



SHIRE OF YORK

NOTICE OF MEETING

Dear Committee Members

I respectfully advise that the SPECIAL AUDIT AND RISK COMMITTEE MEETING will be held in Council Chambers, York Town Hall, York on Monday, 17 April 2023, commencing at 3.00pm.

MEETING AGENDA ATTACHED

Chris Linnell

CHRIS LINNELL
CHIEF EXECUTIVE OFFICER

Date: 13 April 2023

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MISSION STATEMENT
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1 OPENING

1.1 Declaration of Opening

1.2 Acknowledgement/Disclaimer

The Presiding Member advises the following:

“The York Shire Council acknowledges the Ballardong people of the Noongar Nation who are the Traditional Owners of this country and recognise their continuing connection to land, water, sky and culture. We pay our respects to all these people and their Elders past, present and emerging.

This meeting is being recorded on a digital audio and visual device to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of York Local Government (Council Meetings) Local Law 2016 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.

I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.”

1.3 Attendance Via Electronic Means

1.4 Standing Orders

1.5 Announcement of Visitors

1.6 Declarations of Interest that Might Cause a Conflict

Councillors/Staff are reminded of the requirements of s5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed and also of the requirement to disclose an interest affecting impartiality under the Shire of York's Code of Conduct.

Name	Item No & Title	Nature of Interest (and extent, where appropriate)

1.7 Declaration of Financial Interests

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

Name	Item No & Title	Nature of Interest (and extent, where appropriate)

1.8 Disclosure of Interests that may affect Impartiality

Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member/employee is also encouraged to disclose the nature of the interest. The member/employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member/employee declares that their impartiality will not be affected then they may participate in the decision making process.

Name	Item No & Title	Nature of Interest (and extent, where appropriate)

2 ATTENDANCE

2.1 Members

2.2 Staff

2.3 Apologies

2.4 Leave of Absence Previously Approved

2.5 Number of People in the Gallery at Commencement of Meeting

3 QUESTIONS FROM PREVIOUS MEETINGS

4 PUBLIC QUESTION TIME

Public Question Time is conducted in accordance with the Act and Regulations. In addition to this the Shire's *Local Government (Council Meetings) Local Law 2016* states –

6.7 Other procedures for question time for the public

- (1) A member of the public who wishes to ask a question during question time must identify themselves and register with a Council Officer immediately prior to the meeting.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that—
 - (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to—
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.

- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where—
 - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
 - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
 - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have 2 minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where any questions remain unasked at the end of public question time they may be submitted to the CEO who will reply in writing and include the questions and answers in the agenda for the next ordinary Council meeting.
- (11) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

4.1 Written Questions – Current Agenda

4.2 Public Question Time

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 PRESENTATIONS

7 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8 OFFICER'S REPORTS

8.1 CONSIDERATION OF FINDINGS IDENTIFIED DURING THE 2021/22 AUDIT

File Number:	4.0463; 4.4175
Author:	Kristy Livingstone, Finance Manager
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	<ol style="list-style-type: none">1. Audit Management Report - Office of the Auditor General 2021-2022 ↓2. Audit Management Report Additional Findings - Office of the Auditor General 2021-2022 ↓3. Shire of York Significant Findings Report ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the results and findings of the Audit for the year ending 30 June 2022 to the Audit and Risk Committee for consideration and, if satisfactory, recommendation to Council for adoption.

BACKGROUND

In April 2022, an entrance meeting for the 2021/22 annual financial audit was held between the Chair of the Audit and Risk Committee, Shire Officers and the Office of the Auditor General (OAG).

The Office of the Auditor General (OAG) commenced an Interim Audit for the Shire of York Monday 23 May 2022 to Friday 27 May 2022. Due to staff illnesses the OAG had to suspend their field work until Tuesday 7 June 2022 returning to the Shire until Friday 10 June 2022. As the Interim Audit was not completed during this time and the OAG had to move on to other priorities the Interim Audit and Final Audit recommenced Monday 10 October 2022 with field work conducted until Friday 28 October and off-site evaluation continuing until 7 December 2022. Following the holiday period, the OAG resumed the off-site evaluation phase on Wednesday 8 February 2023.

The OAG provided the Management Letter, Audit Opinion and signed copies of the Shire's Annual Financial Statements on Thursday 6 April 2023 at the exit meeting held between the Chair of the Audit and Risk Committee, Shire Officers and the OAG. The feedback and recommendations to Management form the basis for new or amended procedures to be implemented.

While the Audited Annual Financial Statements have received OAG approval, the Roads to Recovery Grant and the Local Roads and Community Infrastructure Program Grant audits have not yet been concluded.

Two Reports on the findings of the Audits have been received and are presented in Appendix 1 and Appendix 2 for the Audit and Risk Committee's Information. Appendix 3 details the significant findings ready for communication to the Minister.

COMMENTS AND DETAILS

The Reports identify eleven (11) Findings which are considered Significant, being:

1. Manual Journals
2. Fair Value of Assets
3. Network User Access and Altus User Privileges
4. Lack of Segregation of Duties with Purchasing
5. Fortnightly Payroll Reconciliations
6. Untimely Preparation and Review of the Property, Plant and Equipment Reconciliation
7. Untimely Preparation and Review of the Bank Reconciliations
8. Contract Management and Hand-over Documentation (carry-over from previous audit)
9. Asset Management Plan and Long-Term Financial Plan (carry-over from previous audit)
10. Non-current Assets Held for Sale and Discontinued Operations
11. Monitoring of Grants

A Significant Finding is defined as:

“Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.”

The Reports attached at Appendix 1 and 2 detail the findings against each deficiency, indicate the implications the deficiency may have on the organisation, and make recommendations on how the organisation can best rectify the deficiency. Management was made aware of the identified deficiencies and provided the opportunity to comment and provide context to the deficiency and provide an action plan to address them.

The Reports also detail other findings which are considered Moderate and Minor and the actions taken/intended to be taken to address those.

Significant findings only are required to be communicated to the Minister. These are detailed in Appendix 3 along with actions and timeframes for those actions for Ministerial review.

OPTIONS

The Audit and Risk Committee have the following options:

Option 1: The Audit and Risk Committee could choose to recommend to Council that it receives the Auditor’s Audit Management Reports and requests the Chief Executive Officer to submit a copy of the Significant Findings Report to the Minister for Local Government and publish a copy on the Shire’s website.

Option 2: The Audit and Risk Committee could choose to recommend to Council that it receives the Auditor’s Audit Management Reports, identify additional actions for Officers to undertake to address the Significant Findings for inclusion in the Significant Findings Report, requests the Chief Executive Officer to submit a copy of the Significant Findings Report to the Minister for Local Government and publish a copy on the Shire’s website.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Office of the Auditor General

Executive Leadership Team

Finance Manager

Moore Australia

Strategic

Strategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

To have effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together.

Policy Related

G17 Integrated Planning and Reporting - Planning

G19 Risk Assessment and Management

Financial

Costs for conducting the audit are included in the 2021/22 budget at GL: 042193 (\$55,630). The OAG have stated that the proposed audit fee will exceed the indicative audit fee due to additional audit time and effort in completing the 30 June 2022 financial statement audit. Management will work with the OAG to agree on a final charge for work conducted.

Legal and Statutory

Section 7.12A of the *Local Government Act 1995* is applicable and states:

“7.12A. Duties of local government with respect to audits

- (1) *A local government is to do everything in its power to —*
 - (a) *assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and*
 - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
 - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.”*

The *Local Government (Audit) Regulations 1996* provides the legislative framework for the conduct of audits in local government and the role of the Audit and Risk Committee in considering the results of those audits.

Risk Related

The requirement to notify the Minister for Local Government of significant audit findings is a legislative obligation. Section 7.12A(4) of the *Local Government Act 1995* requires that a report is prepared by the local government addressing the findings. This report must be submitted to the Minister within

three (3) months of receipt of the audit report. Failure to do so exposes Council and the Shire to both legislative and reputational risk. This report and its appendices mitigate this risk. Failure to undertake the actions documented in the report could result in financial risk for the Shire.

