory expensed during year			224,952		224,952
Current		0	0		0 Write down of inventories to net realisable value			0		0
Non-Current					Payments for inventory			(207,551)		(207,551)
Property, plant and equipment	9	25,483,814	25,256,954	(226,860)	Payments for purchase of property, plant and equip	(1,076,119)				(1,076,119)
					Property, plant and equipment received in kind	0				0
					Proceeds from sale of plant and equip	51,818		0		51,818
					(Gain) Loss on revaluation of property, plant and equipment	0		0		0
					Impairment of plant and equipment	0		0		0
					Reclassification as held for sale			789,259		789,259
					Depreciation			8,182		8,182
					Profit and loss on disposals			0		0
					Revaluation increments / (decrements) transferred to revaluation surplus			0		0
					Transfers			0		(226,860)
Infrastructure	1	131,823,422	133,103,211	1,279,789	Payments for construction of infrastructure	(2,548,161)				(2,548,161)
					Infrastructure received in kind	0				0
					Proceeds from sale of infrastructure	0				0
					Impairment of infrastructure			3,827,950	0	3,827,950
					Depreciation			0		0
					(Gain) Loss on revaluation of infrastructure			0		0
					Revaluation increments / (decrements) transferred to revaluation surplus			0		0
					Transfers			0		1,279,789
Inte		0	0	0	0 Payments for investment property	0				0
					Classified as held for sale or disposal	0				0
					Net gain/(loss) from fair value adjustment			0		0
					Transfers			0		0
Intal		0	0	0	0 Payments for intangible assets	0				0
					Amortisation of intangible assets			0		0
Rgl		45,721	51,620	5,899	Depreciation			5,899		5,899
					Recognition of new right-of-use asset during the year			0		0
					Initial recognition of right-of-use asset					5,899
TOT		167,697,281	166,995,935							
Cur		10,198,737	8,460,297							
Non		157,498,544	158,535,638							
TOTAL ASSETS		167,697,281	166,995,935							

KEY: Increase in asset/decrease in liability - outflow of funds (recorded in brackets)
Decrease in asset/increase in liability - inflow of funds



AMD

TOTAL ASSETS

Enter data in blue/green cells only

NOTE	Amendments						Amended Rounded		
	2024 \$	2024 Comments	2024 Budget \$	2024 Budget Comments	2023 \$	2023 Comments	2024 \$	2024 Budget \$	2023 \$
Revenue									
General rates	2(a),25	3,586,742	3,579,069	3,335,568	3,586,742	3,579,069	3,335,568		
Rates excluding general rates	25	0	0	0	0	0	0		
Grants, subsidies and contributions	2(a)	2,146,811	495,917	2,769,335	2,146,811	495,917	2,769,335		
Fees and charges	2(a)	2,169,397	1,879,735	1,909,399	2,169,397	1,879,735	1,909,399		
Service charges	2(a)	0	0	0	0	0	0		
Interest revenue	2(a)	398,741	27,750	173,534	398,741	27,750	173,534		
Other revenue	2(a)	861,952	792,629	1,024,432	861,952	792,629	1,024,432		
					9,163,443	6,775,100	9,212,268		
Expenses									
Employee costs	2(b)	(8,997,937)	(3,912,622)	(4,110,530)	(4,367,937)	(3,912,622)	(4,110,530)		
Materials and contracts		(1,506,558)	(3,050,034)	(1,837,965)	(1,808,558)	(3,050,034)	(1,837,965)		
Utility charges		(251,198)	(251,198)	(201,834)	(251,198)	(213,715)	(201,834)		
Depreciation		(4,522,193)	(3,586,909)	(3,862,759)	(4,623,108)	(3,586,909)	(3,862,759)		
Finance costs		(4,217)	(4,693)	(6,095)	(4,217)	(4,693)	(6,095)		
Insurance		(282,769)	(328,313)	(293,827)	(282,769)	(328,313)	(293,827)		
Other expenditure	2(b)	(277,296)	(332,062)	(467,136)	(477,296)	(332,062)	(467,136)		
					(11,815,083)	(11,428,948)	(10,750,167)		
					(2,651,640)	(4,653,848)	(1,967,899)		
Capital grants, subsidies and contributions	2(a)	1,680,465	1,784,539	1,912,314	1,680,465	1,784,539	1,912,314		
Profit on asset disposals		0	0	0	0	0	0		
Loss on asset disposal		(8,182)	0	(26,985)	(8,182)	0	(26,985)		
Fair value adjustments to financial assets at fair value through profit or loss	4	1,681	0	3,686	1,681	0	3,686		
Fair value adjustments to investment property	12	0	0	0	0	0	0		
Share of net profit of associates and joint ventures accounted for using the equity method	22(e)	0	0	0	0	0	0		
Loss on revaluation of assets									
Loss on revaluation of:									
Land - freehold land					0	0	0		
Buildings					0	0	0		
Buildings - specialised					0	0	0		
Furniture and equipment					0	0	0		
Plant and equipment					0	0	0		
Other property, plant and equipment [describe]					0	0	0		
Work in progress					0	0	0		
Land subject to operating lease					0	0	0		
Other property, plant and equipment [describe]					0	0	0		
Other property, plant and equipment [describe]					0	0	0		
Infrastructure - roads					0	0	0		
Infrastructure - footpaths					0	0	0		
Infrastructure - drainage					0	0	0		
Infrastructure - parks and ovals					0	0	0		
Infrastructure - bridges					0	0	0		
Infrastructure - other					0	0	0		
Infrastructure - recreation					0	0	0		
Other infrastructure [describe]					0	0	0		
Other infrastructure [describe]					0	0	0		
Other infrastructure [describe]					0	0	0		
					0	0	0		
					0	0	0		
Reversal of prior year loss on revaluation of assets									
Reversal of prior year loss on:									
Land - freehold land					0	0	0		
Buildings					0	0	0		
Buildings - specialised					0	0	0		
Furniture and equipment					0	0	0		
Plant and equipment					0	0	0		
Other property, plant and equipment [describe]					0	0	0		
Work in progress					0	0	0		
Land subject to operating lease					0	0	0		
Other property, plant and equipment [describe]					0	0	0		
Other property, plant and equipment [describe]					0	0	0		
Infrastructure - roads					0	0	0		
Infrastructure - footpaths					0	0	0		
Infrastructure - drainage					0	0	0		
Infrastructure - parks and ovals					0	0	0		
Infrastructure - bridges					0	0	0		
Infrastructure - other					0	0	0		
Infrastructure - recreation					0	0	0		
Other infrastructure [describe]					0	0	0		
Other infrastructure [describe]					0	0	0		
Other infrastructure [describe]					0	0	0		
					0	0	0		
					0	0	0		
Net result					(977,676)	(2,869,309)	321,116		
Other comprehensive income									
Changes on revaluation of non-current assets	17	0	0	24,899,540	0	0	24,899,540		
Share of other comprehensive income of associates and joint ventures accounted for using the equity method	17	0	0	0	0	0	0		
					0	0	24,899,540		
Total comprehensive income	17				(977,676)	(2,869,309)	25,220,656		
Statement of Cash flow Information									
Payments for financial assets at amortised cost					0	0	0		
Payments for financial assets at fair values through other comprehensive income					0	0	0		
Payments for financial assets at fair value through profit and loss					0	0	0		
Proceeds from sale of property, plant & equipment		51,818	310,000	95,455	51,818	310,000	95,455		
Proceeds from sale of infrastructure		0	0	0	0	0	0		

(866,169)

Enter data in blue/green cells only

	2024	Amendments	2023	2023	Amended Rounded Balances	
	\$	2024	\$	Comments	2024	2023
		Comments			\$	\$
3. CASH AND CASH EQUIVALENTS						
B101 Cash at bank and on hand	3,956,932		7,322,951		9,856,932	7,322,951
B102 Short-term deposits					0	0
B103 Bank overdraft					0	0
					<u>9,856,932</u>	<u>7,322,951</u>
4. FINANCIAL ASSETS						
Current						
D101 Financial assets at amortised cost					0	0
D102 Financial assets at amortised cost - self-supporting loans					0	0
D103 Financial assets at fair values through other comprehensive income					0	0
D104 Financial assets at fair values through profit and loss					0	0
Non-current						
D201 Financial assets at amortised cost					0	0
D202 Financial assets at amortised cost - self-supporting loans					0	0
D203 Financial assets at fair values through other comprehensive income					0	0
D204 Financial assets at fair values through profit and loss	53,371		81,406		83,171	81,406
					<u>83,171</u>	<u>81,406</u>
5. RECEIVABLES						
Current						
C101 Rates and statutory receivables	276,109		299,200		276,109	299,200
C102 Trade receivables	571,548		440,244		571,548	440,244
C103 Other receivables					0	0
C104 GETT receivables	33,888				33,888	0
C105 Receivables for employee-related programs					0	0
C106 Allowance for credit losses of rates and statutory receivables					0	0
C107 Allowance for credit losses of trade receivables	(2,192)		(20,354)		(2,932)	(20,354)
C108 Allowance for credit losses of other receivables					0	0
C109 Participations receivables and F&E, deferred	49,711		49,711		49,711	49,711
C110 Other receivables (deferred)					0	0
					<u>826,687</u>	<u>768,821</u>
Non-current						
C201 Rates and statutory receivables					0	0
C202 Trade receivables					0	0
C203 Participations receivables and F&E, deferred	62,416		43,363		62,416	43,363
C204 Other receivables (deferred)					0	0
					<u>62,416</u>	<u>43,363</u>
6. INVENTORIES						
Current						
E101 Fuel and materials	7,773		7,536		7,773	7,536
E102 Fuel and materials					0	0
E103 Fuel and materials	19,275		16,181		19,275	16,181
E104 Fuel and materials	3,292		1,748		3,292	1,748
E105 Fuel and materials					0	0
E106 Fuel and materials	1,528		360		1,528	360
E107 Land held for resale					0	0
E108 Development costs					0	0
					<u>31,868</u>	<u>48,599</u>
Non-current						
E202 Land held for resale					0	0
E203 Development costs					0	0
E204 Other inventories (deferred)					0	0
					<u>0</u>	<u>0</u>
7. OTHER ASSETS						
Current						
C301 Prepayments	13,176		49,297		13,176	49,297
C302 Prepayments	9,872		7,868		9,872	7,868
C303 Current assets					0	0
C304 Allowance for impairment of current assets					0	0
C305 Foreign exchange assets	156,702		259,271		156,702	259,271
C306 Other current assets	1,200		2,723		1,200	2,723
					<u>160,548</u>	<u>319,159</u>
Non-current assets held for sale						
C311 Land					0	0
C312 Non-current assets held for sale (deferred)					0	0
					<u>0</u>	<u>0</u>
INVESTMENTS ACCOUNTED FOR USING THE EQUITY METHOD						
Non-current						
I101 Investment in associates					0	0
I102					0	0
					<u>0</u>	<u>0</u>
8. PROPERTY, PLANT AND EQUIPMENT						
Land and buildings						
G101 Land and buildings	4,483,000		4,543,000		4,483,000	4,543,000
					<u>4,483,000</u>	<u>4,543,000</u>
Buildings						
G103 Buildings	15,916,723		17,566,553		16,416,723	17,566,553
G104 Less: accumulated depreciation	(747,866)		(773,973)		(747,866)	(773,973)
G105 Less: accumulated impairment loss					0	0
					<u>17,868,857</u>	<u>17,629,604</u>
Buildings - non-current						
G106 Buildings - non-current					0	0
G107 Less: accumulated depreciation					0	0
G108 Less: accumulated impairment loss					0	0
					<u>0</u>	<u>0</u>
Land subject to operating lease						
G109 Land subject to operating lease	87,000		87,000		87,000	87,000
G110 Less: accumulated depreciation					0	0
G111 Less: accumulated impairment loss					0	0
					<u>87,000</u>	<u>87,000</u>
Buildings subject to operating lease						
G112 Buildings subject to operating lease	463,000		463,000		463,000	463,000
G113 Less: accumulated depreciation	(10,071)		(10,071)		(10,071)	(10,071)
G114 Less: accumulated impairment loss					0	0
					<u>442,929</u>	<u>452,929</u>
Buildings - not subject to operating lease						
G115 Buildings - not subject to operating lease					0	0
G116 Less: accumulated depreciation					0	0
G117 Less: accumulated impairment loss					0	0
					<u>0</u>	<u>0</u>
Leasehold improvements						
G118 Leasehold improvements					0	0
G119 Less: accumulated depreciation					0	0
G120 Less: accumulated impairment loss					0	0
					<u>0</u>	<u>0</u>
Furniture and equipment						
G124 Furniture and equipment	111,789		111,789		111,789	111,789
G125 Less: accumulated depreciation	(62,224)		(60,211)		(62,224)	(60,211)
G126 Less: accumulated impairment loss					0	0
					<u>49,565</u>	<u>51,578</u>
Other assets						
G127 Other assets	4,332,803		3,877,823		4,332,803	3,877,823
G128 Less: accumulated depreciation	(1,750,400)		(1,349,072)		(1,750,400)	(1,349,072)
G129 Less: accumulated impairment loss					0	0
					<u>2,582,403</u>	<u>2,528,751</u>
Other property, plant and equipment (deferred)						
G130 Other property, plant and equipment (deferred)					0	0
G131 Less: accumulated depreciation					0	0
G132 Less: accumulated impairment loss					0	0
					<u>0</u>	<u>0</u>
Other property, plant and equipment (deferred)						
G133 Other property, plant and equipment (deferred)					0	0
G134 Less: accumulated depreciation					0	0
G135 Less: accumulated impairment loss					0	0
					<u>0</u>	<u>0</u>
Other property, plant and equipment (deferred)						
G136 Other property, plant and equipment (deferred)					0	0
G137 Less: accumulated depreciation					0	0
G138 Less: accumulated impairment loss					0	0
					<u>0</u>	<u>0</u>
					<u>25,483,814</u>	<u>25,250,954</u>
16. INFRASTRUCTURE						
Infrastructure - roads						
G201 Infrastructure - roads	118,384,241		116,157,330		118,384,241	116,157,330
G202 Less: accumulated depreciation	(25,439,507)		(23,098,531)		(25,439,507)	(23,098,531)
G203 Less: accumulated impairment loss					0	0
					<u>92,944,734</u>	<u>93,058,799</u>
Infrastructure - bridges						
G204 Infrastructure - bridges	1,100,816		1,100,372		1,100,816	1,100,372
G205 Less: accumulated depreciation	(46,703)		(46,703)		(46,703)	(46,703)
G206 Less: accumulated impairment loss					0	0
					<u>1,054,113</u>	<u>1,053,669</u>
Infrastructure - bridges						
G207 Infrastructure - bridges	11,488,368		11,382,710		11,488,368	11,382,710
G208 Less: accumulated depreciation	(2,859,854)		(2,400,853)		(2,859,854)	(2,400,853)
G209 Less: accumulated impairment loss					0	0
					<u>8,628,514</u>	<u>8,981,857</u>
Infrastructure - ports and roads						
G210 Infrastructure - ports and roads					0	0
G211 Less: accumulated depreciation					0	0
G212 Less: accumulated impairment loss					0	0
					<u>0</u>	<u>0</u>
Infrastructure - ports						
G213 Infrastructure - ports	71,216,000		71,216,000		71,216,000	71,216,000
G214 Less: accumulated depreciation	(49,780,186)		(49,863,540)		(49,780,186)	(49,863,540)
G215 Less: accumulated impairment loss					0	0
					<u>21,435,814</u>	<u>21,352,460</u>
Infrastructure - other						
G216 Infrastructure - other	5,781,998		5,682,716		5,781,998	5,682,716
G217 Less: accumulated depreciation	(250,586)		(250,586)		(250,586)	(250,586)
G218 Less: accumulated impairment loss					0	0
					<u>5,531,412</u>	<u>5,432,130</u>
Infrastructure - reservoir						
G219 Infrastructure - reservoir	2,618,425		2,392,520		2,618,425	2,392,520
G220 Less: accumulated depreciation	(148,572)		(148,572)		(148,572)	(148,572)
G221 Less: accumulated impairment loss					0	0
					<u>2,469,853</u>	<u>2,243,948</u>
Other infrastructure (deferred)						
G222 Other infrastructure (deferred)					0	0
G223 Less: accumulated depreciation					0	0
G224 Less: accumulated impairment loss					0	0
					<u>0</u>	<u>0</u>
Other infrastructure (deferred)						
G225 Other infrastructure (deferred)					0	0
G226 Less: accumulated depreciation					0	0
G227 Less: accumulated impairment loss					0	0
					<u>0</u>	<u>0</u>
Other infrastructure (deferred)						
G228 Other infrastructure (deferred)					0	0
G229 Less: accumulated depreciation					0	0
G230 Less: accumulated impairment loss					0	0
					<u>0</u>	<u>0</u>

				131,623,422	133,193,211
INVESTMENT PROPERTY					
C301	Measurement at fair value			0	0
				0	0
RIGHT-OF-USE ASSETS					
R101	Infrastructure assets - (describe)			0	0
				0	0
R102	Infrastructure assets - land and buildings			0	0
				0	0
R103	Infrastructure assets - plant and equipment	45,721	51,609	45,721	51,609
				45,721	51,609
				45,721	51,609
INTANGIBLE ASSETS					
J101	Intangible assets (describe)			0	0
J102	Less: Accumulated amortisation			0	0
				0	0
INTANGIBLE ASSETS					
J103	Intangible assets (describe)			0	0
J104	Less: Accumulated amortisation			0	0
				0	0
13. TRADE AND OTHER PAYABLES					
Current					
N101	Trade payables	288,720	302,117	288,720	302,117
N102	Accounts payable	54,816	49,980	50,116	49,980
N103	Accrued liabilities	132,056	116,376	132,056	116,376
N104	ATO liabilities	78,756	411,724	79,156	411,724
N105	Accrued interest	44,005	51,709	44,005	51,709
N106	Accrued expenses	46,257	39,700	46,257	39,700
N107	Accrued interest on loans	1,042	1,817	1,042	1,817
N108	Accrued interest on PBT	1,042	1,817	1,042	1,817
				641,983	1,623,121
Non-Current					
N201	Deferred tax			0	0
N202	Other payables (describe)			0	0
				0	0
14. Other Liabilities					
Current					
H101	Contract liabilities	143,340	143,340	143,340	143,340
H102	Capital preservation provisions	176,163	176,668	2,238,115	176,668
H103	Other liabilities (describe)			0	0
H104	Other liabilities (describe)			0	0
				2,381,555	327,008
Non-Current					
H201	Contract liabilities			0	0
H202	Capital preservation provisions			0	0
H203	Other liabilities (describe)			0	0
H204	Other liabilities (describe)			0	0
				0	0
27. (a) Lease Liability					
Current					
K101		15,242	19,809	15,242	19,809
				15,242	19,809
Non-Current					
K201		0	15,242	0	15,242
				0	15,242
27. (b) BORROWINGS					
Current					
Q101	Bank loans			0	0
Q102	Debentures	24,014	22,609	24,014	22,609
Q103	Other loans			0	0
Q104	Other borrowings (describe)			0	0
				24,014	22,609
Non-Current					
Q201	Bank loans			0	0
Q202	Debentures	25,445	47,459	25,445	47,459
Q203	Other loans			0	0
Q204	Other borrowings (describe)			0	0
				25,445	47,459
16. EMPLOYEE PROVISIONS					
Current					
P101	Annual leave	234,471	237,947	234,471	237,947
P102	Long service leave	131,020	137,743	131,020	137,743
P103	Other employee leave provisions			0	0
P104	Other leave provisions (describe)			0	0
P105	Employment contracts	74,169	5,839	74,169	5,839
				439,660	431,529
Non-Current					
P201	Long service leave	55,170	59,879	55,170	59,879
P202	Other leave provisions (describe)			0	0
P203	Employment contracts	4,501	3,561	4,501	3,561
				63,671	63,440
16. OTHER PROVISIONS					
Current					
P106	Make good provisions			0	0
P107	Provision for (describe)			0	0
P108	Provision for (describe)			0	0
P109	Provision for (describe)			0	0
P110	Provision for (describe)			0	0
P111	Provision for (describe)			0	0
				0	0
Non-Current					
P204	Make good provisions			0	0
P205	Provision for (describe)			0	0
P206	Provision for (describe)			0	0
P207	Provision for (describe)			0	0
P208	Provision for (describe)			0	0
P209	Provision for (describe)			0	0
				0	0
EQUITY					
U101	Retained surplus	57,862,624	58,926,609	57,862,624	58,926,609
	Change in accounting policy			0	0
	Correction of error			0	0
28. Reserve accounts					
Restricted by legislation					
U102	Grants receivable reserve			0	0
U103	Grants receivable reserve			0	0
U104	Grants receivable reserve			0	0
U105	Grants receivable reserve			0	0
U106	Grants receivable reserve			0	0
U107	Grants receivable reserve			0	0
U108	Grants receivable reserve			0	0
U109	Grants receivable reserve			0	0
U110	Grants receivable reserve			0	0
U111	Grants receivable reserve			0	0
U112	Grants receivable reserve			0	0
U113	Grants receivable reserve			0	0
U114	Grants receivable reserve			0	0
U115	Grants receivable reserve			0	0
U116	Grants receivable reserve			0	0
U117	Grants receivable reserve			0	0
U118	Grants receivable reserve			0	0
U119	Grants receivable reserve			0	0
U120	Grants receivable reserve			0	0
U121	Grants receivable reserve			0	0
Restricted by council					
U122	Grants receivable reserve	35,745	34,375	35,745	34,375
U123	Grants receivable reserve	340,572	231,351	340,572	231,351
U124	Grants receivable reserve	708,876	759,876	708,876	759,876
U125	Grants receivable reserve	229,561	229,561	229,561	229,561
U126	Grants receivable reserve	13,342	12,839	13,342	12,839
U127	Grants receivable reserve	16,259	16,836	16,259	16,836
U128	Grants receivable reserve	69,553	51,952	69,553	51,952
U129	Grants receivable reserve	462,617	464,312	462,617	464,312
U130	Grants receivable reserve	30,100	100	30,100	100
U131	Grants receivable reserve	34,665	32,495	34,665	32,495
U132	Grants receivable reserve	20,566	20,416	20,566	20,416
U133	Grants receivable reserve	42,877	41,041	42,877	41,041
U134	Grants receivable reserve	17,936	17,249	17,936	17,249
U135	Grants receivable reserve	85	82	85	82
U136	Grants receivable reserve	131	128	131	128
U137	Grants receivable reserve	247,208	247,208	247,208	247,208
U138	Grants receivable reserve	474,145	474,145	474,145	474,145
U139	Grants receivable reserve	10,800	10,800	10,800	10,800
U140	Grants receivable reserve	100,000	0	100,000	0
U141	Grants receivable reserve	0	0	0	0
U142	Grants receivable reserve	0	0	0	0
				3,035,789	2,749,490
17. Revaluation surplus					
U201	Revaluation surplus - Land, building and	2,114,907	2,114,907	2,114,907	2,114,907
U202	Revaluation surplus - Buildings	17,133,601	17,133,601	17,133,601	17,133,601
U203	Revaluation surplus - Buildings - specialised			0	0
U204	Revaluation surplus - Furniture and equipment	28,479	28,479	28,479	28,479
U205	Revaluation surplus - Plant and equipment	781,483	781,483	781,483	781,483
U206	Revaluation surplus - Other property, plant and equipment (describe)			0	0
U207	Revaluation surplus - Work in progress			0	0
U208	Revaluation surplus - Land subject to operating lease			0	0
U209	Revaluation surplus - Other property, plant and equipment (describe)			0	0
U210	Revaluation surplus - Other property, plant and equipment (describe)			0	0
U211	Revaluation surplus - Infrastructure - roads	50,188,263	50,188,263	50,188,263	50,188,263
U212	Revaluation surplus - Infrastructure - bridges	501,810	501,810	501,810	501,810
U213	Revaluation surplus - Infrastructure - drainage	10,256,186	10,256,186	10,256,186	10,256,186
U214	Revaluation surplus - Infrastructure - other	523,852	523,852	523,852	523,852
U215	Revaluation surplus - Infrastructure - parts and tools	14,231,362	14,231,362	14,231,362	14,231,362
U216	Revaluation surplus - Infrastructure - other	5,349,200	5,349,200	5,349,200	5,349,200
U217	Revaluation surplus - Infrastructure - revaluation	2,307,501	2,307,501	2,307,501	2,307,501
U218	Revaluation surplus - Other infrastructure (describe)			0	0
U219	Revaluation surplus - Other infrastructure (describe)			0	0
U220	Revaluation surplus - Other infrastructure (describe)			0	0
U221	Revaluation surplus - Other infrastructure (describe)			0	0
U222	Revaluation surplus - Other infrastructure (describe)			0	0
				103,488,674	103,488,674
				164,103,098	165,581,674
Current assets					
				10,198,737	8,460,297
Non-current assets					
				157,408,544	158,128,636
Total assets					
				167,607,281	166,588,933
Current liabilities					
				3,054,167	1,787,128
Non-current liabilities					
				89,116	128,121
Total liabilities					
				3,143,283	1,915,249
Net assets					
				164,464,000	164,673,684
Total equity					
				164,464,000	164,673,684
Difference					
				0	0



Auditor General

INDEPENDENT AUDITOR'S REPORT

2024

Shire of Boyup Brook

To the Council of the Shire of Boyup Brook

Qualified Opinion

I have audited the financial report of the Shire of Boyup Brook (Shire) which comprises:

- the Statement of Financial Position as at 30 June 2024, and the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Statement of Financial Activity for the year then ended
- Notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of my report, the financial report:

- is based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2024 and its financial position as at the end of that period
- is in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Basis for Qualified Opinion

Biological assets

I was unable to obtain sufficient and appropriate audit evidence for biological assets, as disclosed in note 7 in the financial statements, as the Shire did not provide me with adequate information to support the year-end stocktake of biological assets or the movements of biological assets during the year. I could not confirm biological assets by alternative means. Consequently, I was unable to determine whether any adjustments to the biological assets reported at a carrying value of \$158,702 or the net result for 30 June 2024 were necessary.

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2024, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Boyup Brook for the year ended 30 June 2024 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.

Grant Robinson
Assistant Auditor General Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
19 December 2024



Terms of Reference - Audit, Risk and Improvement Committee

1. Context

The Audit, Risk, and Improvement Committee (the Committee) is established under section 7.1A of the *Local Government Act 1995* to assist the Council in fulfilling its oversight responsibilities for financial reporting, audit processes, risk management, internal controls, governance, and continuous improvement.

2. Background

The *Local Government Amendment Act 2024* introduced reforms to the *Local Government Act 1995* requiring all local governments to transition their Audit Committees into Audit, Risk, and Improvement Committees. Key amendments include:

- Expanding the scope of the Committee to include risk management and continuous improvement.
- Mandating an independent chairperson for the Committee.
- Requiring alignment with enhanced governance and accountability measures.

These changes necessitate the establishment of updated Terms of Reference (TOR) to guide the Committee's operations.

3. Objectives

The objectives of the Committee are to:

- Ensure the integrity of the financial reporting process.
- Monitor compliance with legal and regulatory requirements.
- Oversee internal and external audit processes.
- Evaluate the effectiveness of risk management and internal control systems.
- Promote and oversee continuous improvement in governance and operational practices.
- Provide recommendations on financial management policies and long-term financial planning

4. Scope of Authority

- The Committee operates under the authority delegated by the Council. It has no executive powers but may:
- Seek information necessary to fulfill its responsibilities.

- Request the attendance of management or external parties at meetings as required.
- Obtain independent professional advice, subject to Council approval.

5. Membership

5.1 Composition

- The Committee shall consist of a minimum of eight (8) members, with the majority members to be Elected Council Members.
- *The Committee must include an independent chairperson, as mandated by the *Local Government Amendment Act 2024*.
(* requirement to be confirmed by the State)
- For smaller local governments, this chairperson may be shared with other local governments.
- The Chief Executive Officer and staff are not members of the Committee.
- Committee members are required to abide by the *Local Government Act 1995* and the Code of Conduct in observing the requirements of declaring any proximity, financial or impartiality interests that relate to any matter to be considered at each meeting.

5.2 Chairperson

Until such time as the independent person has been appointed by Council, in accordance with legislative requirements the Shire President will assume the position of Chairperson.

5.3 Term

Members are appointed for a period of up to two-years terminating on the day of the Local Government Ordinary Council Elections, unless Council resolves otherwise.

5.4 Voting

- 5.4.1 A minimum of five (5) Members must be present to be able to proceed with the meeting (A quorum is 50%+1 (voting members)).
- 5.4.2 All Members are required to vote and may not abstain from voting.

5.5 Disqualification of being a member

5.5.1 A Member who does not attend three (3) consecutive committee meetings (with or without the Chairpersons approval) will be disqualified from being a member on the committee (unless exceptional circumstances prevented attendance). Council will be required to appoint an alternative Councillor to the committee and a vacant community members position will be advertised.

5.5.2 All Members are permitted to vote on any item presented for consideration. Should there be a tied vote the Chairperson will cast the deciding vote.

6. Roles and Responsibilities

The Committee is responsible for:

6.1 Financial Reporting

- Reviewing the annual financial statements and recommending their adoption to the Council.
- Monitoring significant accounting policies and practices.
- Reviewing the budget process, long-term financial plans, and financial management policies.

6.2 Risk Management

- Monitoring the implementation of the local government's risk management framework.
- Reviewing the effectiveness of internal controls, including financial controls, fraud prevention measures, and compliance with legislation.

7. Frequency of meetings

The Committee shall meet at least quarterly and as required.

8. Confidentiality

Members must maintain the confidentiality of information acquired during their tenure on the Committee and must not use the information for personal gain or to the detriment of the local government.

Document Control		
Amendment Date	Amendment Description	Res #

End

SHIRE OF BOYUP BROOK

AUDIT REGULATION 17 REVIEW

Review of Legislative Compliance,
Internal Controls and
Risk Management Systems
June 2024

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EXECUTIVE SUMMARY

Introduction

Review of Legislative Compliance, Internal Controls and Risk Management

Pursuant to Regulation 17(1) of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer (CEO) of a local government is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- (a) Legislative compliance;
- (b) Internal control; and
- (c) Risk management

Regulation 17(2) states that the review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

In addition, Regulation 17(3) requires the CEO to report to the audit committee the results of that review.

The Department of Local Government, Sport and Cultural Industries provides guidance for the areas that should be considered for this review in Appendix 3 of Operational Guideline No. 9 (Attachment 2).

Purpose Of Review

The Shire of Boyup Brook appointed Darren Long Consulting to undertake a review of the local government's legislative compliance, internal control and risk management systems and procedures, as required by regulation 17(1) of the *Local Government (Audit) Regulations 1996* and report as to their appropriateness and effectiveness.

The compliance programs of a local government are a strong indication of attitude towards meeting legislative compliance and risk management approach.

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Legislative Compliance, Internal Control and Risk Management Review Context

Understanding risk appetite and tolerance is important, as they assist in determining the level of risk the local government is willing to accept and pursue in attaining its goals and objectives.

Risk appetite is the amount of risk a local government is willing to accept or retain in order to achieve its objectives.



Risk appetite is usually expressed in a form of a statement and are aligned to categories of risk. Risk appetite statements will have a different look and feel based on a local government's internal and external context (influences).

Risk tolerance is the levels of risk taking acceptable to achieve a specific objective or manage a category of risk.

Risk tolerance "represents the practical application of risk appetite and is typically aligned to categories of risk such as strategy, financial, people or reputation"¹.

Risk culture is the norms, traditions and behaviours of individuals and groups within the local government that determine the way in which the identify, understand, discuss and act on the risks the local government confronts and takes.

Being a public body, there is an expectation that the Shire's risk appetite for legislative non-compliance will be very low, to protect the entity's reputation and to guard against misappropriation or loss of public monies.

The Shire's risk appetite when reviewing its service delivery, health, safety, environmental and financial management is considered to be 'low to moderate', requiring treatment with sound internal controls. Strategic and project-based initiatives will require individual assessment, and where considered to be 'high or extreme', additional controls will be required to reduce the risk level. These additional controls will need continual monitoring and evaluation to confirm they are effective.

Findings

The Legislative Compliance, Internal Control and Risk Management Review for the Shire of Boyup Brook involved the examination of approximately 105 areas of the local governments' control environment.

The local governments overall control environment is considered appropriate and was operating effectively at the time of the review.

The following findings are deemed to be minor in nature and present an opportunity for the local government to consider suggested improvements to internal procedures and processes to enhance the overall control environment.

Internal Monitoring of Compliance with Legislation and Regulations

- (1) The implementation of a compliance checklist may assist in reinforcing all statutory requirements have been met for complex compliance items identified on the Annual Compliance Calendar.
- (2) Government gazettes should be monitored for any legislative changes that may have an impact on the operations of the local government.

¹ Australian Government Department of Finance – Risk Management Policy, 2016.



Annual Compliance Audit Return and Reporting to Council the Results of that Review

- (3) The 2023 Compliance Audit Return contained three non-compliance items. A current Corporate Business Plan was not in place; Financial Management Review required by Regulation 5 had not been completed; and the Risk Management, Internal Control and Legislative Compliance Review required by Regulation 17 had not been completed.