Workforce

The workload required to complete the 2021/22 audit has been significant and has affected and will continue to affect operational capacity across multiple directorates into the near future.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to the Consideration of Findings Identified During the 2021/22 Audit, the Audit and Risk Committee recommend to Council that it:

- 1. Receives the Auditor's Audit Management Reports, as presented in Appendix 1 and Appendix 2, from the Office of the Auditor General for the 2021/22 financial year.**
- 2. Notes the Management Comment and Actions taken to address the Findings contained in the Auditor's Audit Management Reports.**
- 3. Requests the Chief Executive Officer to submit a copy of the Significant Findings Report stating what action the Shire of York has taken or intends to take with respect to the Significant Findings, as presented in Appendix 3, to the Minister for Local Government prior to 18 July 2023.**
- 4. Requests the Chief Executive Officer to publish a copy of the Significant Findings Report stating what action the Shire of York has taken or intends to take with respect to the Significant Findings, as presented in Appendix 3, on the Shire's website within fourteen (14) days of the report being provided to the Minister for Local Government.**

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
Findings identified in the current audit			
1. Manual Journals	✓		
2. Fair Value of Assets	✓		
3. Network User Access and Altus User Privileges	✓		
4. Lack of Segregation of Duties with Purchasing	✓		
5. Untimely Approval of Purchase Orders		✓	
6. Fortnightly Payroll Reconciliations	✓		
7. Untimely preparation and review of the Property, Plant and Equipment reconciliation	✓		
8. Untimely preparation and review of the bank reconciliations	✓		
9. Fortnightly Payroll Comparison Reports		✓	
10. Payroll Leave Data Migration		✓	
Matters outstanding from prior year			
11. Contract Management and Hand-over Documentation	✓		
12. Asset Management Plan and Long-Term Financial Plan	✓		
13. Receipting and Banking of Cash			✓
14. Plant Recovery Cost Base Rate and Indirect/Overhead Cost Allocation Rate		✓	

Key To Ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

1. Manual Journals

Finding

The Shire's Management Guideline General Journals procedure requires that relevant supporting documentation is attached to manual journal adjustments and that they are reviewed and approved by an appropriate officer before they are processed.

From a sample of 38 manual journal entries made, we noted the following:

- 11/38 journal entries where we were unable to obtain supporting documentation to explain/justify the nature and accuracy of the journal entries
- 30/38 journal entries that did not carry evidence of journal review and approval prior or subsequent to processing. Journals were prepared and posted by the same officer.

Our testing revealed that these instances appear to be isolated to journals prepared by the previous finance manager. We performed additional analysis on all manual journals posted during the period and noted the following:

- A minimum of 56 individual journals were posted by the finance manager (identified via unique journal batch numbers) amounting to \$10.2M.
- We tested 38 of these journals amounting to \$4.4M. Of this we have not been able to substantiate \$286K.
- The total approximate value of the balance of journals of \$5.8M is not supported by sufficient and appropriate documentation to determine the validity of these journals. The Shire has not been able to provide supporting documentation to date (December 2022).

Due to this issue we are unable to draw a conclusion on the validity of the remaining journals not tested. We also note that the Shire did not have controls and processes implemented to ensure regular review of manual journals posted during the period. The Shire has upon being made aware of the finding above implemented this necessary key control.

In addition, the current Management Guidelines General Journals procedure is out of date. The document came into force in June 2016, and it has not been reviewed since then. It references to positions that no longer exist within the Shire.

Rating: Significant**Implication**

In the absence of appropriate supporting documentation attached to manual journals that explain and justify the nature and accuracy of journal adjustments, there is an increased risk of errors and/or fraud occurring. This is exacerbated exponentially when there is an absence of segregation of duties between preparing and reviewing journals.

In addition, manual journals that do not carry sufficient and appropriate supporting documentation can hamper forensic or internal investigations.

Recommendation

The Shire should ensure that manual journals are reviewed and approved by appropriate officers and who are independent of journal preparation. Manual journals should be accompanied by sufficient and appropriate supporting documentation to ensure they are necessary and accurate.

ATTACHMENT**SHIRE OF YORK****PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

The Shire's Management Guidelines General Journals should be reviewed and updated to reflect current practices with training to staff to ensure the requirements are understood. This document should be reviewed regularly to ensure its currency and accuracy is maintained.

We recommend if possible, the Shire continue in determining the validity of journals posted by the former Finance Manager retrospectively and maintain regular review of manual journals posted at the Shire.

Management comment

The Shire's preventative controls through the systems and processes for approvals of journals are considered adequate and appropriate. Detective controls identified that preventative controls were not followed in April 2022 and the Shire immediately rectified the situation to increase management oversight of the journal process.

We have reviewed all journals processed by the former Finance Manager 2021/22 FY and an independent review has also been conducted by Moore Australia. All journals raised have either been reversed or subsequently authorised where appropriate supports were in place. It is management's opinion that all journals now raised are adequately supported and independently reviewed by an appropriate officer. Other than reserve transfers the journals reviewed were purely reallocation journals between cost accounts. There was no misappropriation of funds identified and no evidence of fraud. All activity was isolated to one individual who did not follow existing control procedures. While the sum of journal activity appears high, many of the journals are the same journal reversed and repeated several times thus artificially inflating the overall movement. Of the \$10.2M journals \$8.4M relates to a number of journals entered and reversed to support one transaction of \$400K for reserve transfers.

The Shire will undertake a review of relevant policies and processes such as the Management Guidelines General Journals procedure to ensure they are up to date as part of the upcoming Regulation 17 and FMR Regulation 5 Audit. Additionally, we are implementing the Government Frameworks Integrated Planning and Reporting software which will track policy and key procedure updates to reduce future risk of out-of-date documentation.

Responsible person: Executive Manager Corporate and Community Services**Completion date:****Key document review by June 2023**

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

2. Fair Value of Assets

Finding

The Shire has not performed an assessment to determine whether its infrastructure – other structures, infrastructure – parks and reserves and land and buildings represent fair value.

Rating: Significant**Implication**

Without a robust assessment of fair value of the Shire's abovementioned asset classes there is a risk that the fair value of these assets may not have been assessed adequately and in compliance with *AASB 13 Fair Value Measurement*, as well as Regulation 17A(4)(b) of the Local Government (Financial Management) Regulations 1996 (the Regulations).

Recommendation

The Shire should consider implementing as part of the preparation of financial statements a formal robust process to determine whether indicators exist annually, that would trigger a requirement to perform a formal revaluation of Infrastructure Assets. Where indicators exist a robust fair value assessment should be performed capturing the requirements of *AASB 13 Fair Value Movements*. This process is to ensure that asset classes for which no revaluation is conducted are recorded at fair value in compliance with *AASB 13 Fair Value Measurement* and the Regulations.

This may entail obtaining relevant input from an independent valuer as to whether or not they consider there are any prevailing market factors which may indicate that the fair value of relevant assets is likely to have been impacted to any significant / material extent from the prior year. Where a fair value assessment has been performed internally the Shire may consider having this assessment peer reviewed by an independent valuer to obtain assurance over the valuation methodology applied, inputs and the reasonableness of the valuation model applied.

Management comment

The Shire recently undertook a fair value assessment of its transport assets in the 2021/22 Financial Year. The transport asset classes include roads (including carparks), drainage, footpaths and bridges. Due to escalating costs and budgeting constraints, fair values for building asset classes could not be achieved at the same time. As agreed with the OAG in early 2022 the valuation for buildings, in addition to public open space, were budgeted for and scheduled in the 2022/23 Financial Year. We have since confirmed that both public open space and buildings assets were not due until 2023. Only transport assets were due in 2022 and this review is captured in the audited financial statements for 2021/22.

Prior to 30 June 2022, inflation was not at a level where management considered there was a need to undertake revaluation of all assets. In March 2022 when the Shire considered the need to review Fair Value for all asset classes there were no indicators that land and building inflation rates would substantially rise and decided to progress with the fair value review as planned in the following year.

The Shire of York will investigate the possibility of obtaining a desk top review of all assets annually (in line with the Local Government (Financial Management) Regulation 17A (4)(a)) should the Shire be of the opinion that the fair value of the asset is likely to be materially different from its carrying amount. The Shire will budget accordingly in the 2023/24 Financial Year and future years.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

Responsible person: EMIDS

Completion date: July 2023 for Open Space and Building Asset Fair Value review

3. Network User Access and Altus User Privileges

Finding

Network User Access:

We found the Shire's network access management process is not fully effective. Testing identified 1 employee whose employment ceased on the 15 March 2022, however their network account remained active until 29 September 2022. We acknowledge that the Shire had lodged a ticket with Focus Network (IT service and management provider) to have the employee's account deactivated, however the ticket had not been processed by the service provider.

Additional audit testing confirmed the employee did not access the network from the date of their termination until the date their account was deactivated.

Altus Payroll and Procurement User Privileges:

From our review of the Altus Payroll and Procurement user access and privileges listing we found that user privileges are not being appropriately restricted and controlled. Specifically, our testing identified:

- 4 employees from diverse business areas that have been assigned significant payroll privileges. From these accounts, it is possible to:
 - add employees, view and edit employee details (including names, date of birth, contact details, super and tax details),
 - edit employee entitlements and
 - manage pay runs, among other privileges.
- 3 employees from diverse business areas that can override the required number of quotes imposed by the system and prescribed by the Shire's Procurement Policy.
- 4 employees from diverse business areas that have been assigned super user privileges. From these accounts, it is possible to create, add and modify individual supplier accounts.

In addition, the Shire does not perform regular reviews of user access and privileges to validate the appropriateness of these.

Rating: Significant

Implication

Without an effective user access management process in place, there is an increased risk that these accounts could be used to gain unauthorised access to the network or systems.

Where user privileges are assigned inappropriately, or they are no longer required to meet business requirements, there is an increased risk of unauthorised access and inappropriate changes being made within systems that may go undetected. This can result in deviations from internal policies and management directives as well as the occurrence of errors and/or fraudulent activities. This risk is increased where regular review of the appropriateness and validity of user access and privileges is not performed.

ATTACHMENT

SHIRE OF YORK**PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****Recommendation**

The Shire should implement a user access and privileges monitoring process to ensure only current and valid users are able to access the Shire's network and systems. This process should be extended to include validation of all privileges assigned to each user that are consistent with the positions' roles and responsibilities. Where user accounts and/or privileges are no longer required, they should be immediately removed or updated.

Management comment

The Executive are comfortable with the number of officers who have access/privileges. We note that some of the access identified by the OAG was for leave cover and only temporarily increased the numbers. The Shire will develop a policy position on which roles require access to each system to remove any ambiguity from decision making in this area. The limitations of the software packages preclude complete isolation of duties.

The Shire agree that a countersigned audit trail is necessary in payroll as with our other financial packages. We are working with our software provider to establish what audit options are available within the payroll system to identify variations.

A review of the exit process will be conducted to ensure the completion of requirements.

Responsible person: EMCCS**Completion date: June 2023**

ATTACHMENT**SHIRE OF YORK****PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****4. Lack of Segregation of Duties with Purchasing****Finding**

We tested a sample of 36 transactions and found insufficient segregation of duties between the ordering of goods and or services to invoice processing and payment. Our testing identified the following:

- 12/36 samples where the Chief Executive Officer (CEO) approved the purchase order and the invoice for payment. Of these 12, there were 3 instances where the CEO also performed the receipting function.
- 4/36 samples where the Executive Manager – Infrastructure & Development approved the purchase order and the invoice for payment.
- 2/36 samples where the Finance Manager created the purchasing requisition, performed the 3-way matching and receipting functions and prepared the supplier payment batch.

We understand that the limited segregation of duties noted is exacerbated as a result of the delegated financial authority gap between the CEO and the Executive Managers (EM), being \$150,000 and \$50,000, respectively, as established in the Shire of York's Policy Manual. At present the only Officer that has delegated financial authority for transactions between \$50,000 and \$150,000 is the CEO.

In addition, from the sample of 36 transactions, we found 6 instances where purchase orders for less than \$50,000 were approved by the CEO even though there were other officers with the delegated financial authority to approve these. Of the 6 transactions, there was 1 payment for which the CEO approved the purchase order and the invoice for payment. We have been advised by the Shire that these purchases related specifically to the CEO's business unit.

**Rating: Significant
Implication**

In the absence of sufficient and appropriate segregation of duties there is an increased risk of erroneous or fraudulent payments. Further there is a heightened risk of the Shire ordering and committing to unauthorised goods or services.

Where purchases are centralised to the individual business units, this may hamper the effectiveness of the delegated financial authority control mechanism as well as the efficiency of business operations.

Recommendation

The Shire should review its underlying policies, procedures, systems and controls around ordering, receipting and approving payment of goods and services. Policies and procedures implemented should ensure sufficient and appropriate segregation of duties is achieved and these should be communicated to all staff.

The Shire should also review its delegated financial authority to ensure it remains appropriate to meet the Shire's risk assessment and procurement requirements.

As part of ensuring segregation of duties, where purchases are initiated in business units that are not their own, relevant managers should undertake checks and make enquiries as necessary to verify and authorise each transaction.

ATTACHMENT**SHIRE OF YORK****PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****Management comment**

The Shire disagrees with the significant rating. For dot points one and two the approvals were in line with current policy and in no way breach legislation. There has been no failure of compliance. This process has been audited and accepted as compliant by the OAG over several years. There was no recent communication from the OAG prior to this finding recommending this separation of duties.

The process of authorising and subsequently approving a payment requires multiple eyes and signatories. A purchase order is raised and approved by two separate officers. An invoice received into the organisation is then checked by the finance team, who confirm a purchase order is in place, that the invoice conforms with the intent and amount of the order and then sends the invoice to the responsible officer for signed confirmation of receipt. This is then approved by an Executive or the CEO. Further detection opportunities exist when the payment batch is reviewed both by the Finance Manager and Executive Manager prior to processing of payments. This is an appropriate level of detective control and provides adequate segregation of duties. Since the final audit, an organisational realignment has occurred which further separates the CEO from operational business units. Despite this there will be instances where, due to confidentiality, the CEO will both acknowledge receipt of goods and authorise payment.

We do not see centralised procurement as a solution to this problem. The Shire will consider what is possible within our systems and staffing levels to see if we can provide any additional separation.

Responsible person: EMCCS**Completion date: June 2023**

ATTACHMENT

SHIRE OF YORK**PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****5. Untimely Approval of Purchase Orders****Finding**

From our audit procedures performed we found 2 instances where purchase orders were raised and approved subsequent to the receipt of invoices.

Rating: Moderate**Implication**

Purchases made without authorised purchase orders may increase the risk of unauthorised expenditure occurring and going undetected. Further it is more difficult for the Shire to track whether expenditure incurred is in line with budgets or expectations and is dependent on the receipt of a tax invoice.

Recommendation

Purchase orders are an important control in the procurement process as they ensure purchases are appropriate, necessary and comply with procurement policies prior to the receipt of goods or services.

The Shire should ensure that purchase orders are raised and approved prior to the ordering of goods and or services.

Management comment

The Shire questions that this is a moderate finding. The Shire conducts regular training in procurement policies and processes both via new staff inductions and a yearly refresher for all staff involved in the process. This is reasonable due diligence. Where staff have been found to have not complied with our policies and processes this is dealt with through line management via additional training and, if required, HR process.

Both samples tested were as a result of either the WALGA e-quote process or had a supporting Council resolution and so were supported purchases.

Responsible person: EMCCS**Completion date: Complete**

ATTACHMENT

SHIRE OF YORK**PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****6. Fortnightly Payroll Reconciliations****Finding**

The fortnightly payroll reconciliation is an important control to ensure that the General Ledger (GL) is an accurate and complete representation of payroll related payments. From our review, we noted that although fortnightly payroll reconciliations are being prepared, there is no evidence of independent review.

Rating: Significant**Implication**

Inadequate independent review of the payroll reconciliations increases the risk of errors, omissions or fraud going undetected that may also result in a misstatement in financial reporting.

Recommendation

The Shire should ensure that fortnightly payroll reconciliations are adequately performed, and evidence of independent review is retained.

Management comment

The independent reviews were witnessed to have been conducted however it appears there was a failing to formalise this with sign off. This documented review process has been in place with the Finance Manager and Payroll Officer since May 2022.

Responsible person: EMCCS**Completion date: Complete**

ATTACHMENT**SHIRE OF YORK****PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****7. Untimely preparation and review of the Property Plant and Equipment reconciliation****Finding**

During the final audit visit we found the June 2022 Property, Plant and Equipment reconciliation was not prepared and reviewed until 5 months after year-end. Property, Plant and Equipment is a key asset for the Shire.

Rating: Significant**Implication**

Property, Plant and Equipment account reconciliations not prepared and reviewed in a timely manner increase the risk of unreconciled items and errors being undetected and/or not promptly corrected.

Recommendation

We recommend the Shire prepare and review its Property, Plant and Equipment account reconciliations in a timely manner.

Management comment

This occurred due to staff changes. Timely reconciliation of the asset register to the general ledger, whilst important, does not impact the completeness or accuracy of the annual financial statement. Management accepts that it may have an impact upon the monthly statement of financial activity.

Responsible person: Finance Manager**Completion date: June 2023**

ATTACHMENT

SHIRE OF YORK**PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****8. Untimely preparation and review of the bank reconciliations****Finding**

During the final audit visit we found the June 2022 Municipal Bank, Reserve Bank and Trust Bank reconciliations were not prepared and reviewed in a timely manner. From our review we found:

Trust Bank Account:

- The reconciliation was prepared and reviewed 5 months after year-end.
- There were 6 long outstanding items totalling \$5k dating from August 2021 to June 2022 that had been recognised in the GL but not reflected in the bank until November 2022.

Reserve Bank Account:

- The reconciliation was prepared and reviewed 5 months after year-end.
- There was 1 long outstanding item for \$400k dating to April 2022 that had been recognised in the GL but not transferred from the Municipal account to the Reserve account until November 2022.