Staying Informed about how Management is Monitoring the Effectiveness of its Compliance and making Recommendations for change as necessary

- (4) A Terms of Reference for the Audit Committee does not exist. The adoption of a Terms of Reference for all committees is important as it clearly establishing the Objectives of the Committee, its membership, meeting frequency, reporting, and duties and responsibilities.
- (5) The local government does not have a current Workforce Plan.
- (6) The local government does not have a current Long Term Financial Plan.
- (7) The local government does not have current Asset Management Plan(s) covering all asset classes.
- (8) The local government does not have an Internal Control Policy.
- (9) The local government does not have a Legislative Compliance Policy.
- (10) The local government does not have a Fraud, Corruption and Misconduct Policy.

Review Whether the Local Government has Procedures for it to Receive, Retain and Treat Complaints, Including Confidential and Anonymous Employee Complaints

- (11) The local government does not have a policy or procedure that provides a framework for dealing with all types of complaints.
- (12) The local government does not have a procedure that deals with internal complaints, grievances, confidential and anonymous employee complaints.
- (13) The local government does not have a grievance policy or a grievance procedure.
- (14) The local government does not have an internal procedure manual relating to Public Interest Disclosures as required by the PID Act.
- (15) The local government does not have a procedure to handle complaints about Elected Member Official Conduct matters.

Assess the Local Governments' Compliance Framework Dealing with Relevant External Legislation and Regulatory Requirements

- (16) The local government does not have a Governance Manual.



Review Audit Committee's Processes and Procedures Regarding Compliance with Legislation and Regulatory Requirements Imposed on Members Including Not Misusing Their Position to Gain an Advantage for themselves or another, or Cause Detriment to the Local Government, and Disclosing Conflicts of Interest

- (17) The local government does not have an Elected Members Induction Manual.
- (18) The local government does not have a Governance Manual.

Separation of Roles and Functions, Processing and Authorisation

- (19) There is a weakness in the accounts payable system, as invoices were paid without a purchase order being attached or referenced on the invoice. This demonstrates the independent check conducted was not thorough, representing a weakness in the internal control process.
- (20) There is a weakness in the accounts payable system, as purchase orders were issued and invoices were paid without ensuring the procurement process complied with Councils Purchasing Policy. This demonstrates the independent check conducted was not thorough, representing a weakness in the internal control process.
- (21) The certification of the Monthly Reconciliations Checklist by a relevant line manager would improve internal controls.

Limit of Direct Physical Access to Assets and Records

- (22) The local government does not have an IT Security Policy or Procedure.
- (23) The location of the server in the copier room does not facilitate sound security protocols to be implemented.
- (24) There is a lack of security over access to keys for Council properties.
- (25) There is a lack of security over access to keys for major Council plant and light vehicles.

Control of Computer Applications and Information Systems Standards

- (26) The local government does not have an IT Security Policy or Procedure.

Regular Maintenance and Review of Financial Control Accounts and Trial Balance

- (27) The certification of the Monthly Reconciliations Checklist by a relevant line manager would improve internal controls.

Arithmetical Accuracy and Content of Records is Regularly Checked

- (28) There is a weakness in the internal control environment for sundry debtors as invoices were raised for amounts not in accordance with the Schedule of Fees and Charges.



Report, Review, and Approval of Financial Payments and Reconciliations

- (29) There is a weakness in the accounts payable system, as invoices were paid without a purchase order being attached or referenced on the invoice. This demonstrates the independent check conducted was not thorough, representing a weakness in the internal control process.
- (30) There is a weakness in the accounts payable system, as purchase orders were issued and invoices were paid without ensuring the procurement process complied with Councils Purchasing Policy. This demonstrates the independent check conducted was not thorough, representing a weakness in the internal control process.

Comparison of the Result of Physical Cash and Inventory Counts with Accounting Records

- (31) There is no formal monthly reconciliation of fuel receipts and issues to the SynergySoft general ledger. This could have implications in relation to the calculation of the Net Current Assets position at the end of each month, as the stock on hand in the general ledger may differ from physical stock on hand at the depot.
- (32) Transactions for fuel used are not posted to the plant cost ledger on a monthly basis but are done quarterly. The fuel is currently being posted back into the same operating expense general ledger account, rather than using a Materials Purchased and Materials Allocated general ledger accounts in the balance sheet area.
- (33) At year end the physical stock reading is utilised as the closing stock on hand balance, and the general ledger is adjusted accordingly.

Internal Control Evaluation

- (34) The Internal Control Evaluation has identified the following weaknesses-
 - (a) 30-250.1.1 – All sales invoices raised are properly supported
 - (i) Private Works fees not in accordance with Schedule of Fees and Charges

Invoice # 2571 contained fees for labour, loader hire and utility hire that were different from the current Schedule of Fees and Charges adopted.

Debtor invoices raised need to be verified that fee being charged is in accordance with Schedule of Fees and Charges adopted by Council.
 - (ii) Expired Commercial Leases.

A review of all commercial leases needs to be undertaken to ensure they are renewed upon, or before, expiry.
 - (iii) Podiatry Rental fees not in accordance with Schedule of Fees and Charges.

Invoice 2652 charged \$40 for room hire, whereas Schedule of Fees & Charges list the room hire rate of \$80.



Debtor invoices raised need to be verified that fee being charged is in accordance with Schedule of Fees and Charges adopted by Council

- (iv) Rylington Park venue hire fees not in accordance with Schedule of Fees and Charges.

Invoice 2673 charged \$400 for 4 days hire, whereas Schedule of Fees & Charges list the venue hire rate of \$1,000 per day (pro-rata) up to 16 people including catering.

- (b) 30-300 – Receivables are properly credited, lapping is prevented

- (i) Long outstanding sundry debtors are not currently monitored adequately, with 15.00% of debts being outstanding for greater than 90 days.

It is suggested that Council:

- A. Consider adopting a Debt Collection policy that provides clear framework and direction on the recovery of outstanding debts; and
 - B. Consider implement a more rigorous monitoring, reviewing and follow-up of delinquent debtors, with reviews being conducted at the end of each month with recovery action approved by the CEO.

- (c) 30-330.4.1 – Sales invoices are correctly calculated

- (i) A series of fees and charges levied were not in accordance with the Schedule of Fees and Charges adopted by Council.

It is suggested that all debtor invoices have supporting documentation attached to them to allow the verification of the nature of the services provided and the fee being charged, and to ensure the fee charged is correct.

It is recommended that the Finance Coordinator undertake the role of checking invoices raised and to certify debtor batch listings to improve internal controls.

- (d) 31-250.1.1 - All purchases/expenses and related liabilities are supported by evidence of relevant goods or services being received

- (i) Policy F.03 needs to be updated to reflect tender requirement threshold of \$250,000.
 - (ii) One instance was identified where no quotation documentation was attached to support the purchase of over \$5,000 in value.

It is recommended that the Accounts Payable process be amended to include a compliance check with Councils Purchasing Policy requirements.

- (iii) Two instances were identified where invoices were paid with purchase orders being attached or referenced on the invoice.

It is recommended that the Finance Coordinator ensure supplier invoices raised have a purchase order attached, prior to authorising supplier invoice batch update.



(e) 31-250.1.2 – Purchases, Creditors and Cash Payments

(i) Rates raised on Council owned and controlled properties.

Council owned and controlled properties are exempt from local government rates. The raising of the rates and their payment results in overstating the income and expenditure of the local government for the reporting period. The Council properties should be flagged as non-rateable, which would then remove the need for payment of the rates.

(f) 33.250.1.1 – Stock and Work in Progress are adequately safeguarded

(i) Fuel not reconciled to general ledger.

There is no formal monthly reconciliation of fuel receipts and issues to the SynergySoft general ledger. This could have implications in relation to the calculation of the Net Current Assets position at the end of each month, as the stock on hand in the general ledger may differ from physical stock on hand at the depot.

(g) 33-330.4.1 - Stocks are properly and accurately costed

(i) Stock transactions not processed in General Ledger correctly.

The fuel is currently being posted back into the same operating expense general ledger account, rather than using a Materials Purchased and Materials Allocated general ledger accounts in the balance sheet area.

This process can have an adverse impact on the value placed on fuel allocated to works and not accurately reflect the stock on hand figure in Net Current Assets.

Review whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered

(35) The local government does not have a Risk Management System that includes policies, operational procedures and risk profiles.

(36) The Risk Management Policy does not address risk appetite or risk tolerance.

(37) The local government does not have risk profiles for strategic and operational risks.

(38) The local government does not have a Risk Management Framework/Manual. The compilation of risk policies, procedures, and risk profiles into a single document may assist in articulating the local governments approach to risk management in a more cogent manner by presenting it as its' Risk Management Framework/Manual.

Review whether the local government has a current and effective Business Continuity Plan (including Disaster Recovery) which is tested from time to time

(39) The local government's Business Continuity Plan (BCP) was adopted in 2017. It should be reviewed for currency.



- (40) The CEO should consider developing a schedule for the BCP testing methods to be undertaken and the frequency they are to be performed, once a BCP is in place.

Assess internal control processes for determining and managing material operational risks in accordance with the local governments' identified tolerance for risk

- (41) The implementation of a legislative compliance checklist may assist in reinforcing the statutory requirements have been met for complex compliance items identified on the compliance calendar.
- (42) The local government needs to update its Long Term Financial plan.
- (43) The local government needs to develop a Risk Management System that includes policies, operational procedures and risk profiles.
- (44) The local government does not have risk profiles for strategic and operational risks.
- (45) The local government does not have a Risk Management Framework/Manual.
- (46) The local government's Business Continuity Plan (BCP) was adopted in 2017. It should be reviewed for currency
- (47) The local government should consider adopting a policy on fraud, corruption and misconduct control.

Obtaining regular risk reports, which identify key risks, the status, and effectiveness of the risk management systems, to ensure identified risks are monitored and new risks are identified, mitigated and reported

- (48) Risk profiles should be developed for strategic and operational risks.
- (49) The local government should consider whether there is a need for the Audit Committee to meet more frequently than the current two times per year, given the recommended frequency of quarterly by the Department of Local Government, Sport and Cultural Industries.

Assess the local governments' procurement framework with a focus on probity and transparency of policies and procedures/processes and whether these are being applied

- (50) The local government should consider developing a risk profile for Procurement, Disposal, and Tender Practices.



Ascertain whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan, which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks

- (51) The local government should consider adopting a policy on fraud, corruption and misconduct control.

Recommendations

As a result of the findings, the following improvement recommendations are made:

- (1) That the CEO consider the implementation of a compliance checklist detailing the statutory obligations to be met for complex compliance items identified on the Annual Compliance Calendar.
- (2) That the CEO implement a process where Government Gazette's are monitored for legislative changes.
- (3) That the CEO prepare draft Terms of Reference for all Committees of Council for Council to consider.
- (4) That the CEO place a priority on the preparation of a Workforce Plan.
- (5) That the CEO place a priority on the review of the Long Term Financial Plan.
- (6) That the CEO place a priority on the review of Asset Management Plan(s).
- (7) That the CEO consider implementing an Internal Control Policy.
- (8) That the CEO consider implementing a Legislative Compliance Policy.
- (9) That the CEO consider implementing a Fraud, Corruption and Misconduct Policy.
- (10) That the CEO consider implementing a Complaints Handling Policy
- (11) That the CEO consider implementing a complaints work procedure, which also addresses internal complaints, grievances, confidential and anonymous employee complaints
- (12) That the CEO consider implementing a Grievance Policy/Procedure.
- (13) That the CEO consider implementing a procedure that relates to Public Interest Disclosures.
- (14) That the CEO consider implementing a procedure that details the process of handling complaints about elected members under the Official Conduct Rules.
- (15) That the CEO consider implementing an Elected Members Induction Manual.
- (16) That the CEO consider implementing a Governance Manual that provides guidance on the corporate governance framework that applies to the local government for Elected Members and Staff.



- (17) That the CEO consider implementing an internal control requiring the certification of the Monthly Reconciliations Checklist by a relevant line manager
- (18) That the CEO consider implementing an IT Security Policy and/or an IT Security Procedure.
- (19) That the CEO consider reviewing the security of and access to keys for buildings and plant and equipment.
- (20) That the CEO consider undertaking a review of the monthly fuel reconciliation process to ensure the stores system in SynergySoft has been implemented correctly so that fuel issues and receipts are costed to the correct balance sheet accounts, which will ensure fuel stock is reported appropriately.
- (21) That the CEO consider developing a Risk Management System that includes policies, operational procedures and key risk profiles.
- (22) That the CEO consider developing risk profiles for strategic and operational risks.
- (23) That the CEO consider the implementation of a Risk Management Framework/Manual that articulates the local governments' risk policies, procedures, profiles appetite and tolerance in a single document.
- (24) That the CEO consider reviewing the Business Continuity Plan.
- (25) That the CEO consider developing a schedule for the Business Continuity Plan testing methods to be undertaken, including IT disaster recovery, and the frequency they are to be performed.
- (26) That the CEO evaluate whether there is a need for the Audit Committee to meet more frequently than twice per year.
- (27) That the CEO consider developing a risk profile for Procurement, Asset Disposal, and Tender Practices.

Opinion

The review of the Legislative Compliance, Internal Control and Risk Management systems and procedures developed by the Shire of Boyup Brook indicates that, except for those matters identified in the findings and recommendations sections of this report, they are appropriate and effective for the particular operations and size of the local government.



1.0 INTRODUCTION

1.1 BACKGROUND

1.1.1 REVIEW OF LEGISLATIVE COMPLIANCE, INTERNAL CONTROL AND RISK MANAGEMENT SYSTEMS

Pursuant to Regulation 17(1) of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer (CEO) of a local government is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- (a) Risk Management;
- (b) Internal Control; and
- (c) Legislative Compliance.

Regulation 17(2) states that the review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years. In addition, Regulation 17(3) requires the CEO to report to the audit committee the results of that review.

The Department of Local Government, Sport and Cultural Industries provides guidance for the areas that should be considered for this review in Operational Guideline No. 9 (Attachment 4).

1.2 PURPOSE OF REPORT

The Shire of Boyup Brook appointed Darren Long Consulting to undertake a review of the local government's internal control, legislative compliance and risk management systems and procedures, as required by regulation 17(1) of the *Local Government (Audit) Regulations 1996* and report as to their appropriateness and effectiveness.

1.3 METHODOLOGY

The methodology adopted to undertake the Audit Regulation 17 Review and prepare this report included:

- (1) Introduction
- (2) Purpose of Legislative Compliance, Internal Controls and Risk Management Systems
- (3) Review Context
- (4) Legislative Compliance
- (5) Internal Controls and Internal Control Evaluation
- (6) Risk Management
- (7) Findings
- (8) Recommendations
- Opinion



2.0 PURPOSE OF LEGISLATIVE COMPLIANCE, INTERNAL CONTROLS AND RISK MANAGEMENT SYSTEMS

2.1 LEGISLATIVE COMPLIANCE SYSTEMS

The compliance programs of a local government are a strong indication of attitude towards meeting legislative compliance. Practices in regard to monitoring compliance programs typically include:

- Assess internal monitoring of compliance with legislation and regulations;
- Assess completion of annual Compliance Audit Return and the reporting of the results of the review to the Audit Committee and Council;
- Assess how Audit Committee is kept informed about how management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;
- Review whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Review internal processes as to how management identifies adverse trends and how management plans to deal with these;
- Review management disclosures in financial reports of the effect of significant compliance issues;
- Assess whether the external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the Audit Committee;
- Assess local government's compliance framework dealing with relevant external legislation and regulatory requirements;
- Review Audit Committee's processes and procedures regarding compliance with legislation and regulatory requirements imposed on members, including not misusing their position to gain an advantage for themselves or another or cause detriment to the local government and disclosing conflicts of interest.

2.2 INTERNAL CONTROL SYSTEMS

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government. Aspects of an effective control framework will include:

- Separation and segregation of roles and functions, processing and authorisation;
- Control of approval of documents, letters and financial records;
- Management internal reviews of comparison of internal data with external sources of information;
- Limits of direct physical access to assets and records;
- Security controls in regard to computer applications and information system standards;



- Security controls to limit changes in data files and systems;
- Whether maintenance and review of financial control accounts and trial balances is regular and appropriate;
- Whether comparison and analysis of financial results with budgeted amounts is appropriate;
- Whether reviews of arithmetical accuracy and context of records are regular and appropriate;
- Whether control and approval of financial payments and reconciliations is appropriate;
- Whether comparison of physical cash and inventory counts with accounting records is appropriate.

2.3 RISK MANAGEMENT SYSTEMS

Risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;
 - potential non-compliance with legislation, regulations and standards and local government's policies;
 - important accounting judgements or estimates that prove to be wrong;
 - litigation and claims;
 - misconduct, fraud and theft;
 - significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;



- Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

DRAFT



3.0 REVIEW CONTEXT

3.1 RISK APPETITE AND TOLERANCE

Understanding risk appetite and tolerance is important, as they assist in determining the level of risk the local government is willing to accept and pursue in attaining its goals and objectives.

Risk appetite is the amount of risk a local government is willing to accept or retain in order to achieve its objectives.

Risk appetite is usually expressed in a form of a statement and are aligned to categories of risk. Risk appetite statements will have a different look and feel based on a local government's internal and external context (influences).

Risk tolerance is the levels of risk taking acceptable to achieve a specific objective or manage a category of risk.

Risk tolerance "represents the practical application of risk appetite and is typically aligned to categories of risk such as strategy, financial, people or reputation"².

Risk culture is the norms, traditions and behaviours of individuals and groups within the local government that determine the way in which the identify, understand, discuss and act on the risks the local government confronts and takes.

The Shire's risk appetite is yet to be quantified through the development and endorsement of 'Risk Assessment and Acceptance Criteria'.

Being a public body, there is an expectation that the Shire's risk appetite for legislative non-compliance will be very low, to protect the entity's reputation and to guard against misappropriation or loss of public monies.

The Shire's risk appetite when reviewing its service delivery, health, safety, environmental and financial management is considered to be 'low to moderate', requiring treatment with sound internal controls. Strategic and project-based initiatives will require individual assessment, and where considered to be 'high or extreme', additional controls will be required to reduce the risk level. These additional controls will need continual monitoring and evaluation to confirm they are effective.

3.2 INTERNAL AND EXTERNAL CONTEXT

Evaluating and understanding the internal and external context the Shire of Boyup Brook operates within is essential, as they impact on the level of integration of risk management into the entity, and therefore can impact on the legislative compliance and the internal control environments implemented.

² Australian Government Department of Finance – Risk Management Policy, 2016.



The internal and external context are detailed below:

Internal Context	External Context
Increasing workplace change leading to an increase in HR/IR related issues	Increasing compliance requirements and changes to legislation
The existing local government structure, size, location, functions and activities	Cost shifting and devolution of services by Commonwealth and State Governments
Extensive road network and limited capacity to fund all gravel road asset renewals	Continual decline in external grant funding for operational activities and some capital infrastructure
The current human and financial resources of the local government	Changing community expectations regarding service delivery and service levels
The ageing workforce of the local government	Local labour shortage
The changing dynamics of workforce culture	Community pressure to keep rate increases low
Lack of asset management planning and capability	Population decline and changing demographics
A focus on new infrastructure rather than renewal of existing	Change in government leadership at State and Commonwealth levels
Implementing technological change to improve productivity where resources are limited	Increasing external supply costs and extensive delays in supply chain, particularly heavy plant and light vehicles
Ageing plant and equipment and lack of capacity to fund plant replacements	Ageing state infrastructure inhibiting growth of new industry/economic development



4.0 LEGISLATIVE COMPLIANCE SYSTEMS

4.1 INTERNAL MONITORING OF COMPLIANCE WITH LEGISLATION AND REGULATIONS

Key aspects assessed include:

4.1.1 Management has implemented a compliance calendar and/or compliance checklist to ensure staff are aware of statutory compliance requirements, their timeframes and due dates.

Comments

The Shire has an annual compliance calendar that it utilises to ensure staff are aware of key compliance requirements under a range of legislation.

An annual compliance calendar provides a sound control mechanism for ensuring compliance requirements are considered and evaluated on an on-going basis.

Observations

- (a) The implementation of a compliance checklist may assist in reinforcing the statutory requirements have been met for compliance items identified on the compliance calendar.

4.1.2 Management reviews Government Gazettes and monitors circulars from the Department of Local Government, Sport and Cultural Industries for changes to legislation

Comments

The CEO reviews all Department of Local Government, Sport and Cultural industries circulars for notifications of changes to legislation that may impact on the Shire.

The Parliamentary Counsel's Office within the Department of Justice is the editor and publisher of the Government Gazette. The Government Gazette contains statutory and other notices that are required by law and Government authority to be published in the Gazette, including official publications required under enactments such as Acts, regulations, rules and by-laws. It is a rich source of information on changes to Acts of Parliament, and regulation amendments/changes, which may impact on local government.

Government Gazette publications are currently not monitored for any amendments/changes to legislation that may have an impact on the local government's operations.



Observations

- (a) Government gazettes should be monitored for any legislative changes that may have an impact on the operations of the local government.

4.1.3 Management monitors compliance with Landfill Licence/Registration conditions, reviews audit reports and addresses adverse findings

Comment

The local government is required under its 'Waste Management Facility' registration to comply with legislative provisions and Codes of Practice.

The local government has prepared a Landfill Closure Management Plan.

Observations

- (a) Current control mechanisms for landfills are considered appropriate.

4.1.4 Management reviews agenda report template to ensure a contemporary format is used that ensures legislative compliance is one of the key headings to be addressed.

Comment

The local government's existing Agenda Report template contains headings for statutory implications, ensuring relevant implications are reported and evaluated for any matter of business presented to Council for consideration.

Observations

- (a) Current control mechanisms are considered appropriate.



4.1.5 The local government holds Executive Team (EMT) meetings on a regular basis to discuss matters of strategic and operational importance. This includes compliance issues with the potential to significantly impact on business operations.

Comment

The Shire of Boyup Brook is a relatively small local government from an organisational structure perspective. The key senior positions consist of the Chief Executive Officer, Deputy CEO, and Manager Works and Services, who meet informally monthly to discuss issues of strategic and operational importance.

Observations

- (a) Given the size and structure of the local government, current control mechanisms are considered appropriate.

**4.2 ANNUAL COMPLIANCE AUDIT RETURN AND REPORTING TO COUNCIL
THE RESULTS OF THAT REVIEW**

Key aspects reviewed include:

4.2.1 The Compliance Audit Return is completed on an annual basis and is submitted in accordance with the Local Government Act 1995 and associated Regulations. Comprehensive work papers are compiled containing evidence of compliance with each of the legislative requirements.

Comments

The 2022 Compliance Audit Return was completed in March 2023 and submitted to the Ordinary Council Meeting held on 23 March 2023.

There were five non-compliance issues reported in the 2021 Compliance Audit Return.

Observations

- (a) Section 3.58 of the Local Government Act 1995 relating to the disposal of property had not been complied with.
- (b) A Corporate Business Plan was not in place.



4.3 STAYING INFORMED ABOUT HOW MANAGEMENT IS MONITORING THE EFFECTIVENESS OF ITS COMPLIANCE AND MAKING RECOMMENDATIONS FOR CHANGE AS NECESSARY

Key aspects reviewed include:

4.3.1 The local government has an audit committee that is responsible for reviewing the audit function, including legislative compliance requirements from a financial perspective, and monitoring enterprise financial risks.

Comment

The local government has not adopted a Terms of Reference for the Audit Committee. The adoption of a Terms of Reference for all committees is important as it clearly establishing the Objectives of the Committee, its membership, meeting frequency, reporting, and duties and responsibilities.

The Shire of Boyup Brook Audit and Finance Committee only meets two times per year.

Department of Local Government, Sport and Cultural Industries (DLGSC) Operational Guideline No. 9 recommends audit committee meetings should be conducted at least quarterly.

Council and the CEO should assess whether the current frequency of Audit and Finance Committee meetings allows enterprise risks to be appropriately monitored and evaluated.

Observations

- (a) A Terms of Reference for the Audit Committee does not exist. The adoption of a Terms of Reference for all committees is important as it clearly establishing the Objectives of the Committee, its membership, meeting frequency, reporting, and duties and responsibilities.

4.3.2 The local government has Integrated Planning Documents that guide the strategic direction of Council, provide implementation and action plans, and identify asset, financial and human resourcing requirements.

Comment

The local government reviewed its Strategic Community Plan in 2021 for the period 2021-2031 containing five key themes:

- (i) Built Environment
- (ii) Social and Community
- (iii) Economic Development
- (iv) Natural Environment
- (v) Governance and Organisation

The Shire reviewed its Corporate Business Plan in 2023, which covers the years from 2023 – 2027.



The local government does not have an update to date Long-Term Financial Plan (LTFP).

The local government does not have a Workforce Plan.

The local government does not have up to date Asset Management Plans for all of its asset classes.

Observations

- (a) The Shire needs to prepare a revised Long Term Financial Plan to comply with the legislative requirements relating to informing strategies.
- (b) The Shire needs to prepare a Workforce Plan to comply with the legislative requirements relating to informing strategies.
- (c) The Shire needs to prepare revised Asset Management Plans to comply with the legislative requirements relating to informing strategies.

4.3.3 The local government reviews policies on a regular basis, at least biennially, and changes to legislation are considered and incorporated during the review process

Comment

The local government has a Policy Manual, which contains policies adopted by the Council that provide a framework for officers to work within. The Manual classifies Policies into the categories of:

- (i) Administration Policies;
- (ii) Building Policies;
- (iii) Finance Policies;
- (iv) Elected Member Policies;
- (v) Planning Policies;
- (vi) Works Policies;
- (vii) Other Policies;

The Policy Manual was last reviewed in October 2023.

Observations

- (a) An Internal Control Policy does not exist that details the local governments' commitment to internal controls. A sample policy is attached for Council's consideration.
- (b) A Legislative Compliance Policy does not exist that details the local governments' commitment to legislative compliance. A sample policy is attached for Council's consideration.



- (c) The local government should consider adopting a policy on Fraud, Corruption and Misconduct so there is clear guidance to staff on Councils position. A sample policy is attached for Council's consideration.

4.3.4 The local government reviews procedures and internal processes regularly, and changes to legislative requirements are considered and incorporated during the review process

Comment

Documented procedures provide a consistent approach to how processes are undertaken and allow for key controls to be identified. Once documented, procedures require constant monitoring for compliance and effectiveness.

The local government has informal procedure manuals in place.

Process maps, or flow-charts, create a visual representation of a process/procedure and clearly identify key decision making points in a process and where internal control measures will be required. Process maps (flowcharts) have been prepared for the five key financial functions of Accounts Receivable, Accounts Payable, Mail/Cash Receipting, Payroll and Petty Cash. Process maps (flowcharts) are yet to be prepared for other processes/procedures.

Observations

- (a) Formal procedure manuals should be created for key processes, inclusive of screenshots, so there is clear documentation on how a process should be performed.
- (b) Other than the five key financial function, process maps (flowcharts) have not been prepared for other significant processes/procedures.

4.3.5 The local government has authorised persons to carry out some of its discretionary functions under its legislative obligations and delegated authority to do the same. The Delegations Register is reviewed on an annual basis, and authorisations are reviewed when changes to legislation are identified. Delegations are included in the Compliance Calendar and reviewed accordingly.

Comments

The local government has a Delegation Register in place.

The Delegations Register was last reviewed in November 2023.

Observations

- (a) The systems and processes implemented as control mechanisms for the Delegations Register and its' review are considered appropriate



4.4 REVIEW WHETHER THE LOCAL GOVERNMENT HAS PROCEDURES FOR IT TO RECEIVE, RETAIN, AND TREAT COMPLAINTS, INCLUDING CONFIDENTIAL AND ANONYMOUS EMPLOYEE COMPLAINTS

Key aspects assessed include:

4.4.1 The local government has a Customer Services Charter that details the steps the local government will follow when dealing with a complaint. The Charter sets out the standards of service, compliments, enquiries, requests and complaints. The local government has a Customer Services Policy that provides guidance to staff and customers on the standards of service

Comments

The local government does have a Customer Service Charter that sets out what a complaint is, how a complaint will be handled, and the standards of service that a customer can expect.

The local government does not have a policy that provides a framework for dealing with complaints, including anonymous complaints, vexatious complaints, allegations of serious misconduct, or complaints to the Ombudsman.

The local government does have a Public Interest Disclosures statement and a Freedom of Information Statement.

The local government does not have an online complaints form for persons to lodge a complaint. A complaints form can be downloaded and sent via email to the local government.

A formal procedure for handling external complaints is yet to be prepared.

The local government does not have a formal procedure to deal with internal complaints, grievances, or confidential or anonymous employee complaints.

Observations

- (a) The local government does not have a procedure that provides a framework for dealing with all types of complaints.
- (b) The local government does not have a procedure that deals with internal complaints, grievances, confidential and anonymous employee complaints.

4.4.2 The local government has a grievance policy and procedure for the investigation and resolution of grievances, disputes and allegations of serious misconduct are managed.

Comments

Policy A.20 in relation to Equal Employment Opportunity deals with grievances under employment and workplace laws.



The local government does not have a grievance procedure to investigate, manage and resolve grievances, disputes and allegations of serious misconduct.

Observations

- (a) The local government does not have a grievance policy or a grievance procedure.

4.4.3 The local government has appointed a Public Interest Disclosure (PID) Officer to handle any PID complaint in a confidential manner, and has implemented internal procedures relating to the local governments' obligations under the PID Act

Comments

The CEO is the local government's PID Officer, in accordance with the PID Act, as per Policy A.12.

Section 23(1)(e) of the PID Act requires the principle executive officer of a public authority to prepare and publish internal procedures relating to the local governments' obligations under the PID Act.

The local government does not have an internal procedure manual relating to Public Interest Disclosures as required by the PID Act.

Observations

- (a) The local government does not have an internal procedure manual relating to Public Interest Disclosures as required by the PID Act.

4.4.4 The local government has implemented an Elected Member Official Conduct Complaints Procedure.

Comments

The local government has a Code of Conduct for Councillors and Employees that was adopted in March 2021.

Observations

- (a) The local government does not have a procedure on handling complaints about Elected Member Official Conduct matters.



4.5 OBTAIN ASSURANCE THAT ADVERSE TRENDS ARE IDENTIFIED AND REVIEW MANAGERMENTS' PLANS TO DEAL WITH THESE

Key aspects assessed and reviewed include:

4.5.1 Non-compliance issues identified in the Compliance Audit Return are reported to the Audit Committee and to Council, as well as the action to be taken to ensure compliance in future years

Comments

Non-compliance issues identified in the 2022 Compliance Audit Return include:

- (a) Disposal of Property Items 1 and 2 – property was not disposed of in accordance with section 3.58 (3) and (4) of the Local Government Act 1995;
- (b) Integrated Planning and Reporting item 2 - Corporate Business Plan had expired. New plan adopted in 2023;
- (c) Optional Questions Item 1 – Financial Management Review under Regulation 5 not completed. FMR Reg 5 review completed in 2024.
- (d) Optional Questions Item 2 – Audit Regulation 17 Review not completed.

Observations

- (b) Non-compliance items have been reported to the Audit Committee and Council, with rectification action proposed to address the non-compliance for future year.
- (c) The systems and processes implemented as control mechanisms for the Compliance Audit Return are considered appropriate

4.6 REVIEW MANAGEMENT DISCLOSURES IN FINANCIAL REPORTS OF THE EFFECT OF SIGNIFICANT COMPLIANCE ISSUES

Key aspects reviewed include:

4.6.1 The Annual Financial Report and Annual Budget of the local government contain disclosures that report on significant compliance issues, their effect and impact on the local government

Comments

The 2024 Annual Budget, 2023 Annual Financial Report and the 2023 Annual Budget, were reviewed for significant compliance issues and related disclosures.

No significant disclosure items were present in the Annual Budget or Annual Financial Report of each of the years reviewed.

No other matters were identified in any local government documents, records or registers that any significant compliance issues were present that needed to be disclosed.



Observations

- (a) The systems, processes and structures in place for the identifying and reporting significant compliance issues are considered appropriate.

4.7 REVIEW WHETHER THE INTERNAL AND/OR EXTERNAL AUDITORS HAVE REGARD TO COMPLIANCE AND ETHICS RISKS IN THE DEVELOPMENT OF THEIR AUDIT PLAN AND IN THE CONDUCT OF AUDIT PROJECTS, AND REPORT COMPLIANCE AND ETHICS ISSUES TO THE AUDIT COMMITTEE

Key aspects reviewed include:

4.7.1 The local government uses registered company auditors and the audit contract details the compliance areas covered and whether ethics risks are addressed

Comments

From the 28 October 2017, the Office of the Auditor General (OAG) has assumed responsibility for auditing local governments in Western Australia. The OAG has contracted out the 2024 audit for the Shire of Boyup Brook to AMD Chartered Accountants, with oversight and signing by the Auditor General.

AMD has provided the Shire with an "Audit Planning Memorandum" letter which sets out the compliance areas to be examined and potential risks that may be present as part of the audit process. It also sets out the risk assessments undertaken by the auditors and the focus of these risk assessments for the audit process to be conducted.

The Audit Planning Memorandum identifies that ethical requirements are to be complied with, including independence, and ethical risks will be evaluated prior to the commencement of the audit process.

The Audit Planning Memorandum includes an audit plan.

Observations

- (a) The systems, processes and structures in place for the external audit are considered appropriate.

4.7.2 The audit process consists of an interim and final audit, with any findings arising from the audit process reported to the local government. Audit and management reports are provided to the local government detailing non-compliance issues and any significant deficiencies in internal controls.