Municipal Bank Account:

To be received. (December 2022)

**Rating: Significant
Implication**

The timely preparation and independent review of monthly bank reconciliations is a key control for ensuring financial transactions are valid, complete and accurately reflected in the financial records and bank accounts. This absence of this key financial control may increase the risk of fraudulent transactions, errors or omission going undetected, resulting in misstatements within the Shire's financial statements.

Recommendation

We recommend that the Shire review its bank reconciliation processes to ensure the monthly bank reconciliations are appropriately prepared and in a timely manner. The Shire should ensure an adequate level of training is provided to staff performing the reconciliation. The reviewer should also ensure that reconciling items are accurate and supported.

Management comment

Noted, this was identified by management prior to audit. Management is making all efforts to bring bank reconciliations up to date with the aim of them being undertaken monthly as a minimum or more frequently if resourcing levels allow.

Responsible person: Finance Manager

Completion date: June 2023

ATTACHMENT

SHIRE OF YORK**PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****9. Fortnightly Payroll Comparison Reports****Finding**

We reviewed a sample of fortnightly payroll comparison reports and found that although explanations for variances between current and previous pay are made by the preparing officer, the version that is sent to the Executive Manager – Corporate & Community Services for review does not include the explanations of the review. As a result, the Executive Manager performs their review of payroll variances based on incomplete information.

Rating: Moderate**Implication**

Reviews that are performed without complete or accurate information can lead to an increased risk of payroll errors remaining undetected. This risk is increased when other payroll preventative controls are not operating effectively.

Recommendation

The Shire should ensure that fortnightly comparison reports received for review include sufficient and appropriate explanations to ascertain the validity of payroll variations. The Shire should consider retrospective review of explanations supporting payroll variations to ensure their validity.

Management comment

Agreed, this has now been implemented.

Responsible person: EMCCS**Completion date: Complete**

ATTACHMENT

SHIRE OF YORK**PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****10. Payroll Leave Data Migration****Finding**

During the period the Shire replaced their previous Synergy Payroll system with Altus Payroll. Leave data was migrated to the new system on the 5 April 2022. From our review of the leave data migrated to the new system, we found the opening balances for long service leave were not adjusted to reflect the actual leave entitlements accrued as at the 5 April 2022. This occurred because the previous system calculated long service leave accruals based on anniversary dates, as opposed to progressively during the year.

We have quantified the discrepancies and concluded the financial impact is immaterial.

Rating: Moderate**Implication**

Inadequate controls over payroll and leave entitlements increase the risk that employee leave entitlements balances and payroll data may be incomplete or inaccurate. This also increases the risk that employee benefits expense and provisions may be misstated in the financial statements.

Recommendation

The Shire should ensure that the system is corrected as a priority to ensure the accuracy and completeness of leave records and payroll data which underpin financial statement balances.

Management comment

Recognising its inability to complete a full audit of past leave balances before transition to the new on-line payroll system the Shire commissioned an external auditor (IT Vision) with specialist knowledge to undertake this process. Following the receipt of the audit information the Payroll Officer selected 10 staff samples to review for accuracy. This process was documented and reviewed by the Finance Manager. The external auditor was then approved to complete the changes in readiness for transition.

There was no failure of the Shire to conduct this process with due diligence. This is not a control issue but a system changeover issue. The audit is being recalculated by the external provider. All differences identified will be adjusted accordingly on receipt of the final information from our external auditor. No adjustments identified to date are material.

Responsible person: EMCCS**Completion date: April 2023**

ATTACHMENT

SHIRE OF YORK**PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****Matters outstanding from prior year****11. Contract Management and Hand-over Documentation****Finding****2022**

This finding remains unresolved at the time of the final audit.

2021

Although the Shire does maintain some documentation it is not sufficient to demonstrate and evidence the on-going management of contract progress and supplier performance from contract award through to completion for its infrastructure projects.

We also noted no formal documentation to indicate any checks being performed to verify the completion of agreed scope of works and quality of the capital projects either delivered by external contractors or performed in house could be evidenced prior to assets being handed over to the Shire.

Rating: Significant**Implication**

There is an increased risk that the Shire may commit expenditure for works that have not been performed or delivered as agreed via the contract. Without monitoring performance of work through to completion, there is a further risk of over-spending or failure to meet contract objectives which may result in sub-standard capital works not being detected promptly.

Recommendation

A contract management plan should be prepared for each capital project which includes, but not limited to, the following:

- Scope and key deliverables
- Key milestones
- Variation process
- Conflict resolution
- Issue log
- Contract closure and transition process of assets to the Shire.

Management comment

New contractor management documents were prepared and delivered to the OAG for review at interim audit in May 2022. In addition, the Shire through its organisational realignment has created an Assets and Projects business unit, comprised of four staff members (three new positions) whose roles focus on contractor management. This allows for increased resourcing capacity in this area. Extensive consultation and training were undertaken in the new processes and documentation November 2022 – February 2023 with all staff involved. The processes and documentation are integrated with the new Government Frameworks Integrated Planning and Reporting system, allowing management improved transparency and oversight on key projects. This will be a process of continuous improvement.

Responsible person: EMIDS**Completion date: Completed**

ATTACHMENT

SHIRE OF YORK**PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****12. Asset Management Plan and Long-Term Financial Plan****Finding****2022**

This finding remains unresolved at the time of the final audit.

2021

The Shire's current Asset Management Plan (AMP) was prepared in 2019. As a result, the Long-Term Financial Plan (LTFP) is also not sufficiently updated.

Rating: Significant**Implication**

Long term financial decisions made by the council may not be based on updated financial information.

Recommendation

The AMP and LTFP should be reviewed every year in accordance with the Local Government (Administration) Regulations 1996, s19DA (4).

Management comment

The Shire sought external contractors to complete the Asset Management Plans for transport and building assets in the 2021/22 Financial Year. Upon receipt of the contractors pricing it was determined that only the transport asset classes could be completed within that year's budget

We note that while Asset Management Plans and the Long-Term Financial Plans are important informing documents these are not required by legislation nor are they required to be reviewed annually. Regulation 19DA (4) refers only to the requirement for the local government to review its current Corporate Business Plan (CBP) annually. The CBP is to develop and integrate matters relating to resources including asset management, workforce planning and long-term financial planning only. Despite this, the Shire will continue to work towards keeping these plans as up to date as possible within existing resource constraints.

Responsible person: EMIDS – AMPS, EMCCS – LTFP**Completion date: December 2023**

ATTACHMENT

SHIRE OF YORK**PERIOD OF AUDIT: 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****13. Receipting and Banking of Cash****Finding****2022**

From our review of cash receipting and banking procedures, we found the Daily Cash Takings Reports for the period 12 – 14 November 2021 for the York Recreation and Convention Centre (YRCC) were being signed by one officer only. As a result, there is no evidence of independent cash counting or review of the Daily Cash Takings Reports.

2021

We understand the Shire's practice for banking of cash receipts is to bank at least every 7 days or a maximum cash balance of \$7,500. However, this has not been officially documented in a formal policy.

During our testing, we noted 1 sample of cash receipted in York Recreation and Convention Centre (YRCC) was only banked after 8 days of trading.

2020

Testing of the receipting and banking of cash found the daily banking summary was signed by only one officer up until August 2019. Audit acknowledges that the Shire has implemented dual signatories evidencing independent review of cash collected and banked as part of addressing the prior year finding since that time.

Audit found cash has in instances not been banked on a timely manner, with the longest interval representing 24 days of trading.

2019

We noted the following receipting procedures for the below locations under the shire's control:

- The daily banking summary is completed by two employees, within the Shire office at the end of the day. However, there is only one signature on the banking summary sheet. There is no evidence of independent review by a second employee prior to moneys being bank.
- Cash has not been banked daily, we noted instances where cash collected up to 14 days of trading was banked together.

Rating: Minor**Implication**

In the absence of an independent review of the Daily Cash Takings Reports, there is an increased risk of theft, fraud and/or error occurring and going undetected.

Recommendation

The Shire should ensure that Daily Cash Takings Reports and reconciliations to underlying sales reports carry evidence of a second and independent officer.

Management comment

YRCC became an outsourced management model as of 15 November 2021. Cash handling procedures remain in place for all other outstations.

Responsible person: EMCCS**Completion date: Complete**

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

15. Plant Recovery Cost Base Rate and Indirect/Overhead Cost Allocation Rate

Finding

2022

This finding remains unresolved at the time of the final audit.

From our testing we concluded the impact on the project costing to be immaterial.

2021

From our testing we noted the following rates used by the Shire to capitalise costs to infrastructure projects have not been reviewed in recent years. We understand the last review was performed in 2006.