Comments

An interim audit process is generally conducted in May each year, with an interim audit report provided to the CEO on any findings.

The final audit process is generally conducted in October each year, with an Audit Report and a management report provided to the CEO. Findings contained in the 2023 Auditors



management report were addressed by the local government with actions implemented to rectify the deficiencies identified. The 2023 management report was presented to the local governments' Audit Committee for consideration and notation of the actions taken to address the deficiencies identified.

Observations

- (a) The systems, processes and structures in place for the identifying non-compliance issues and internal control weaknesses are considered appropriate.

4.8 CONSIDER THE INTERNAL AUDITORS' ROLE IN ASSESSING COMPLIANCE AND ETHICS RISKS IN THEIR INTERNAL AUDIT PLAN

Comment

The local government does not conduct a discrete internal audit function.

Observations

This is considered reasonable given the size, location and resourcing capability of the local government.

4.9 ASSESS THE LOCAL GOVERNMENTS' COMPLIANCE FRAMEWORK DEALING WITH RELEVANT EXTERNAL LEGISLATION AND REGULATORY REQUIREMENTS

Key aspects assessed include:

4.9.1 A Governance Manual has been implemented that outlines the governance framework and the legislation applicable to local government

Comments

Corporate governance is a system of policies, procedures and processes through which an organisation makes decisions and directs, controls and monitors its operations. The systems are complex and are required by legislation.

A Governance Manual will assist the local government to achieve its commitment to good governance.

Observations

- (a) The local government does not have a Governance Manual.



4.9.2 The local government has an Annual Compliance Calendar which contains key legislative obligations it is required to comply with each month of the year

Comments

The local government has implemented an annual compliance calendar.

Observations

- (a) The systems, processes and structures in place for the identifying key legislative obligations are considered appropriate.

4.9.3 The local government holds regular management meetings where compliance items for the current and forthcoming months are monitored

Comments

The Shire of Boyup Brook is a relatively small local government from an organisational structure perspective. The key senior positions consist of the Chief Executive Officer, Deputy CEO, and Manager Works and Services, who meet informally monthly to discuss issues of strategic and operational importance.

Observations

- (a) Given the size and structure of the local government, current control mechanisms are considered appropriate.

4.9.4 The local government prepares business plans for key activities and major projects that identify relevant external legislation and regulatory requirements, including risk management and financial modelling

Comments

Business plans are prepared on an as required basis for major projects.

Observations

- (a) The use of business plans for key activities and major projects occurs on an as required basis.



4.10 REVIEW AUDIT COMMITTEE'S PROCESSES AND PROCEDURES REGARDING COMPLIANCE WITH LEGISLATION AND REGULATORY REQUIREMENTS IMPOSED ON MEMBERS, INCLUDING NOT MISUSING THEIR POSITION TO GAIN AND ADVANTAGE FOR THEMSELVES OR ANOTHER, OR CAUSE DETRIMENT TO THE LOCAL GOVERNMENT, AND DISCLOSING CONFLICTS OF INTEREST

Key aspects assessed and reviewed include:

4.10.1 Inductions are provided for newly elected members which covers conflicts of interest

Comments

The local government conducts an induction with newly elected members, covering conflicts of interest and their role as a councillor and a committee member.

A formal Elected Members Induction Manual has not been developed.

Observations

- (a) The local government does not have an Elected Members Induction Manual.
- (b) All other systems, processes and structures in place for induction of newly elected members are considered appropriate.

4.10.2 Elected Members are provided with the opportunity to attend relevant training delivered by Western Australian Local Government Association (WALGA)

Comment

The local government promotes training courses conducted by WALGA and provides an annual training budget to ensure councillors can attend relevant training courses.

Observations

- (a) The systems, processes and structures in place for training for elected members are considered appropriate.

4.10.3 The local government has a Code of Conduct that clearly sets out the requirements for elected members declaring conflicts of interest, including not misusing their position to gain an advantage for themselves or another

Comments

The local government has a Code of Conduct for Councillors and Employees that was adopted in 2021.

The existing Code contains clauses that out the requirement for declaring conflicts of interest for Councillors. Specific reference is made in the Code about not misusing their



position to improperly influence other to gain undue or improper advantage (direct or indirect) for themselves, or any other person, or organisation.

Observations

- (a) The systems, procedures and processes in place for elected members to be aware of, and declare, conflicts of interest, and not to misuse their position for advantage or gain, are considered appropriate.

4.10.4 A Governance Manual clearly sets out the overarching governance framework that the local government operates within and describes in detail the statutory obligations of the local government and of a Councillor

Comments

Corporate governance is a system of policies, procedures and processes through which an organisation makes decisions and directs, controls and monitors its operations. The systems are complex and are required by legislation.

A Governance Manual will assist the local government to achieve its commitment to good governance.

Observations

- (a) The local government does not have a Governance Manual.

4.10.5 The local government has implemented and maintains Registers for Annual and Primary Returns, Declarations of Financial Interests and Gifts

Comments

The local government has implemented Registers for Annual and Primary Returns, and for Gifts, that meet legislative requirements.

Observations

- (a) The local government has implemented a Register for Declaration of Financial Interests that meets the requirements of Regulation 28 of the *Local Government (Administration) Regulations 1996*.



5.0 INTERNAL CONTROL SYSTEMS

5.1 SEPARATION OF ROLES AND FUNCTIONS, PROCESSING AND AUTHORISATION

Key aspects assessed and reviewed include:

5.1.1 Debtors Control – Separation of roles between invoice raiser, invoice approver, and receipting functions

Comments

There are clear role separations in place between invoice raiser and receipting functions.

There are clear role separations in place for accounts receivable functions, including invoice raiser and invoice approver. There is an independent verification and authorisation of batches before updating.

There is a monthly reconciliation performed of the debtor's subsidiary ledger to the general ledger control account that is counter-signed by a Supervisor.

Observations

- (a) The systems, procedures and processes in place for Accounts Receivable and receipting are considered appropriate.

5.1.2 Purchases, Creditors and Cash Payments – Separation of roles between ordering, invoice entry, invoice approver, petty cash payments and recoups, and payment approvals

Comments

There are clear role separations in place between ordering, supplier invoice entry, invoice approver, petty cash payments and recoups, and payment approvals.

The creditor payment batches reviewed for April 2023, September 2023 and December 2023 revealed two occurrences of purchase orders not being raised for purchases made, and one instance where required quotations were not obtained in accordance with Purchasing Policy.

Observations

- (a) There is a weakness in the accounts payable system, as invoices were paid without a purchase order being attached or referenced on the invoice. This demonstrates the independent check conducted was not thorough, representing a weakness in the internal control process.
- (b) There is a weakness in the accounts payable system, as purchase orders were issued and invoices were paid without ensuring the procurement process complied with Councils Purchasing Policy. This demonstrates the independent check conducted was not thorough, representing a weakness in the internal control process.



- (b) The remaining systems, procedures and processes in place for Purchases, Creditors and Cash payments are considered appropriate.

5.1.3 Payroll – Separation of roles between timecard approver, timecard entry, payroll approver and pay run payment authorisers

Comments

There are clear role separations in place between timecard approver, timecard entry, payroll approver and pay run payment authorisers.

Observations

- (a) The systems, procedures and processes in place for Payroll are considered appropriate.

5.1.4 Receipting – Separation of roles between daily receipting, cash count at end of day, bank reconciliation process and review by Supervisor

Comments

There are clear role separations in place between daily receipting, cash count at end of day, bank reconciliation process and review by line manager.

Observations

- (a) The role separations in place for daily receipting, cash count at end of day and bank reconciliations are considered appropriate.

5.1.5 Rating – Separation of roles between rates levied, cash receipting over the counter and direct deposit, bank reconciliation process and review by supervisor, debt collection and review by supervisor

Comments

There are clear role separations in place between rates levied, cash receipting by direct deposit, bank reconciliation process and review by supervisor, debt collection and review by supervisor.

Observations

- (a) The role separations in place for Rating are considered appropriate.

5.1.6 Banking – Separation of roles between cash receipting and daily banking, and bank reconciliation process

Comments

Given the size of the administration, there are reasonable role separations in place between cash receipting and daily banking, and bank reconciliation process.

Observations



- (a) The role separations in place for Banking are considered appropriate.

5.1.7 Monthly Reconciliations – Separation of roles to ensure supervisor is certifying monthly reconciliations prepared by relevant officers

Comments

The local government has implemented monthly reconciliations that are prepared by the each of the respective officers responsible for the functions of cash receipting, payroll, and bank reconciliations. However, each of the monthly reconciliations prepared is not checked and certified by the relevant line manager.

Observations

- (a) The certification of the Monthly Reconciliations Checklist by a relevant line manager would improve internal controls.
- (b) All other systems, procedures and processes in place for Monthly Reconciliations are considered appropriate.

5.2 CONTROL OF APPROVAL OF DOCUMENTS, LETTERS AND FINANCIAL RECORDS

Key aspects assessed include:

5.2.1 Letter and Document Approval – Letters and Documents are created by authorised officers and managed in a centrally controlled repository. Versions of documents are controlled by authorised officers in accordance with the local governments Document and Records Management Guideline – Access and Security

Comments

The Customer Services Officer (CSO) is responsible for scanning and recording all incoming correspondence into the Records Management System, which includes assigning the correspondence to the appropriate officer.

The assigned officer receives an email notifying they have new correspondence for action. The assigned officer signs off on their own letters generated and are responsible for checking their self-generated correspondence into the Records Management System.

Document security and access is controlled by the Records Officer (RO), who assigns confidential and sensitive security settings to specific record containers. Security access is then controlled based on security assigned to each users assigned credentials through SynergySoft.

The Record Keeping Plan was reviewed in 2022.

Observations



- (a) The systems, procedures and processes in place for Document Approval are considered appropriate.

5.2.2 Financial Records Approval – The local government has sound oversight over the review and approval of financial records

Comments

The Deputy CEO, in conjunction with the Finance Coordinator, approves and reviews the generation of financial records. The Deputy CEO approves and reviews financial records prepared for external publication, as part of the Agenda review process.

Other financial records generated are approved via controls established through Purchasing Policies and Procedures, and payment delegations.

Observations

- (a) The systems, procedures and processes in place for Financial Records Approval are considered appropriate.

5.3 COMPARISON OF INTERNAL DATA WITH EXTERNAL SOURCES OF INFORMATION

Key aspect assessed included:

5.3.1 Compare Internal Data to External Sources

Comments

The local government undertakes comparison of internal data with external sources on an ad-hoc, as required basis.

Observations

The systems, procedures and processes in place for Comparing Internal Data to External Sources are considered appropriate.



5.4 LIMIT OF DIRECT PHYSICAL ACCESS TO ASSETS AND RECORDS

Key aspects assessed and reviewed include:

5.4.1 Physical access to electronic records is controlled by sound security policies

Comments

The local government does not have an IT Security Policy and/or Procedure. Access to electronic records is controlled by unique user login and passwords, with security based on user assigned credentials.

The local government engages an external IT Provider, with support based on Service Level Agreement.

Networked drives are controlled by group policy settings implemented by the external IT Provider under direction of the local government.

Observations

- (a) The local government does not have an IT Security Policy or Procedure in place.
- (b) All other the systems, procedures and processes in place for access to electronic records are considered appropriate.

5.4.2 Physical access to paper records is controlled by sound security policies, procedures and a sign-out, sign-in register

Comments

Access to the physical filing system is controlled by the Records Officer, with all staff having to sign out physical records files.

Observations

- (a) The systems, procedures and processes in place for access to physical records files are considered appropriate.

5.4.3 Physical access to IT systems hardware is controlled by sound security procedure

Comments

The local governments IT system hardware is contained within the copier room.

Any person can access the server in its current location. This open access poses a risk of unauthorised access to IT hardware infrastructure, which should be secured from unauthorised personnel at all times.

Access to the Server requires an Administrator user login and password.



Observations

- (a) The location of the server in the copier room does not facilitate sound security protocols to be implemented.

5.4.4 Physical access to assets, such as keys to plant and equipment, is controlled by a sign-out sign-in register, with keys kept in a lockable cabinet

Comments

The local government houses all keys for access to properties on an open key cabinet, which does not prevent unauthorised access. A key register has been implemented which staff are required fill out to remove a key from the cabinet.

The local government houses all keys for plant and equipment at the depot in an open key cabinet, which does not prevent unauthorised access..

Observations

- (a) There is a lack of security over keys to Council property.
- (b) There is a lack of security over keys to Council plant.

5.5 CONTROL OF COMPUTER APPLICATIONS AND INFORMATION SYSTEMS STANDARDS

Key aspects assessed and reviewed include:

5.5.1 Access to corporate applications is controlled by unique user login and password. User access control is managed via access limitations imposed at individual user level

Comments

The local government does not have an IT Security Policy or Procedure in place.

The local government controls security to corporate applications by assigning each user a unique login and password, including access to the corporate network.

Observations

- (a) The local government does not have an IT Security Policy or Procedure in place.
- (b) All other the systems, procedures and processes in place for access to corporate business systems are considered appropriate.



5.5.2 Corporate network controls include virus protection, cyber-security and firewall protection, regular back-ups and testing, system passwords and access controls

Comments

The local government has engaged an external IT Provider, with support based on a signed Service Level Agreement (SLA).

System access is controlled by an Administrator login and password, which is held by the local governments' external IT Provider.

The local government has a hardware firewall in place for cyber-security protection. There is enterprise level virus protection which is maintained by the external IT Provider.

A daily data backup system is in place, with local back-ups held offsite. Data validation is performed daily and a test restore of data is performed annually.

The local government does not have an IT Disaster Recovery Plan to address disruption and financial loss resulting from a failure of IT systems.

Observations

- (a) The local government does not have an IT Disaster Recovery Plan.
- (b) All other systems, procedures and processes in place for corporate network controls are considered appropriate.

5.6 LIMIT ACCESS TO MAKE CHANGES IN DATA FILES AND SYSTEMS

Key aspects assessed and reviewed include:

5.6.1 Authority to access and use corporate business systems is approved by the CEO

Comments

The CEO and Deputy CEO control access to the corporate network and approves access for newly appointed employees.

The CEO and Deputy CEO approves the access removal of all terminated employees.

Access and removal to the corporate network is conducted by the external IT Provider based upon authorisation by the CEO/Deputy CEO.

Observations

- (a) The systems, procedures and processes in place for authority to access and use Corporate Business Systems are considered appropriate.



5.6.2 Access to networked corporate drives is controlled by unique user login and password at each device

Comments

Each user has a unique login and password that controls access to the corporate network and business applications, based on the role assigned via group membership designed by the external IT Provider.

Networked drives are controlled by group policy settings implemented by the external IT Provider under direction of the local government CEO/Deputy CEO.

Password changes are enforced each month.

Observations

- (a) The systems, procedures and processes in place for authorisation and access to networked corporate drives are considered appropriate.

5.7 REGULAR MAINTENANCE AND REVIEW OF FINANCIAL CONTROL ACCOUNTS AND TRIAL BALANCES

Key aspects assessed and reviewed include:

5.7.1 Monthly and regular reconciliations are performed on key financial risk areas with the local government

Comments

The local government performs regular reconciliations in the areas detailed in the table below. Whilst there is a Monthly Checklist template in place, there was no evidence the checklist was completed and signed at the end of each month.

Area	Process undertaken
Annual Budget	Monthly actuals are compared to budget and significant variances fully investigated and explained
Financial Reporting	Actuals are compared to budget each month, with management reviewing variances, with significant variances investigated and explained
Grants	Regular reviews of all grant income and monitor compliance with terms of grant agreements; actual grant revenue is compared to budget estimates each month. Grants with conditions are managed in accordance with AASB 15 and AASB 1058, as they are carried as a contract liability and matched to expenditure monthly.
Receipting	Revenue is compared to budget each month; Accounts receivable statements are sent to customers each month
Rates	Subsidiary ledger is reconciled to the general ledger each month. No evidence this had been reconciled since June 2023.
Rates	Actual rate revenue is compared to budget each month



Area	Process undertaken
Rates	Annual valuation report was balanced prior to generation of rates. The reconciliation was not signed to verify a review was conducted.
Rates	Interim valuation updates are balanced prior to generation of interim rates and issue of notices. The monthly reconciliation was not signed to verify a review was conducted.
Rates	Ageing profile report run after instalment payment option date passes.
Rates	Ageing profile report run at the end of each month.
Rates	Annual valuation update is balanced prior to generation of rates.
Rates	Interim valuation updates are balanced prior to generation of interim rates and issue of notices
Receivables	Ageing profile report is run monthly, and outstanding balances are investigated, and referred to debt collection if required.
Receivables	Subsidiary ledger is reconciled to the general ledger each month and certified by line manager.
Bank Accounts	All general journals to the bank accounts are verified by the Finance Coordinator (FC) as part of the bank reconciliation check process, including supporting documentation for general journals posted
Bank Accounts	Bank reconciliations and checked and counter-signed by the FC.
Investments	Investment income is compared to budget estimates each month
Investments	Investment register is reconciled to general ledger each month, when required.
Investments	Investment register is maintained in accordance with Regulations and Council Policy and updated when investments mature, or new investments are made
Payroll	Actual employee costs are compared to budget estimates each month, with significant variances investigated
Payroll	Salary and hourly payroll reports are reviewed and approved by management prior to payments being made
Payroll	Fortnightly pay run is reviewed by management prior to authorisation for payment for consistency and abnormal items
Payroll	Payroll deduction reports are periodically reviewed for accuracy and ongoing relevance
Payroll	Salary sacrifice calculations are periodically reviewed for accuracy and compliance with legislative requirements
Payments	Actual expenditure is compared to budget estimates each month, with significant variances investigated
Payments	A List of Payments is prepared and presented to Council each month; management reviews any unusual or large payments
Payments	All supporting documentation is reviewed by management prior to approving/authorising payments. There were instances where purchase orders were not attached to supplier invoices, and some invoices did not contain the certification stamp.
Payables	Ageing profile report is reviewed on a monthly basis, and any long outstanding items are investigated
Payables	Subsidiary ledger is reconciled to the general ledger each month



Area	Process undertaken
Fixed Assets	Management compares all fixed asset balances to budget estimates each month
Fixed Assets	Asset register additions and disposals are checked quarterly and then again at year end
Fixed Assets	Depreciation rates and methodology are reviewed annual for assets classes that have undergone a fair value revaluation
Fixed Assets	Asset register is reconciled to general ledger monthly.
Borrowings	All loan repayments of principal and interest are reviewed monthly
General Journals	All general journals are reviewed after posting, including supporting documentation. DCEO or FC should sign general journal documentation.

The local government does not perform regular reconciliations in the following areas:

Area	Process not undertaken
Receivables	Management reviews provision for doubtful debts on a monthly basis as part of the outstanding balances review. Review is done annually.

Observations

- (a) The certification of the Monthly Reconciliations Checklist by a relevant line manager would improve internal controls.

5.8 COMPARISON AND ANALYSIS OF FINANCIAL RESULTS WITH BUDGETED AMOUNTS

Key aspects assessed and reviewed include:

5.8.1 Presentation of Monthly Statement of Financial Activity and supporting information to Council with actual results compared to year to date budget estimates each month, with adequate explanation of significant variances

Comment

The local government prepares a Monthly Statement of Financial Activity with supporting documentation, which is included in the Council Agenda. Significant variances reported in the Statement of Financial Activity are explained in detail.

Observations

- (a) The systems, procedures and processes in place for the Presentation of the Monthly Statement of Financial Activity are considered appropriate.



5.8.2 Presentation of Mid-Year Budget Review to Council with actual results compared to the budget for the month, and projections undertaken through to 30 June, with recommendations on any budget amendments required based on projection trends

Comments

The local government prepares a mid-year budget review that is submitted to Council in February/March of each year. Significant variations are explained, and recommendations are made on budget amendments based on projection trends.

Observations

- (a) The systems, procedures and processes in place for the Mid-Year Budget Review are considered appropriate.

5.8.3 End of Financial Year Review is conducted with actual results compared to amended budget, with significant variations explained

Comments

The local government conducts an end of financial year review of its finances, with the aim of identifying key areas that were over or under budget estimates, with explanations provided on what has caused the outcome.

Observations

- (a) The systems, procedures and processes in place for the End of Financial Year Review are considered appropriate.

5.9 ARITHMETICAL ACCURACY AND CONTENT OF RECORDS IS REGULARLY CHECKED

Key aspects assessed and reviewed include:

5.9.1 Supplier invoices are cross-checked for arithmetic accuracy prior to data entry

Comments

A verification/certification stamp is utilised for supplier invoice certification/verification purposes. A sample check of invoices for April 2023, September 2023 and December 2023 showed that all fields were completed.

Observations

- (a) The systems, procedures and processes in place for the checking supplier invoice computations and calculations are considered appropriate.



5.9.2 Customer invoices are cross-checked for arithmetic accuracy prior to issue

Comments

There is clear segregation of duties, as the Finance Officer (FO) is the invoice raiser and the Finance Coordinator (FC) is the invoice approver. This ensures there is an independent review/check of invoices raised to source documentation and supporting documentation for purpose and accuracy.

A sample check of customer invoices raised revealed that one invoice raised was not in accordance with Schedule of Fees and Charges adopted by the Council of the local government.

Observations

- (a) There is a weakness in the internal control environment for sundry debtors as invoices were raised for amounts not in accordance with the Schedule of Fees and Charges.

5.10 REPORT, REVIEW AND APPROVAL OF FINANCIAL PAYMENTS AND RECONCILIATIONS

Key aspects assessed and reviewed include:

5.10.1 Accounts Payable Procedure provides guidance on the method for paying creditors that meets internal control, organisational and legislative requirements

Comments

The local government has a Accounts Payable procedure manual that identifies the main steps involved in the process.

The creditor payment batches reviewed for April 2023, September 2023 and December 2023 revealed two occurrences of purchase orders not being raised for purchases made, and one instance where required quotations were not obtained in accordance with Purchasing Policy.

Observations

- (a) There is a weakness in the accounts payable system, as invoices were paid without a purchase order being attached or referenced on the invoice. This demonstrates the independent check conducted was not thorough, representing a weakness in the internal control process.
- (b) There is a weakness in the accounts payable system, as purchase orders were issued and invoices were paid without ensuring the procurement process complied with Councils Purchasing Policy. This demonstrates the independent check conducted was not thorough, representing a weakness in the internal control process.
- (c) The remaining systems and processes in place for the Accounts Payable Procedure are considered appropriate.



5.10.2 List of Accounts is prepared, reviewed and submitted to Council

Comments

Management prepares a List of Accounts that is presented to Council each month. Management reviews each payment on the list, cross-checking each item has been appropriately authorised and certified prior to payment authorisation and/or signing.

Observations

- (a) The systems, procedures and processes in place for the preparation, review and approval of the List of Accounts are considered appropriate.

5.11 COMPARISON OF THE RESULT OF PHYSICAL CASH AND INVENTORY COUNTS WITH ACCOUNTING RECORDS

Key aspects assessed and reviewed include:

5.11.1 Cash float in Cash Registers is reconciled at the end of each day

Comments

Current practice is for two staff to count cash takings and reconcile cash registers at the end of the day.

Observations

- (a) The systems, procedures and processes in place for the reconciliation of the cash float in the cash register are considered appropriate.

5.11.2 Cash collected is accounted for correctly

Comments

Current practice is for two staff to count cash takings and reconcile cash registers at the end of the day

There is no formally documented procedure that provides guidance on how a daily receipts reconciliation is performed at the end of each day.

Observations

- (a) It is suggested that a procedure for the reconciliation of daily receipts be created, including detailed description and include screenshots of data entry screens so a user that is not familiar with the end of day receipting reconciliation process would be able to follow the procedure step by step. .



5.11.3 Cash floats at outstations are reconciled at the end of each day and are periodically checked by management

Comments

All cash takings for the swimming pool, transfer station are collected and delivered to the office on a regular basis. The takings are receipted at the administration office and then banked the following day.

All cash takings for the medical centre are banked daily.

Each outstation has its own cash float. The floats are verified at the end of each financial year.

Observations

- (a) The systems, procedures and processes in place for the cash floats at outstations are considered appropriate.

5.11.4 Petty cash is recouped on a regular basis and reconciliation is approved by supervisor

Comments

The local government recoups petty cash on an ad-hoc basis unless there is a need for a recoup to be done earlier. Petty cash reconciliation worksheets are completed; receipts are attached to the worksheet. Remaining cash is counted by the Finance Officer (FO) and FC to verify cash balance and recoup amount. FC cross-checks recoup to receipts and authorises recoupment.

A manual count of the petty cash was conducted and verified to \$200 along with receipts held in the cash float tin.

Observations

- (a) The systems, procedures and processes in place for Petty Cash Recoups are considered appropriate.

5.11.5 Physical stock on hand is checked and reconciled to stock register on a monthly basis

Comments

Only diesel fuel is kept as stock. The Manager Works and Services monitors physical stock levels.

Bulk fuel purchases are made through a local fuel company. A Smartfill card/fob reader has been fitted to the fuel bowers. Each plant operator swipes the NFC card/fob against the reader and enters a pin, then is able to fill the plant vehicle up with the appropriate fuel. The fuel in litres is recorded in the Smartfill software. Reports are accessed via a web browser from the data stored in the cloud. A fuel transactions report is downloaded each quarter and transactions are recorded into an excel spreadsheet.



Bowser readings and dips are taken fortnightly by the mechanic and are recorded on the weekly Fuel Reconciliation sheets.

Observations

- (a) There is no formal monthly reconciliation of fuel receipts and issues to the SynergySoft general ledger. This could have implications in relation to the calculation of the Net Current Assets position at the end of each month, as the stock on hand in the general ledger may differ from physical stock on hand at the depot.
- (b) Transactions for fuel used are not posted to the plant cost ledger on a monthly basis but are done quarterly. The fuel is currently being posted back into the same operating expense general ledger account, rather than using a Materials Purchased and Materials Allocated general ledger accounts in the balance sheet area.
- (c) At year end the physical stock reading is utilised as the closing stock on hand balance, and the general ledger is adjusted accordingly.



6.0 INTERNAL CONTROL EVALUATION

Internal control is defined as a process effected by the Council and management designed to provide reasonable assurance regarding the achievement of objectives in the following categories-

- (1) Reliability of financial reporting;
- (2) Compliance with applicable laws; and
- (3) Effectiveness and efficiency of operations.

The internal control systems reviewed in this report are limited to the controls that ensure financial information is accurate and reliable; compliance with laws and regulations is attained; and effective and efficient operations is achieved.

The Internal Control Evaluation Forms attached to this report summarise the control conditions evaluated for the following areas-

- (1) Sales, Debtors and Cash Receipts;
- (2) Purchases, Creditors and Cash Payments;
- (3) Property, Plant and Equipment;
- (4) Inventories and Cost of Sales;
- (5) Cash at Bank; and
- (6) Payroll.

The Evaluation Forms also identify any weaknesses associated with each control objective assessed.

The Shire of Boyup Brook has enhanced its control environment by setting policies and procedures. The segregation of duties has been examined in detail through the process maps attached to this report; and roles and responsibilities of employees verified to the position descriptions.

The Internal Control Evaluation undertaken included approvals, authorisations, reconciliations, reviews of performance, security of assets, and segregation of duties. A copy of the Internal Control Evaluation is attached at Attachment 2. The Evaluation has identified the following weaknesses for Councils consideration-

- (1) 30-250.1.1 – All sales invoices raised are properly supported
 - (a) Private Works fees not in accordance with Schedule of Fees and Charges.

Invoice # 2571 contained fees for labour, loader hire and utility hire that were different from the current Schedule of Fees and Charges adopted.

Debtor invoices raised need to be verified that fee being charged is in accordance with Schedule of Fees and Charges adopted by Council.



(b) Expired Commercial Leases.

A sample inspection of leases revealed several had expired.

A review of all commercial leases should take place to ensure they are renewed upon or before expiry, and a summary schedule of expiry dates should be prepared.

(c) Podiatry Rental fees not in accordance with Schedule of Fees and Charges.

Invoice 2652 charged \$40 for room hire, whereas Schedule of Fees & Charges list the room hire rate of \$80.

Debtor invoices raised need to be verified that fee being charged is in accordance with Schedule of Fees and Charges adopted by Council.

(d) Rylington Park venue hire fees not in accordance with Schedule of Fees and Charges.

Invoice 2673 charged \$400 for 4 days hire, whereas Schedule of Fees & Charges list the venue hire rate of \$1,000 per day (pro-rata) up to 16 people including catering.

(2) 30-300 – Receivables are properly credited, lapping is prevented

(a) Long outstanding sundry debtors are not currently monitored adequately, with 15% of debts being outstanding for greater than 90 days.

It is suggested that Council:

A. Consider adopting a Debt Collection policy that provides clear framework and direction on the recovery of outstanding debts; and

B. Consider implement a more rigorous monitoring, reviewing and follow-up of delinquent debtors, with reviews being conducted at the end of each month with recovery action approved by the CEO.

(3) 30-330.4.1 – Sales invoices are correctly calculated

(a) A series of fees and charges levied were not in accordance with the Schedule of Fees and Charges adopted by Council.

It is suggested that all debtor invoices have supporting documentation attached to them to allow the verification of the nature of the services provided and the fee being charged, and to ensure the fee charged is correct.

It is recommended that the Finance Coordinator undertake the role of checking invoices raised and to certify debtor batch listings to improve internal controls.

(4) 31-250.1.1 - All purchases/expenses and related liabilities are supported by evidence of relevant goods or services being received

(a) Policy F.03 needs to be updated to reflect tender requirement threshold of \$250,000.

(b) One instance was identified where no quotation documentation was attached to support the purchase of over \$5,000 in value.

It is recommended that the Accounts Payable process be amended to include a compliance check with Councils Purchasing Policy requirements.

(c) Two instances were identified where invoices were paid with purchase orders being attached or referenced on the invoice.



It is recommended that the Finance Coordinator ensure supplier invoices raised have a purchase order attached, prior to authorising supplier invoice batch update.

(5) 31-250.1.2 – Purchases, Creditors and Cash Payments

(a) Rates raised on Council owned and controlled properties.

Council owned and controlled properties are exempt from local government rates. The raising of the rates and their payment results in overstating the income and expenditure of the local government for the reporting period. The Council properties should be flagged as non-rateable, which would then remove the need for payment of the rates.

(6) 33.250.1.1 – Stock and Work in Progress are adequately safeguarded

(a) Fuel not reconciled to general ledger.

There is no formal monthly reconciliation of fuel receipts and issues to the SynergySoft general ledger. This could have implications in relation to the calculation of the Net Current Assets position at the end of each month, as the stock on hand in the general ledger may differ from physical stock on hand at the depot.

(7) 33-330.4.1 - Stocks are properly and accurately costed

(a) Stock transactions not processed in General Ledger correctly.

The fuel is currently being posted back into the same operating expense general ledger account, rather than using a Materials Purchased and Materials Allocated general ledger accounts in the balance sheet area.

This process can have an adverse impact on the value placed on fuel allocated to works and not accurately reflect the stock on hand figure in Net Current Assets.



7.0 RISK MANAGEMENT SYSTEMS

7.1 REVIEW WHETHER THE LOCAL GOVERNMENT HAS AN EFFECTIVE RISK MANAGEMENT SYSTEM AND THAT MATERIAL OPERATING RISKS TO THE LOCAL GOVERNMENT ARE APPROPRIATELY CONSIDERED

Comment

The local government does not have a Risk Management System Framework in place. A framework that consists of a range of formal policies, operational procedures and risk profiles.

The local government does not have a Risk Management policy that articulates the local governments' risk management objectives, roles and responsibilities of staff, and the monitoring and review process. It does not articulate the Council's risk appetite and or tolerance.

No risk profiles were documented at the time of writing this report.

The Corporate Business Plan (CPB) references some key strategic risks of the local government.

Observations

- (a) The local government does not have a Risk Management System that includes policies, operational procedures and risk profiles.
- (b) The Risk Management Policy does not address risk appetite or risk tolerance.
- (c) The local government does not have risk profiles for strategic and operational risks.
- (d) The local government does not have a Risk Management Framework/Manual.

7.2 REVIEW WHETHER THE LOCAL GOVERNMENT HAS A CURRENT AND EFFECTIVE BUSINESS CONTINUITY PLAN (INCLUDING DISASTER RECOVERY) WHICH IS TESTED FROM TIME TO TIME

Key aspects assessed and reviewed include:

7.2.1 Business Continuity Plan

Comment

The local government has a Business Continuity Plan (BCP) that was compiled in 2017.

Observations

- (a) The local government should review its Business Continuity Plan (BCP).
- (b) The CEO should consider developing a schedule for the BCP testing methods to be undertaken and the frequency they are to be performed.



6.2.2 IT Disaster Recovery Plan

Comment

The local government does not have an IT Disaster Recovery Plan.

Observations

- (a) IT Disaster Recovery is an integral part of BCP and should be addressed as a high priority action.
- (b) Once completed, CEO should consider developing a schedule for testing the IT disaster recovery plan.

7.2.3 Emergency Risk Management

Comment

The local government has a Local Emergency Management Arrangement (LEMA) Plan in place. It was recently reviewed in June 2024.

In accordance with Section 5.5, LEMA is due for review 5 years from its last full review date.

Observations

- (a) The systems and processes implemented as control mechanisms for the LEMA Plan are considered appropriate.