- Plant recovery cost base rates used for capitalising plant costs to projects.
- The rate used for indirect and overhead cost allocation to projects by the Shire which has been determined as 140%.

From our testing we concluded the impact on the project costing to be immaterial.

2020

From our testing we noted:

- For 3 samples, the base rate used in the Greenhills South Road project was higher than the current base rate in the plant usage report.
- The rate used for indirect and overhead cost allocation to projects by the Shire has been determined as 140%. This percentage was calculated from allocating 16% administrative cost to public works and remaining cost of public works overhead. These allocation percentages have not been reviewed in recent years.

Rating: Moderate**Implication**

The use of outdated base rate for plant recovery costs and the application of indirect/overhead cost recovery rate increases the risk of the project/fixed assets costs being misstated.

Recommendation

The Shire should review the base rate for plant recovery costs and the indirect/overhead cost recovery rate to determine their currency and accuracy.

Management comment:

Plant Recovery Cost Base Rates and Indirect/Overhead Cost allocation rates were based on prior year estimates and have not been reviewed in 2021/22. These rates will be reviewed in 2022/23 and as part of the budget process going forward.

Responsible person: Finance Manager

Completion date: June 2023

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. AASB 5 Non-current Assets Held for Sale and Discontinued Operations	✓		
2. Monitoring of Grants	✓		
3. Changes to the Supplier Masterfile		✓	
4. Asset Depreciation			✓

Key To Ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. AASB 5 Non-current Assets Held for Sale and Discontinued Operations

Finding

AASB 5 Non-current Assets Held for Sale and Discontinued Operations prescribes where an asset's carrying amount will be recovered principally through a sale transaction rather than through continued use the asset should be reclassified as held for sale and measured at the lower of its carrying amount and fair value less costs to sell.

We noted during the audit the Shire's intent and actions taken to sell St Patrick's Convent School triggering the application of this standard. We found that management has not performed an assessment of this standard and as a result, the requirements of this standard, relating to classification, measurement and disclosure, have not been applied at 30 June 2022.

We found the combined carrying amount of the assets related to the St Patrick's Convent School, which include land, building and a carpark, is \$518,500. We note that an offer has been accepted for an amount of \$300,000. The carrying amount exceeds the fair value of the assets by \$245,773, resulting in an impairment loss of the same amount. This has not been reflected in the financial statements of the Shire for the year ended 30 June 2022.

Rating: Significant**Implication**

Non-application of the applicable accounting standard could result in the incorrect classification of assets between non-current assets and assets held for sale. Additionally, this could result in an overstatement in the value of assets and a corresponding understatement of expenses where they are not measured in accordance with *AASB 5 Non-current Assets Held for Sale and Discontinued Operations* requirements.

Recommendation

The Shire should ensure that all assets held for sale are appropriately classified and measured in accordance with *AASB 5 Non-current Assets Held for Sale and Discontinued Operations* requirements.

Management comment

The Shire disagrees with the OAG's finding in this regard. AASB 5 requires for all three of the following criteria to be met in order to classify assets as held for sale:

- The assets carrying amount will be recovered principally through a sale transaction rather than continuing use. We agree this criterion was met.
- The asset must be available for immediate sale in its present condition. We agree this criterion was met.
- The sale is highly probable. We disagree that this criteria was met within the 21/22 Financial Year. A contract for sale was not entered into until September 2022 (the following financial year) and contained a number of conditions which could have resulted in no sale. These conditions have still not been met one year following. Council has withdrawn this property from sale multiple times in the past, with a high likelihood of this occurrence should this sale not progress. It is the Shire's intent to deal with this item either via the conclusion of the sale, or during the Fair Value assessments process scheduled for the 2022/23 financial year.

Responsible person: CEO**Completion date: June 2023**

ATTACHMENT

SHIRE OF YORK**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****2. Monitoring of Grants****Finding**

We noted that the Shire has not implemented a standard process to monitor grant income and expenses in the 2021-22 financial year. There is no ongoing review to track grant income and expenditure other than the mid-year Budget Review and quarterly Finance and Costing review.

This issue was raised in the 2019-20 financial year and was subsequently resolved the following year in 2020-21. The grant register was appropriately being maintained by the Finance Department with follow up from responsible officers on progress sought on a monthly basis.

In the 2021-22 financial year, the grant register was not maintained, and we were unable to verify that regular updates were being made. Further our sample testing of grant revenue showed that an assessment of grants to underlying grant agreements had not been performed resulting in grant revenue not being recognised in accordance with AASB 15 – Revenue from Contracts with Customers or AASB 1058 – Income of Not-for-Profit Entities.

Rating: Significant**Implication**

Without regular monitoring of a grant register, the Shire is exposed to an increased risk of non-compliance with agreements, unrecorded transactions in the general ledger, and undisclosed commitments in the financial statements.

In addition current practice will result in non-compliance with AASB 15 or 1058. As these standards result in delayed income recognition, the Shire's revenue may be overstated for the 2021/22 financial year. In addition, monthly financial information may not be accurate and financial decision making may be ill-informed.

Recommendation

The Shire should review its current practice and implement a standard process to ensure its grant register is appropriately maintained to address the risks noted above.

The Shire should retrospectively complete a detailed revenue recognition assessment of its grant revenue streams. This is to conclude if a particular grant revenue stream or transaction arises from an enforceable contract with a customer and has sufficiently specific performance obligations. The assessment will trigger the revenue recognition requirements under AASB 15, or if it falls outside this scope, under AASB 1058, so that revenue is not misstated for the 2022-23 financial year.

Management comment

Agreed. The Shire is assessing processes to implement a grant tracking process to align with its integrated planning and reporting process.

Responsible person: EMCCS**Completion date: June 2024**

ATTACHMENT

SHIRE OF YORK**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****2. Changes to the Supplier Masterfile****Finding**

In one instance we note there was no evidence retained to demonstrate whether changes to supplier bank account details were supported and being authorised by an officer other than the person making the amendment.

As per the "New and Update Creditor Request Procedure" any updates to suppliers within Synergy are required to have an "Update Creditor Request Form" completed. The form is to be signed by the requesting officer, finance officer and senior finance officer. For the instance noted above there was no evidence requesting the bank account change retained and did not have a supporting form completed. The change was able to be verified to a supporting invoice sent by the creditor.

Rating: Moderate**Implication**

Non-adherence to Shire procedures and controls. There is an increased risk that unauthorised changes may be made resulting in errors or funds being inappropriately transferred.

Recommendation

The Shire should ensure changes to the supplier master file are adequately supported with evidence retained. Further changes to the supplier masterfile should be independently reviewed with evidence of review retained. The Shire should retrospectively review this transaction and, where appropriate, approve it to ensure their validity and accuracy.

The Shire remind staff and ensure staff undertaking procurement activities are trained and aware of the Shire's established procedures.

Management comment

The Shire questions the moderate finding for one instance. These controls will be reviewed for effectiveness during the upcoming Regulation 17 and Financial Management Regulation 5 review.

Responsible person: EMCCS**Completion date: June 2023**

ATTACHMENT

SHIRE OF YORK**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****3. Asset Depreciation****Finding**

From our review of the financial asset register, we identified the following:

- 10 assets that were added to the register in the current year and whilst a depreciation rate was assigned to each asset, the asset module did not generate depreciation for these assets. The total depreciation from their addition dates to 30 June 2022 was \$18,597. We acknowledge the Shire have adjusted for this error.
- 8 assets purchased in previous years where depreciation rates were not assigned. This has resulted in no depreciation being charged for these assets, with some of these assets not being depreciated since 1 July 2019. The expected depreciation at 30 June 2022 is \$67,084. The Shire has not adjusted for this error.

Rating: Minor**Implication**

When assets are not assigned a depreciation rate, or when assets are not being depreciated this can lead to an understatement in depreciation expense and an overstatement in the net book value of assets being reported in the financial statements. This can also result in assets not reflecting their accurate future service potential.

Recommendation

The Shire should ensure that depreciation rates are assigned for asset additions on acquisition and that depreciation charge is consistently and accurately generated by the asset module. Furthermore, the Shire should review the depreciation rate of all assets to ensure they are aligned with the remaining economic benefits and future service potential of these assets.

Management comment

Agreed. The Shire will review systems and processes to help ensure depreciation is raised where appropriate on all assets. It is noted depreciation is unable to be raised during the year until finalisation of the prior year audit and roll forward of the asset register.

Responsible person: Finance Manager**Completion date: December 2024**

SIGNIFICANT AUDIT FINDINGS REPORT



This report is produced in accordance with Section 5.17A(4)(a) of the *Local Government Act 1995* and details the actions the Shire of York has taken and intends to take with respect to the Significant Findings identified in the Audit Report for the 2021/22 financial year.