7.3 ASSESS INTERNAL PROCESSES FOR DETERMINING AND MANAGING MATERIAL OPERATIONAL RISKS IN ACCORDANCE WITH THE LOCAL GOVERNMENTS' IDENTIFIED TOLERANCE FOR RISK

7.3.1 Potential Non-Compliance with legislation, regulations, standards and local government policies

Comment

The Shire has implemented an annual compliance calendar.

The implementation of a legislative compliance checklist would reinforce that all statutory requirements have been met for compliance items identified on the Annual Compliance Calendar.

The 2022 Compliance Audit Return for the period 1 January 2022 to 31 December 2022 was submitted to the Audit Committee 23 March 2023. The Audit Committee accepted the 2022 Compliance Audit Return Report.

The local government has a Policy Manual that contains all of the policies approved by the Council. It was last reviewed in November 2023. Staff are able to access the Policy Manual via a corporate networked drive. Staff are made aware of Council Policies during their induction process.



The Agenda Report template contains a specific heading for outlining any policy implications that apply to any item of business presented to Council.

The local government has numerous internal processes, but very few have been flow-charted or formalised into process/procedure manuals.

Observations

- (a) The implementation of a legislative compliance checklist may assist in reinforcing the statutory requirements have been met for compliance items identified on the compliance calendar.
- (b) The systems and processes implemented as control mechanisms for the Compliance Audit Return are considered appropriate.

7.3.2 Important Accounting Judgements or Estimates that prove to be wrong

Comment

The local government is required to prepare a 10-year Long Term Financial Plan (LTFP) and undertake sensitivity modelling to identify what potential financial impacts could occur if actual economic conditions differ from financial assumptions made. The Shire's current LTFP is out of date and needs urgent review.

Business plans are prepared for large projects to evaluate financial and other associated risks, and to provide a financial estimates for inclusion into the LTFP forecasts and budgeting.

Officers of the local government monitor budget allocations through-out the year to identify any variations to actual costs when compared to accounting estimates, that will significantly impact on the closing position for the reporting period. Any variations identified are reported to the EMT for evaluation, and if considered significant, an agenda report is prepared and submitted to Council with corrective action.

A mid-year budget review is undertaken to identify if projects and programs are tracking according to budget estimates; discover any projected variations that may have a significant impact on the closing position for the reporting period, and to suggest any corrective action that may be required as a result of the variations identified.

Observations

- (a) The local government needs to update its Long Term Financial plan urgently.
- (b) The remaining systems and processes implemented as control mechanisms for the important accounting judgements and estimates are considered appropriate.



7.3.3 Litigations and Claims

Comment

The local government does not have a risk management policy or procedure, which details the responsibilities of staff in relation to risk and control management.

All insurance claims are coordinated by the Finance coordinator (FC).

A register of all current litigation claims against the local government is maintained.

The local governments' approach once the potential for claim or litigation arise is to advise their Insurer immediately so that appropriate mitigation activities can begin to contain or reduce the potential consequences or likelihood of occurrence.

In the last two years there have been no claims on the local government from a Liability perspective.

Observations

- (a) The local government needs to develop a Risk Management System that includes policies, operational procedures and risk profiles.
- (b) Risk profiles should be developed for strategic and operational risks.
- (c) The local government should develop a Risk Management Framework/Manual.
- (d) The remaining systems and processes implemented as control mechanisms for managing litigations and claims are considered appropriate.

7.3.4 Misconduct, Fraud and Theft

Comment

The local government does not have a policy on fraud, corruption, theft and misconduct.

The local governments' Auditors reports over the last two years state that whilst there are limitations in the audit process they did not identify or suspect fraudulent activity.

The local government does have crime insurance cover for fraud or corruption activities with an insured limit of \$100,000.

Observations

- (a) The local government should consider adopting a policy on fraud, corruption and misconduct control.



7.3.5 Significant Business Risks, recognising responsibility for general or specific risk areas, such as environmental risk, occupational health and safety risk, and how they are managed by the local government

Comment

The local government has prepared a Local Emergency Management Plan.

The local government has prepared a Business Continuity Plan.

The local government has not prepared any risk profiles of areas considered to have potential to represent substantial business risk to operations.

Observations

- (a) Risk profiles be developed for strategic and operational risks.

7.4 OBTAINING REGULAR RISK REPORTS, WHICH IDENTIFY KEY RISKS, THE STATUS AND THE EFFECTIVENESS OF THE RISK MANAGEMENT SYSTEMS, TO ENSURE IDENTIFIED RISKS ARE MONITORED AND NEW RISKS ARE IDENTIFIED, MITIGATED AND REPORTED

Key aspects assessed include:

7.4.1 Risk Registers and Risk Profiles

Comment

The local government has not prepared any risk profiles of areas considered to have potential to represent substantial business risk to operations.

The local government has a risk register in place.

Observations

- (a) Risk profiles should be developed for strategic and operational risks.



7.4.2 Audit Committee Meetings

Comment

The Local Government Act and Regulations stipulate that each local government is to establish an Audit Committee. The role of the Audit Committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions, and ethical accountability³.

An inspection of the Audit Committee minutes detailed the following:

- (1) 23 March 2023
 - Consideration of 2022 Compliance Audit Return.
- (2) 21 September 2022
 - Consideration of Audit Management Report for 30 June 2021.
 - Adoption of the Annual Financial Report for 30 June 2021.

Department of Local Government, Sport and Cultural Industries (DLGSC) Operational Guideline No. 9 recommends audit committee meetings should be conducted at least quarterly.

Observations

- (a) It is suggested the local government consider whether there is a need for the Audit Committee to meet more frequently than the current 2 times per year, given the recommended frequency of quarterly by the Department of Local Government, Sport and Cultural Industries.

7.5 ASSESS THE ADEQUACY OF THE LOCAL GOVERNMENTS' PROCESSES TO MANAGE INSURABLE RISKS AND ENSURE THE ADEQUACY OF INSURANCE COVER, AND IF APPLICABLE, THE LEVEL OF SELF INSURANCE

Comment

All insurance products are arranged through Local Government Insurance Services (LGISWA) and are formally reviewed on an annual basis. Formal renewal meetings are generally held in February with the insurable periods being based on the financial year. Regular contact is maintained with the LGISWA to ensure that relevant exposures are appropriately covered. The local government is a participant of the workers compensation, public liability, and industrial special risks (property) self-insurance schemes through the WA Local Government Association.

³ Local Government Operational Guidelines #9



Observations

- (a) The systems and processes in place for management of insurable risk are considered appropriate.

7.6 REVIEW THE EFFECTIVENESS OF THE LOCAL GOVERNMENTS' INTERNAL CONTROL SYSTEM WITH MANAGEMENT AND THE INTERNAL AND EXTERNAL AUDITORS

Comment

The Local Government Act and Regulations stipulate that each local government is to establish an Audit Committee. The role of the Audit Committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, *risk management* systems, internal and external audit functions, and ethical accountability⁴.

There was no evidence that:

- (a) A Financial Management Review, as required by *Local Government (Financial Management) Regulations 1996*, regulation 5 had been conducted in the last 3 years; and
- (b) A Review of Legislative Compliance, Internal Control and Risk Management Systems, as required by *Local Government (Audit) Regulations 1996*, regulation 17 had been conducted in the last 3 years.

Observations

- (a) The Financial Management Review requirements of Financial Management Regulation 5 were addressed in February 2024.
- (b) This report addresses the requirement of the Audit Regulation 17 review.

⁴ Local Government Operational Guidelines #9



7.7 ASSESS WHETHER MANAGEMENT HAS CONTROLS IN PLACE FOR UNUSUAL TYPES OF TRANSACTIONS AND/OR ANY POTENTIAL TRANSACTION THAT MIGHT CARRY MORE THAN AN ACCEPTABLE DEGREE OF RISK.

Comment

The local government does have clear segregation of duties in the accounts payable function. Supplier invoices are checked and certified to batch report listings by a supervisor.

The local governments' delegation and policy framework provide the controls for all transaction types, including unusual transactions.

Purchasing policy controls include:

- (i) limitations on which officers have authority to make purchases on behalf of the local government;
- (ii) the purchase threshold that applies to specific officers, limiting the value to which they can generate a purchase order for;
- (iii) An approved budget allocation existing, or a resolution of Council being obtained, prior to the purchase taking place; and
- (iv) the purchasing process that must be followed prior to the purchase being made.

Delegation controls include:

- (i) Limiting the officers who can make payments from the Municipal or Trust Funds;
- (ii) The number of officers required to certify and authorise payments over a specified value threshold; and
- (iii) A report list being compiled of all payments made each month from the Municipal Fund and Trust Fund.

Any transaction that is not referenced within this framework requires CEO and Council oversight and approval to proceed.

Observations

- (a) The systems, procedures, and processes in place for unusual transactions are considered appropriate



7.8 ASSESS THE LOCAL GOVERNMENTS' PROCUREMENT FRAMEWORK WITH A FOCUS ON PROBITY AND TRANSPARENCY OF POLICIES AND PROCEDURES/PROCESSES AND WHETHER THESE ARE BEING APPLIED

Comment

The local government has a purchasing policy in place, that describes the process applicable to purchases within specific thresholds. The policy contains the ethics and integrity principles that must be adhered to when making purchases on behalf of the local government.

Purchasing is a decentralised function, with a range of officers having the authority to issue purchase orders and incur liabilities on behalf of the local government. The CEO has unlimited authority for issuing purchase orders; the Deputy CEO and the Works Manager are limited to purchases of \$20,000 or less in value; Rylington Park Farm Manager and Principal General Practitioner are limited to purchases of \$5,000 or less in value; Finance Coordinator, Medical Practice Manager, Parks & Gardens Supervisor and Mechanic are limited to purchases of \$2,500 or less in value; Child Care Project Officer is limited to purchases of \$1,500 or less in value; Executive Assistant, Works & Services Administration Officer, Technical officer and Pool Manager are limited to purchases of \$1,000 or less in value.

A sample of supplier invoices and payments for April 2023, September 2023 and December 2023 were analysed for compliance with the following:

- (a) Purchase order had been raised for purchase and was attached with suppliers' invoice to payment voucher;
- (b) Certification stamp on supplier invoice was signed by ordering or receiving officer that goods had been received in appropriate condition or services had been rendered at appropriate standard;
- (c) Certification stamp on supplier invoice was signed by ordering officer noting that computations of invoice had been checked;
- (d) Authorisation stamp on supplier invoice was signed by ordering officer or manager confirming that the invoice was approved for payment;
- (e) Purchasing policy requirements in relation to quotations or tenders had been met.

Observations

The analysis of the 346 sample payments tested revealed that:

- (a) There were two instances where a purchase order was not raised.
- (b) There was one instance where the required number of quotations under the purchasing policy threshold were not obtained and complied with.



7.9 WHERE REQUIRED, EXECUTIVE MANAGEMENT TEAM, EXTERNAL AUDITORS AND COMPLIANCE STAFF PERIODICALLY MEET TO UNDERSTAND AND DISCUSS ANY CHANGES IN THE LOCAL GOVERNMENTS' CONTROL ENVIRONMENT

Comment

The Shire of Boyup Brook is a relatively small local government from an organisational structure perspective. The key senior positions consist of the Chief Executive Officer, Deputy CEO and Manager Works and Services, who meet informally monthly to discuss issues of strategic and operational importance.

Observations

- (a) Given the size and structure of the local government, current control mechanisms are considered appropriate.

7.10 ASCERTAIN WHETHER FRAUD AND MISCONDUCT RISKS HAVE BEEN IDENTIFIED, ANALYSED, EVALUATED, HAVE AN APPROPRIATE TREATMENT PLAN, WHICH HAS BEEN IMPLEMENTED, COMMUNICATED, MONITORED AND THERE IS REGULAR REPORTING AND ONGOING MANAGEMENT OF FRAUD AND MISCONDUCT RISKS

Key aspects assessed include:

7.10.1 Fraud and Corruption

Comment

The local government has not compiled a risk profile for fraud and corruption.

The local government has not yet adopted a fraud and corruption policy or implemented a procedure regarding fraud and corruption.

Audit Management reports from auditors over the last two years state whilst there are limitations in the audit process, they did not identify or suspect fraudulent activity.

Observations

- (a) The local government should consider adopting a policy on Fraud and Corruption so there is clear guidance to staff on Councils position.



7.10.2 Misconduct

Comment

The local government has not compiled a risk profile for Misconduct.

The local government has not yet adopted a misconduct policy or implemented a procedure regarding misconduct.

Observations

- (a) The local government should consider adopting a policy on Misconduct so there is clear guidance to staff on Councils position.



8.0 FINDINGS

The Legislative Compliance, Internal Control and Risk Management Review for the Shire of Boyup Brook involved the examination of approximately 106 areas of the local governments' control environment; of which 65 were found to have a high standard of policies, procedures, processes and systems in place.

The local governments systems and control environment for Legislative Compliance and Internal Control is considered appropriate and was operating effectively at the time of the review.

The local governments Risk Management systems and control environment is basic and requires extensive work to bring it up to a standard that is appropriate and effective.

The following findings present an opportunity for the local government to consider suggested improvements to internal procedures and processes to enhance the overall control environment.

Internal Monitoring of Compliance with Legislation and Regulations

- (1) The implementation of a compliance checklist may assist in reinforcing all statutory requirements have been met for complex compliance items identified on the Annual Compliance Calendar.
- (2) Government gazettes should be monitored for any legislative changes that may have an impact on the operations of the local government.

Annual Compliance Audit Return and Reporting to Council the Results of that Review

- (3) The 2023 Compliance Audit Return contained three non-compliance items. A current Corporate Business Plan was not in place; Financial Management Review required by Regulation 5 had not been completed; and the Risk Management, Internal Control and Legislative Compliance Review required by Regulation 17 had not been completed .

Staying Informed about how Management is Monitoring the Effectiveness of its Compliance and making Recommendations for change as necessary

- (4) A Terms of Reference/Charter for the Audit Committee does not exist. The adoption of a Terms of Reference for all committees is important as it clearly establishing the Objectives of the Committee, its membership, meeting frequency, reporting, and duties and responsibilities.
- (5) The local government does not have a current Workforce Plan.
- (6) The local government does not have a current Long Term Financial Plan.
- (7) The local government does not have current Asset Management Plan(s) covering all asset classes.
- (8) The local government does not have an Internal Control Policy.
- (9) The local government does not have a Legislative Compliance Policy.



- (10) The local government does not have a Fraud, Corruption and Misconduct Policy.

Review Whether the Local Government has Procedures for it to Receive, Retain and Treat Complaints, Including Confidential and Anonymous Employee Complaints

- (11) The local government does not have a policy or procedure that provides a framework for dealing with all types of complaints.
- (12) The local government does not have a procedure that deals with internal complaints, grievances, confidential and anonymous employee complaints.
- (13) The local government does not have a grievance policy or a grievance procedure.
- (14) The local government does not have an internal procedure manual relating to Public Interest Disclosures as required by the PID Act
- (15) The local government does not have a procedure to handle complaints about Elected Member Official Conduct matters.

Assess the Local Governments' Compliance Framework Dealing with Relevant External Legislation and Regulatory Requirements

- (16) The local government does not have a Governance Manual.

Review Audit Committee's Processes and Procedures Regarding Compliance with Legislation and Regulatory Requirements Imposed on Members Including Not Misusing Their Position to Gain an Advantage for themselves or another, or Cause Detriment to the Local Government, and Disclosing Conflicts of Interest

- (17) The local government does not have an Elected Members Induction Manual.
- (18) The local government does not have a Governance Manual.

Separation of Roles and Functions, Processing and Authorisation

- (19) There is a weakness in the accounts payable system, as invoices were paid without a purchase order being attached or referenced on the invoice. This demonstrates the independent check conducted was not thorough, representing a weakness in the internal control process.
- (20) There is a weakness in the accounts payable system, as purchase orders were issued and invoices were paid without ensuring the procurement process complied with Councils Purchasing Policy. This demonstrates the independent check conducted was not thorough, representing a weakness in the internal control process
- (21) The certification of the Monthly Reconciliations Checklist by a relevant line manager would improve internal controls.

Limit of Direct Physical Access to Assets and Records



- (22) The local government does not have an IT Security Policy or Procedure.
- (23) The location of the server in the copier room does not facilitate sound security protocols to be implemented.
- (24) There is a lack of security over access to keys for Council properties.
- (25) There is a lack of security over access to keys for major Council plant and light vehicles.

Control of Computer Applications and Information Systems Standards

- (26) The local government does not have an IT Security Policy or Procedure.

Regular Maintenance and Review of Financial Control Accounts and Trial Balance

- (27) The certification of the Monthly Reconciliations Checklist by a relevant line manager would improve internal controls.