The table below summarises the Findings, the Auditor's Recommendations, the Shire of York's comment at the time of the Audit.

No.	FINDING	RECOMMENDATION	MANAGEMENT COMMENT
1	<p>The Shire's Management Guideline General Journals procedure requires that relevant supporting documentation is attached to manual journal adjustments and that they are reviewed and approved by an appropriate officer before they are processed.</p> <p>From a sample of 38 manual journal entries made, we noted the following:</p> <ul style="list-style-type: none"> • 11/36 journal entries where we were unable to obtain supporting documentation to explain/justify the nature and accuracy of the journal entries • 30/38 journal entries that did not carry evidence of journal review and approval prior or subsequent to processing. Journals were prepared and posted by the same Officer. <p>Our testing revealed that these instances appear to be isolated to journals prepared by the previous finance manager. We performed additional analysis on all manual journals posted during the</p>	<p>The Shire should ensure that manual journals are reviewed and approved by appropriate officers and who are independent of journal preparation. Manual journals should be accompanied by sufficient and appropriate supporting documentation to ensure they are necessary and accurate.</p> <p>The Shire's Management Guidelines General Journals should be reviewed and updated to reflect current practices with training to staff to ensure the requirements are understood. This document should be reviewed regularly to ensure its currency and accuracy is maintained.</p> <p>We recommend if possible, the Shire continue in determining the validity of journals posted by the former Finance Manager retrospectively and maintain regular review of manual journals posted at the Shire.</p>	<p>The Shire's preventative controls through the systems and processes for approvals of journals are considered adequate and appropriate. Detective controls identified that preventative controls were not followed in April 2022 and the Shire immediately rectified the situation to increase management oversight of the journal process.</p> <p>We have reviewed all journals processed by the former Finance Manager 2021/22 FY and an independent review has also been conducted by Moore Australia. All journals raised have either been reversed or subsequently authorised where appropriate supports were in place. It is management's opinion that all journals now raised are adequately supported and independently reviewed by an appropriate officer. Other than reserve transfers the journals reviewed were purely reallocation journals between cost accounts. There was no misappropriation of funds identified and no evidence of fraud. All activity was isolated to one individual who did not follow existing control procedures. While the sum of journal activity</p>



SIGNIFICANT AUDIT FINDINGS REPORT

No.	FINDING	RECOMMENDATION	MANAGEMENT COMMENT
	<p>period and noted the following:</p> <ul style="list-style-type: none"> • A minimum of 56 individual journals were posted by the finance manager (identified via unique journal batch numbers) amounting to \$10.2M. • We tested 38 of these journals amounting to \$4.4M. Of this we have not been able to substantiate \$286K. • The total approximate value of the balance of journals of \$5.8M is not supported by sufficient and appropriate documentation to determine the validity of these journals. The Shire has not been able to be provide supporting documentation to date (December 2022). <p>Due to this issue we are unable to draw a conclusion on the validity of the remaining journals not tested. We also note that the Shire did not have controls and processes implemented to ensure regular review of manual journals posted during the period. The Shire has upon being made aware of the finding above implemented this necessary key control.</p> <p>In addition, the current Management Guidelines General Journals procedure is out of date. The document came into force in June 2016, and it has not been reviewed since then.</p>		<p>appears high, many of the journals are the same journal reversed and repeated several times thus artificially inflating the overall movement. Of the \$10.2M journals \$8.4M relates to a number of journals entered and reversed to support one transaction of \$400K for reserve transfers.</p> <p>The Shire will undertake a review of relevant policies and processes such as the Management Guidelines General Journals procedure to ensure they are up to date as part of the upcoming Regulation 17 and FMR Regulation 5 Audit. Additionally, we are implementing the Government Frameworks Integrated Planning and Reporting software which will track policy and key procedure updates to reduce future risk of out-of-date documentation.</p>

SIGNIFICANT AUDIT FINDINGS REPORT



No.	FINDING	RECOMMENDATION	MANAGEMENT COMMENT
	It references to positions that no longer exist within the Shire.		
2	The Shire has not performed an assessment to determine whether its infrastructure – other structures, infrastructure – parks and reserves and land and buildings represent fair value.	<p>The Shire should consider implementing as part of the preparation of financial statements a formal robust process to determine whether indicators exist annually, that would trigger a requirement to perform a formal revaluation of Infrastructure Assets. Where indicators exist a robust fair value assessment should be performed capturing the requirements of AASB 13 Fair Value Movements. This process is to ensure that asset classes for which no revaluation is conducted are recorded at fair value in compliance with AASB 13 Fair Value Measurement and the Regulations.</p> <p>This may entail obtaining relevant input from an independent valuer as to whether or not they consider there are any prevailing market factors which may indicate that the fair value of relevant assets is likely to have been impacted to any significant / material extent from the prior year. Where a fair value assessment has been performed internally the Shire may consider having this assessment peer reviewed by an independent valuer to obtain assurance over the valuation methodology</p>	<p>The Shire recently undertook a fair value assessment of its transport assets in the 2021/22 Financial Year. The transport asset classes include roads (including carparks), drainage, footpaths and bridges. Due to escalating costs and budgeting constraints, fair values for building asset classes could not be achieved at the same time. As agreed with the OAG in early 2022 the valuation for buildings, in addition to public open space, were budgeted for and scheduled in the 2022/23 Financial Year. We have since confirmed that both public open space and buildings assets were not due until 2023. Only transport assets were due in 2022 and this review is captured in the audited financial statements for 2021/22.</p> <p>Prior to 30 June 2022, inflation was not at a level where management considered there was a need to undertake revaluation of all assets. In March 2022 when the Shire considered the need to review Fair Value for all asset classes there were no indicators that land and building inflation rates would substantially rise and decided to progress with the fair value review as planned in the following year.</p>

SIGNIFICANT AUDIT FINDINGS REPORT



No.	FINDING	RECOMMENDATION	MANAGEMENT COMMENT
		<p>applied, inputs and the reasonableness of the valuation model applied.</p>	<p>The Shire of York will investigate the possibility of obtaining a desk top review of all assets annually (in line with the Local Government (Financial Management) Regulation 17A (4)(a)) should the Shire be of the opinion that the fair value of the asset is likely to be materially different from its carrying amount. The Shire will budget accordingly in the 2023/24 Financial Year and future years.</p>
3	<p>We found the Shire's network access management process is not fully effective. Testing identified 1 employee whose employment ceased on the 15 March 2022, however their network account remained active until 29 September 2022. We acknowledge that the Shire had lodged a ticket with Focus Network (IT service and management provider) to have the employee's account deactivated, however the ticket had not been processed by the service provider.</p> <p>Additional audit testing confirmed the employee did not access the network from the date of their termination until the date their account was deactivated.</p> <p>From our review of the Altus Payroll and Procurement user access and privileges listing we found that user privileges are not being appropriately restricted and controlled.</p>	<p>The Shire should implement a user access and privileges monitoring process to ensure only current and valid users are able to access the Shire's network and systems. This process should be extended to include validation of all privileges assigned to each user that are consistent with the positions' roles and responsibilities. Where user accounts and/or privileges are no longer required, they should be immediately removed or updated.</p>	<p>The Executive are comfortable with the number of officers who have access/privileges. We note that some of the access identified by the OAG was for leave cover and only temporarily increased the numbers. The Shire will develop a policy position on which roles require access to each system to remove any ambiguity from decision making in this area. The limitations of the software packages preclude complete isolation of duties.</p> <p>The Shire agree that a countersigned audit trail is necessary in payroll as with our other financial packages. We are working with our software provider to establish what audit options are available within the payroll system to identify variations.</p> <p>A review of the exit process will be conducted to ensure the completion of requirements.</p>

SIGNIFICANT AUDIT FINDINGS REPORT



No.	FINDING	RECOMMENDATION	MANAGEMENT COMMENT
	<p>Specifically, our testing identified:</p> <ul style="list-style-type: none"> • 4 employees from diverse business areas that have been assigned significant payroll privileges. From these accounts, it is possible to: <ul style="list-style-type: none"> ○ add employees, view and edit employee details (including names, date of birth, contact details, super and tax details), ○ edit employee entitlements and ○ manage pay runs, among other privileges. • 3 employees from diverse business areas that can override the required number of quotes imposed by the system and prescribed by the Shire's Procurement Policy. • 4 employees from diverse business areas that have been assigned super user privileges. From these accounts, it is possible to create, add and modify individual supplier accounts. <p>In addition, the Shire does not perform regular reviews of user access and privileges to validate the appropriateness of these.</p>		
4	We tested a sample of 36 transactions and found	The Shire should review its underlying policies,	The Shire disagrees with the significant rating. For dot



SIGNIFICANT AUDIT FINDINGS REPORT

No.	FINDING	RECOMMENDATION	MANAGEMENT COMMENT
	<p>insufficient segregation of duties between the ordering of goods and or services to invoice processing and payment. Our testing identified the following:</p> <ul style="list-style-type: none"> • 12/36 samples where the Chief Executive Officer (CEO) approved the purchase order and the invoice for payment. Of these 12, there were 3 instances where the CEO also performed the receiving function. • 4/36 samples where the Executive Manager – Infrastructure & Development approved the purchase order and the invoice for payment. • 2/36 samples where the Finance Manager created the purchasing requisition, performed the 3-way matching and receiving functions and prepared the supplier payment batch. <p>We understand that the limited segregation of duties noted is exacerbated as a result of the delegated financial authority gap between the CEO and the Executive Managers (EM), being \$150,000 and \$50,000, respectively, as established in the Shire of York’s Policy Manual. At present the only Officer that has delegated financial authority for transactions between \$50,000 and \$150,000 is the CEO.</p> <p>In addition, from the sample of 36 transactions,</p>	<p>procedures, systems and controls around ordering, receiving and approving payment of goods and services. Policies and procedures implemented should ensure sufficient and appropriate segregation of duties is achieved and these should be communicated to all staff.</p> <p>The Shire should also review its delegated financial authority to ensure it remains appropriate to meet the Shire’s risk assessment and procurement requirements.</p> <p>As part of ensuring segregation of duties, where purchases are initiated in business units that are not their own, relevant managers should undertake checks and make enquiries as necessary to verify and authorise each transaction.</p>	<p>points one and two the approvals were in line with current policy and in no way breach legislation. There has been no failure of compliance. This process has been audited and accepted as compliant by the OAG over several years. There was no recent communication from the OAG prior to this finding recommending this separation of duties.</p> <p>The process of authorising and subsequently approving a payment requires multiple eyes and signatories. A purchase order is raised and approved by two separate officers. An invoice received into the organisation is then checked by the finance team, who confirm a purchase order is in place, that the invoice conforms with the intent and amount of the order and then sends the invoice to the responsible officer for signed confirmation of receipt. This is then approved by an Executive or the CEO. Further detection opportunities exist when the payment batch is reviewed both by the Finance Manager and Executive Manager prior to processing of payments. This is an appropriate level of detective control and provides adequate segregation of duties. Since the final audit, an organisational realignment has occurred which further separates the CEO from operational business units. Despite this there will be instances where, due to</p>

SIGNIFICANT AUDIT FINDINGS REPORT



No.	FINDING	RECOMMENDATION	MANAGEMENT COMMENT
	<p>we found 6 instances where purchase orders for less than \$50,000 were approved by the CEO even though there were other officers with the delegated financial authority to approve these. Of the 6 transactions, there was 1 payment for which the CEO approved the purchase order and the invoice for payment. We have been advised by the Shire that these purchases related specifically to the CEO's business unit.</p>		<p>confidentiality, the CEO will both acknowledge receipt of goods and authorise payment.</p> <p>We do not see centralised procurement as a solution to this problem. The Shire will consider what is possible within our systems and staffing levels to see if we can provide any additional separation.</p>
5	<p>The fortnightly payroll reconciliation is an important control to ensure that the General Ledger (GL) is an accurate and complete representation of payroll related payments. From our review, we noted that although fortnightly payroll reconciliations are being prepared, there is no evidence of independent review.</p>	<p>The Shire should ensure that fortnightly payroll reconciliations are adequately performed, and evidence of independent review is retained.</p>	<p>The independent reviews were witnessed to have been conducted however it appears there was a failing to formalise this with sign off. This documented review process has been in place with the Finance Manager and Payroll Officer since May 2022.</p>
6	<p>During the final audit visit we found the June 2022 Property, Plant and Equipment reconciliation was not prepared and reviewed until 5 months after year-end. Property, Plant and Equipment is a key asset for the Shire.</p>	<p>We recommend the Shire prepare and review its Property, Plant and Equipment account reconciliations in a timely manner.</p>	<p>This occurred due to staff changes. Timely reconciliation of the asset register to the general ledger, whilst important, does not impact the completeness or accuracy of the annual financial statement. Management accepts that it may have an impact upon the monthly statement of financial activity.</p>
7	<p>During the final audit visit we found the June 2022 Municipal Bank, Reserve Bank and Trust Bank</p>	<p>We recommend that the Shire review its bank reconciliation processes to ensure the monthly bank</p>	<p>Noted, this was identified by management prior to audit. Management is making all efforts to bring bank</p>



SIGNIFICANT AUDIT FINDINGS REPORT

No.	FINDING	RECOMMENDATION	MANAGEMENT COMMENT
	<p>reconciliations were not prepared and reviewed in a timely manner. From our review we found:</p> <p><u>Trust Bank Account:</u></p> <ul style="list-style-type: none"> The reconciliation was prepared and reviewed 5 months after year-end. There were 6 long outstanding items totalling \$5k dating from August 2021 to June 2022 that had been recognised in the GL but not reflected in the bank until November 2022. <p><u>Reserve Bank Account:</u></p> <ul style="list-style-type: none"> The reconciliation was prepared and reviewed 5 months after year-end. There was 1 long outstanding item for \$400k dating to April 2022 that had been recognised in the GL but not transferred from the Municipal account to the Reserve account until November 2022. <p><u>Municipal Bank Account:</u></p> <p>To be received. (December 2022)</p>	<p>reconciliations are appropriately prepared and in a timely manner. The Shire should ensure an adequate level of training is provided to staff performing the reconciliation. The reviewer should also ensure that reconciling items are accurate and supported.</p>	<p>reconciliations up to date with the aim of them being undertaken monthly as a minimum or more frequently if resourcing levels allow.</p>
8	<p>Although the Shire does maintain some documentation it is not sufficient to demonstrate and evidence the on-going management of contract progress and supplier performance from contract award through to completion for its infrastructure projects.</p>	<p>A contract management plan should be prepared for each capital project which includes, but not limited to, the following:</p> <ul style="list-style-type: none"> Scope and key deliverables Key milestones Variation process 	<p>New contractor management documents were prepared and delivered to the OAG for review at interim audit in May 2022. In addition, the Shire through its organisational realignment has created an Assets and Projects business unit, comprised of four staff members (three new positions) whose roles focus</p>

SIGNIFICANT AUDIT FINDINGS REPORT



No.	FINDING	RECOMMENDATION	MANAGEMENT COMMENT
	<p>We also noted no formal documentation to indicate any checks being performed to verify the completion of agreed scope of works and quality of the capital projects either delivered by external contractors or performed in house could be evidenced prior to assets being handed over to the Shire.</p>	<ul style="list-style-type: none"> • Conflict resolution • Issue log • Contract closure and transition process of assets to the Shire 	<p>on contractor management. This allows for increased resourcing capacity in this area. Extensive consultation and training were undertaken in the new processes and documentation November 2022 – February 2023 with all staff involved. The processes and documentation are integrated with the new Government Frameworks Integrated Planning and Reporting system, allowing management improved transparency and oversight on key projects. This will be a process of continuous improvement.</p>
9	<p>The Shire's current Asset Management Plan (AMP) was prepared in 2019. As a result, the Long-Term Financial Plan (LTFP) is also not sufficiently updated.</p>	<p>The AMP and LTFP should be reviewed every year in accordance with the <i>Local Government (Administration) Regulations 1996</i>, s19DA(4).</p>	<p>The Shire sought external contractors to complete the Asset Management Plans for transport and building assets in the 2021/22 Financial Year. Upon receipt of the contractors pricing it was determined that only the transport asset classes could be completed within that year's budget</p> <p>We note that while Asset Management Plans and the Long-Term Financial Plans are important informing documents these are not required by legislation nor are they required to be reviewed annually. Regulation 19DA (4) refers only to the requirement for the local government to review its current Corporate Business Plan (CBP) annually. The CBP is to develop and integrate matters relating to resources including asset management, workforce</p>