Arithmetical Accuracy and Content of Records is Regularly Checked

- (28) There is a weakness in the internal control environment for sundry debtors as invoices were raised for amounts not in accordance with the Schedule of Fees and Charges.

Report, Review, and Approval of Financial Payments and Reconciliations

- (29) There is a weakness in the accounts payable system, as invoices were paid without a purchase order being attached or referenced on the invoice. This demonstrates the independent check conducted was not thorough, representing a weakness in the internal control process.
- (30) There is a weakness in the accounts payable system, as purchase orders were issued and invoices were paid without ensuring the procurement process complied with Councils Purchasing Policy. This demonstrates the independent check conducted was not thorough, representing a weakness in the internal control process.

Comparison of the Result of Physical Cash and Inventory Counts with Accounting Records

- (31) There is no formal monthly reconciliation of fuel receipts and issues to the SynergySoft general ledger. This could have implications in relation to the calculation of the Net Current Assets position at the end of each month, as the stock on hand in the general ledger may differ from physical stock on hand at the depot.
- (32) Transactions for fuel used are not posted to the plant cost ledger on a monthly basis but are done quarterly. The fuel is currently being posted back into the same operating expense general ledger account, rather than using a Materials Purchased and Materials Allocated general ledger accounts in the balance sheet area.
- (33) At year end the physical stock reading is utilised as the closing stock on hand balance, and the general ledger is adjusted accordingly.



(34) The Internal Control Evaluation has identified the following weaknesses-

- (h) 30-250.1.1 – All sales invoices raised are properly supported
 - (i) Private Works fees not in accordance with Schedule of Fees and Charges

Invoice # 2571 contained fees for labour, loader hire and utility hire that were different from the current Schedule of Fees and Charges adopted.

Debtor invoices raised need to be verified that fee being charged is in accordance with Schedule of Fees and Charges adopted by Council.
 - (ii) Expired Commercial Leases.

A review of all commercial leases needs to be undertaken to ensure they are renewed upon, or before, expiry.
 - (iii) Podiatry Rental fees not in accordance with Schedule of Fees and Charges.

Invoice 2652 charged \$40 for room hire, whereas Schedule of Fees & Charges list the room hire rate of \$80.

Debtor invoices raised need to be verified that fee being charged is in accordance with Schedule of Fees and Charges adopted by Council
 - (iv) Rylington Park venue hire fees not in accordance with Schedule of Fees and Charges.

Invoice 2673 charged \$400 for 4 days hire, whereas Schedule of Fees & Charges list the venue hire rate of \$1,000 per day (pro-rata) up to 16 people including catering.
- (i) 30-300 – Receivables are properly credited, lapping is prevented
 - (i) Long outstanding sundry debtors are not currently monitored adequately, with 15.00% of debts being outstanding for greater than 90 days.

It is suggested that Council:

 - C. Consider adopting a Debt Collection policy that provides clear framework and direction on the recovery of outstanding debts; and
 - D. Consider implement a more rigorous monitoring, reviewing and follow-up of delinquent debtors, with reviews being conducted at the end of each month with recovery action approved by the CEO.
- (j) 30-330.4.1 – Sales invoices are correctly calculated
 - (i) A series of fees and charges levied were not in accordance with the Schedule of Fees and Charges adopted by Council.



It is suggested that all debtor invoices have supporting documentation attached to them to allow the verification of the nature of the services provided and the fee being charged, and to ensure the fee charged is correct.

It is recommended that the Finance Coordinator undertake the role of checking invoices raised and to certify debtor batch listings to improve internal controls.

- (k) 31-250.1.1 - All purchases/expenses and related liabilities are supported by evidence of relevant goods or services being received

- (i) Policy F.03 needs to be updated to reflect tender requirement threshold of \$250,000.
- (ii) One instance was identified where no quotation documentation was attached to support the purchase of over \$5,000 in value.

It is recommended that the Accounts Payable process be amended to include a compliance check with Councils Purchasing Policy requirements.

- (iii) Two instances were identified where invoices were paid with purchase orders being attached or referenced on the invoice.

It is recommended that the Finance Coordinator ensure supplier invoices raised have a purchase order attached, prior to authorising supplier invoice batch update.

- (l) 31-250.1.2 – Purchases, Creditors and Cash Payments

- (i) Rates raised on Council owned and controlled properties.

Council owned and controlled properties are exempt from local government rates. The raising of the rates and their payment results in overstating the income and expenditure of the local government for the reporting period. The Council properties should be flagged as non-rateable, which would then remove the need for payment of the rates.

- (m) 33.250.1.1 – Stock and Work in Progress are adequately safeguarded

- (i) Fuel not reconciled to general ledger.

There is no formal monthly reconciliation of fuel receipts and issues to the SynergySoft general ledger. This could have implications in relation to the calculation of the Net Current Assets position at the end of each month, as the stock on hand in the general ledger may differ from physical stock on hand at the depot.

- (n) 33-330.4.1 - Stocks are properly and accurately costed

- (i) Stock transactions not processed in General Ledger correctly.

The fuel is currently being posted back into the same operating expense general ledger account, rather than using a Materials Purchased and Materials Allocated general ledger accounts in the balance sheet area.



This process can have an adverse impact on the value placed on fuel allocated to works and not accurately reflect the stock on hand figure in Net Current Assets.

Review whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered

- (35) The local government does not have a Risk Management System that includes policies, operational procedures and risk profiles.
- (36) The Risk Management Policy does not address risk appetite or risk tolerance.
- (37) The local government does not have risk profiles for strategic and operational risks.
- (38) The local government does not have a Risk Management Framework/Manual. The compilation of risk policies, procedures, and risk profiles into a single document may assist in articulating the local governments approach to risk management in a more cogent manner by presenting it as its' Risk Management Framework/Manual.

Review whether the local government has a current and effective Business Continuity Plan (including Disaster Recovery) which is tested from time to time

- (39) The local government's Business Continuity Plan (BCP) was adopted in 2017. It should be reviewed for currency.
- (40) The CEO should consider developing a schedule for the BCP testing methods to be undertaken and the frequency they are to be performed, once a BCP is in place.

Assess internal control processes for determining and managing material operational risks in accordance with the local governments' identified tolerance for risk

- (41) The implementation of a legislative compliance checklist may assist in reinforcing the statutory requirements have been met for complex compliance items identified on the compliance calendar.
- (42) The local government needs to update its Long Term Financial plan urgently.
- (43) The local government needs to develop a Risk Management System that includes policies, operational procedures and risk profiles.
- (44) The local government does not have risk profiles for strategic and operational risks.
- (45) The local government does not have a Risk Management Framework/Manual.
- (46) The local government should consider adopting a policy on fraud, corruption and misconduct control.
- (47) The local government's Business Continuity Plan (BCP) was adopted in 2017. It should be reviewed for currency.



Obtaining regular risk reports, which identify key risks, the status, and effectiveness of the risk management systems, to ensure identified risks are monitored and new risks are identified, mitigated and reported

- (48) Risk profiles should be developed for strategic and operational risks.
- (49) The local government should consider whether there is a need for the Audit Committee to meet more frequently than the current two times per year, given the recommended frequency of quarterly by the Department of Local Government, Sport and Cultural Industries.

Assess the local governments' procurement framework with a focus on probity and transparency of policies and procedures/processes and whether these are being applied

- (50) The local government should consider developing a risk profile for Procurement, Disposal, and Tender Practices.

Ascertain whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan, which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks

- (51) The local government should consider adopting a policy on fraud, corruption and misconduct control.



9.0 IMPROVEMENT RECOMMENDATIONS

As a result of the findings, the following improvement recommendations are made:

- (1) That the CEO consider the implementation of a compliance checklist detailing the statutory obligations to be met for complex compliance items identified on the Annual Compliance Calendar.
- (2) That the CEO implement a process where Government Gazette's are monitored for legislative changes.
- (3) That the CEO prepare draft Terms of Reference for all Committees of Council for Council to consider.
- (4) That the CEO place a priority on the preparation of a Workforce Plan.
- (5) That the CEO place a priority on the review of the Long Term Financial Plan.
- (6) That the CEO place a priority on the review of Asset Management Plan(s).
- (7) That the CEO consider implementing an Internal Control Policy.
- (8) That the CEO consider implementing a Legislative Compliance Policy.
- (9) That the CEO consider implementing a Fraud, Corruption and Misconduct Policy.
- (10) That the CEO consider implementing a Complaints Handling Policy
- (11) That the CEO consider implementing a complaints work procedure, which also addresses internal complaints, grievances, confidential and anonymous employee complaints
- (12) That the CEO consider implementing a Grievance Policy/Procedure.
- (13) That the CEO consider implementing a procedure that relates to Public Interest Disclosures.
- (14) That the CEO consider implementing a procedure that details the process of handling complaints about elected members under the Official Conduct Rules.
- (15) That the CEO consider implementing an Elected Members Induction Manual.
- (16) That the CEO consider implementing a Governance Manual that provides guidance on the corporate governance framework that applies to the local government for Elected Members and Staff.
- (17) That the CEO consider implementing an internal control requiring the certification of the Monthly Reconciliations Checklist by a relevant line manager.
- (18) That the CEO consider implementing an IT Security Policy and/or an IT Security Procedure.
- (19) That the CEO consider reviewing the security of and access to keys for buildings and plant and equipment.



- (20) That the CEO consider undertaking a review of the monthly fuel reconciliation process to ensure the stores system in SynergySoft has been implemented correctly so that fuel issues and receipts are costed to the correct balance sheet accounts, which will ensure fuel stock is reported appropriately.
- (21) That the CEO consider developing a Risk Management System that includes policies, operational procedures and key risk profiles.
- (22) That the CEO consider developing risk profiles for strategic and operational risks.
- (23) That the CEO consider the implementation of a Risk Management Framework/Manual that articulates the local governments' risk policies, procedures, profiles appetite and tolerance in a single document.
- (24) That the CEO consider reviewing the Business Continuity Plan.
- (25) That the CEO consider developing a schedule for the Business Continuity Plan testing methods to be undertaken, including IT disaster recovery, and the frequency they are to be performed.
- (26) That the CEO evaluate whether there is a need for the Audit Committee to meet more frequently than twice per year.
- (27) That the CEO consider developing a risk profile for Procurement, Asset Disposal, and Tender Practices.



19.0 OPINION

The review of the Legislative Compliance, Internal Control and Risk Management systems and procedures developed by the Shire of Boyup Brook indicates that, except for those matters identified in the findings and recommendations section of this report, they are appropriate and effective for the particular operations and size of the local government.

DRAFT



ATTACHMENT 1
SAMPLE POLICIES AND DELEGATIONS



Policy Type:	
Date Adopted:	

Policy No:	XX
Date Last Reviewed:	

Legal (Parent): <ol style="list-style-type: none"> 1. Local Government Act 1995 (As Amended) – Section 6.5. 2. Local Government Act 1995 (As Amended) – Section 7.13.
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Legal (Subsidiary): <ol style="list-style-type: none"> 1. Regulation 5, Local Government (Financial Management) Regulations 1996. 2. Regulation 17, Local Government (Audit) Regulations 1996.

Delegation of Authority Applicable	Yes/No
Delegation Number	

Work Procedure Applicable	
Work Procedure Number	

ADOPTED POLICY	
Title:	INTERNAL CONTROL POLICY
Objective:	To provide a policy framework for the establishment of documented internal controls that are implemented based on risk management principles.

1.0 General

Systems of policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations. These systems not only relate to accounting and reporting but also include communication and organisational processes both internally and externally, staff management and error handling.

2.0 Internal Control Framework

An appropriate and effective internal control framework is the responsibility of all employees. All employees are accountable for implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework in differing degrees.

The Audit Committee and Council are responsible for mandating that a strong internal control framework be implemented in order to have assurance of the good governance of the organisation. The Chief Executive Officer will report regularly to the Audit Committee and Council on the review and improvement to Council's internal control framework.

3.0 Monitoring, Reviewing and Reporting

A monitoring and reporting system will be implemented with will provide biannual reports to management, the Audit Committee and Council on the status of Risk Management, Internal Controls and Legislative Compliance within the local government, which will identify for specific areas for review.



Policy Type:	
Date Adopted:	

Policy No:	XX
Date Last Reviewed:	

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 (As Amended) – Section 6.5. 2. Local Government Act 1995 (As Amended) – Section 7.13.

Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Regulation 5, Local Government (Financial Management) Regulations 1996; 2. Regulation 17, Local Government (Audit) Regulations 1996.

Delegation of Authority Applicable	No
Delegation Number	

Work Procedure Applicable	Yes
Work Procedure Number	XX

ADOPTED POLICY	
Title:	LEGISLATIVE COMPLIANCE POLICY
Objective:	To provide a policy framework for the establishment of documented processes and procedures to ensure the local government complies with legislative requirements

1.0 General

The local government will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.

These processes and structures will aim to:-

- Develop and maintain a system for identifying the legislation that applies to the Shire's activities.
- Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented.
- Provide training for relevant staff, Councillors, volunteers, and other relevant people in the legislative requirements that affect them.
- Provide people with the resources to identify and remain up to date with new legislation.
- Establish a mechanism for reporting non-compliance.
- Review accidents, incidents, and other situations where there may have been non-compliance.
- Review audit reports, incident reports, complaints, and other information to assess how the systems of compliance can be improved.



2.0 Roles and Responsibilities

(a) Councillors and Committee Members

Councillors and Committee members have a responsibility to be aware and abide by legislation applicable to their role.

(b) Senior Management

Senior Management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

(c) Employees

Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.

Employees shall report through their supervisors to Senior Management any areas of non-compliance that they become aware of.

3.0 Implementation of Legislation

The local government will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.



Policy Type:	
Date Adopted:	

Policy No:	X.X
Date Last Reviewed:	

Legal (Parent): <ol style="list-style-type: none"> 1. Local Government Act 1995 (As Amended) – Part 5. 2. Local Government (Rules of Conduct) Regulations 2007

Legal (Subsidiary): <ol style="list-style-type: none"> 1. Corruption, Crime and Misconduct Act 2003 2. Public Interest Disclosures Act 2003 3. Code of Conduct
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Delegation of Authority Applicable	Yes/No
Delegation Number	

Work Procedure Applicable	Yes/No
Work Procedure Number	

ADOPTED POLICY	
Title:	FRAUD, CORRUPTION AND MISCONDUCT POLICY
Objective:	To provide a policy framework to: <ul style="list-style-type: none"> ▪ Ensure appropriate fraud controls are included throughout the local governments operational work areas; ▪ Demonstrate the local government's commitment to prevention, deterrence, detection and investigation of all forms of fraud and corrupt conduct.

1.0 Policy Statement

The Shire recognises that fraud and corruption prevention and control are integral components of good governance and risk management. Suspected fraud, corruption or misconduct will be reported, investigated and resolved in accordance with Council policies, processes and the Corruption, Crime and Misconduct Act 2003.

1.1 The Shire will:

- take a risk management approach to the prevention, identification and management of fraud and corruption;
- reduce or remove the potential for fraudulent or corrupt conduct on the part of its employees, contractors, clients and suppliers;
- detect fraudulent or corrupt behaviour through the systematic processes articulated in the Fraud and Corruption Control Plan;
- investigate or otherwise formally enquire into all instances of suspected fraudulent or corrupt conduct exposed as a result of our detection processes, or as a result of receiving an allegation of fraudulent or corrupt activities;
- manage, discipline or facilitate the prosecution of those responsible for incidents of fraud and corruption as appropriate;
- minimise the risk of fraud and corruption; and
- ensure the continued organisational integrity and transparency of its operations.

1.2 The Shire will act on any suspicion of illegal conduct on the part of its employees or any party with whom it conducts business.

1.3 Shire employees have a responsibility and an obligation to report suspected or known incidents of fraud or corruption.



- 1.4 The Shire will take action against anyone who takes reprisal action against a Shire employee who reports suspected or known incidents of fraud or corruption. The Shire will also take a similar approach to those who maliciously and knowingly create false allegations.
- 1.5 The Shire will develop a fraud and corruption plan to assist meet the objective of this policy.

DRAFT



ATTACHMENT 2
OPERATIONAL GUIDELINES NO. 9
Appendix 3



Appendix 3

Issues that should be considered for inclusion in the CEO's Review of Risk Management, Internal Control and Legislative Compliance

Risk Management

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:
 - potential non-compliance with legislation, regulations and standards and local government's policies;
 - important accounting judgements or estimates that prove to be wrong;
 - litigation and claims;
 - misconduct, fraud and theft;
 - significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.



Internal Control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability, and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government. Aspects of an effective control framework will include:

- delegation of authority;
- documented policies and procedures;
- trained and qualified employees;
- system controls;
- effective policy and process review;
- regular internal audits;
- documentation of risk identification and assessment; and
- regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.



Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Staying informed about how management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;
- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee;
- Considering the internal auditor's role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and
- Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