SIGNIFICANT AUDIT FINDINGS REPORT



No.	FINDING	RECOMMENDATION	MANAGEMENT COMMENT
			<p>planning and long-term financial planning only. Despite this, the Shire will continue to work towards keeping these plans as up to date as possible within existing resource constraints.</p>
10	<p><i>AASB 5 Non-current Assets Held for Sale and Discontinued Operations</i> prescribes where an asset's carrying amount will be recovered principally through a sale transaction rather than through continued use the asset should be reclassified as held for sale and measured at the lower of its carrying amount and fair value less costs to sell.</p> <p>We noted during the audit the Shire's intent and actions taken to sell St Patrick's Convent School triggering the application of this standard. We found that management has not performed an assessment of this standard and as a result, the requirements of this standard, relating to classification, measurement and disclosure, have not been applied at 30 June 2022.</p> <p>We found the combined carrying amount of the assets related to the St Patrick's Convent School, which include land, building and a carpark, is \$518,500. We note that an offer has been accepted for an amount of \$300,000. The carrying amount exceeds the fair value of the assets by \$245,773,</p>	<p>The Shire should ensure that all assets held for sale are appropriately classified and measured in accordance with <i>AASB 5 Non-current Assets Held for Sale and Discontinued Operations</i> requirements.</p>	<p>The Shire disagrees with the OAG's finding in this regard. AASB 5 requires for all three of the following criteria to be met in order to classify assets as held for sale:</p> <ul style="list-style-type: none"> • The assets carrying amount will be recovered principally through a sale transaction rather than continuing use. We agree this criterion was met. • The asset must be available for immediate sale in its present condition. We agree this criterion was met. • The sale is highly probable. We disagree that this criteria was met within the 21/22 Financial Year. A contract for sale was not entered into until September 2022 (the following financial year) and contained a number of conditions which could have resulted in no sale. These conditions have still not been met one year following. Council has withdrawn this property from sale multiple times in the past, with a high likelihood of this occurrence should this sale not progress. It is the Shire's intent to deal with this item either via the conclusion of the

SIGNIFICANT AUDIT FINDINGS REPORT



No.	FINDING	RECOMMENDATION	MANAGEMENT COMMENT
	<p>resulting in an impairment loss of the same amount. This has not been reflected in the financial statements of the Shire for the year ended 30 June 2022.</p>		<p>sale, or during the Fair Value assessments process scheduled for the 2022/23 financial year.</p>
11	<p>We noted that the Shire has not implemented a standard process to monitor grant income and expenses in the 2021-22 financial year. There is no ongoing review to track grant income and expenditure other than the mid-year Budget Review and quarterly Finance and Costing review.</p> <p>This issue was raised in the 2019-20 financial year and was subsequently resolved the following year in 2020-21. The grant register was appropriately being maintained by the Finance Department with follow up from responsible officers on progress sought on a monthly basis.</p> <p>In the 2021-22 financial year, the grant register was not maintained, and we were unable to verify that regular updates were being made. Further our sample testing of grant revenue showed that an assessment of grants to underlying grant agreements had not been performed resulting in grant revenue not being recognised in accordance with AASB 15 – Revenue from Contracts with Customers or AASB 1058 – Income of Not-for-Profit Entities.</p>	<p>The Shire should review its current practice and implement a standard process to ensure its grant register is appropriately maintained to address the risks noted above.</p> <p>The Shire should retrospectively complete a detailed revenue recognition assessment of its grant revenue streams. This is to conclude if a particular grant revenue stream or transaction arises from an enforceable contract with a customer and has sufficiently specific performance obligations. The assessment will trigger the revenue recognition requirements under AASB 15, or if it falls outside this scope, under AASB 1058, so that revenue is not misstated for the 2022-23 financial year.</p>	<p>Agreed. The Shire is assessing processes to implement a grant tracking process to align with its integrated planning and reporting process.</p>

SIGNIFICANT AUDIT FINDINGS REPORT



No.	FINDING	RECOMMENDATION	MANAGEMENT COMMENT

If not already addressed in the above table, the following details the actions the Shire of York intends to take to address the Findings and provides the timeframe in which it is expected those actions to be implemented.

Finding	Action(s)	Owner	Timeframe
1	Review the Shire's control mechanisms and key documents via the Audit Regulation 17 and Financial Management Regulation 5 reviews	EMCCS	June 2023
	Review all journals processed by the former Finance Manager for the 2021/22 Financial Year	EMCCS	Complete
	Implement a policy tracking process to align with the Shire's integrated planning and reporting process	EMCCS	June 2023
2	Undertake Fair Value assessments of public open space and building assets	EMIDS	July 2023
3	Implement an audit process to track payroll system modifications	EMCCS	June 2023
	Review exit process for completeness	EMCCS	June 2023
	Develop a policy position on access requirements for each financial system defining user access privileges aligned to system capabilities	EMCCS	June 2023
4	Consider possible segregation of duties that can be reasonably achieved within resourcing levels	EMCCS	June 2023
5	Ensure fortnightly reviews of payroll reconciliations are performed and recorded.	EMCCS	Complete
6	Undertake regular Property, Plant and Equipment account reconciliations	FM	June 2023
7	Bring 2022/23 bank reconciliations up to date and ensure completion of a monthly process	FM	June 2023
8	Implement new contractor management processes and proformas. Implement a reporting process to align with the Shire's integrated planning and reporting process	EMIDS	Completed
9	Complete the Public Open Space and Buildings Asset Management Plans	EMIDS	December 2023
	Update the Shire's Long Term Financial Plan with updated Asset information	EMCCS	December 2023
10	Implement a grant tracking process to align with the Shire's integrated planning and reporting process.	EMCCS	June 2024

SIGNIFICANT AUDIT FINDINGS REPORT

11	Review the Shire's control mechanisms via the Audit Regulation 17 and Financial Management Regulation 5 reviews.	EMCCS	June 2023
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In accordance with Sections 7.12A(4)(b) and 7.12A(5) of the *Local Government Act 1995* a copy of this report is provided to the Minister for Local Government and published on the Shire's website.

Further information in relation to the report is available by contacting Alina Behan, Executive Manager Corporate & Community Services, on 08 9641 0500 or records@york.wa.gov.au.

Chis Linnell
CHIEF EXECUTIVE OFFICER

Dated:

8.2 2021/22 ANNUAL REPORT AND ANNUAL ELECTORS MEETING

File Number:	4.0463; 4.4175
Author:	Kristy Livingstone, Finance Manager
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	1. Draft 2021/22 Annual Report ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the Draft 2021/22 Annual Report to the Audit and Risk Committee for consideration and, if satisfactory, recommendation to Council for approval. Providing local public notice of the availability of the Annual Report and advertising the date of the Annual Electors Meeting is also being requested.

BACKGROUND

In accordance with Section 5.53 of the *Local Government Act 1995* (the Act) the Shire is required to prepare an Annual Report for each financial year ending 30 June. The content of the Annual Report is prescribed by the Act and includes a summary of the Shire's activities during the previous financial year, statistics, statutory reporting and the Audited Annual Financial Statements.

In accordance with Section 5.54 of the Act the Shire is required to provide the Annual Financial Report to the auditor by 30 September for the previous financial year. Section 7.2 of the Act requires that the accounts and annual financial report of the local government are audited by an auditor and Section 7.9 prescribes the conditions under which the audit is to be conducted. Part 4 of the *Local Government (Financial Management) Regulations 1996* prescribes what is to be included in the report.

Section 5.27 of the Act requires Council to conduct an Annual Electors Meeting not more than fifty-six (56) days after the acceptance of the Annual Report for the previous year.

COMMENTS AND DETAILS

Officers present the 2021/22 Annual Report for consideration by the Audit and Risk Committee and recommendation to Council.

Highlights from the Shire's activities in 2021/22 include:

- Following feedback in the Community Scorecard the Shire increased its engagement to include new initiatives such as Have Your Say Day, Farmers Breakfasts, electronic surveys, newsletters, and workshops at a variety of days and times to achieve the biggest reach across the community. This is to help keep community informed of upcoming initiatives and seek community input where appropriate. The success of these initiatives will be tested in the 2022/23 Community Scorecard.
- The York Light Industrial Area (LIA) Access Upgrade Project was awarded \$8 million dollars as part of the Federal Government's 2022/23 budget, with an additional \$1 million provided by the State Government and the Shire contributing its own \$1 million. The project will see

improved road access (RAV4), improved drainage and service relocation being developed within the LIA.

- The York Residency Museum Earthquake Building Mitigation Project Awards:
 - Winner State Heritage Award, Conservation or Adaptive re-use of a State Registered Heritage Place
 - The Institute of Public Works Engineering Australasia, Western Australian Division Best Public Works Project (less than \$2M) Award and G.K.Watters Local Government Engineering Excellence 'best of the best' Overall Award 2021
- The Shire made a contribution of \$90k to York Agricultural Society for new Poultry Shed

Full details and a breakdown by each Strategic Community Plan Theme and Priority are presented in Appendix 1, Draft 2021/22 Annual Report.

Audited Annual Financial Statement

As required by legislation a copy of the Annual Financial Statements was provided to the Office of the Auditor General prior to the 30 September 2022 and a signed copy of the Annual Financial Statement uploaded to the Department's website before the due date of 31 December 2022.

Details of the Audit process are the subject of a separate report titled Consideration of Findings Identified During the 2021/22 Audit also presented to Audit and Risk Committee at this meeting.

The Shire concluded the 2021/22 Financial Year with an audited surplus of \$3,936,091. The surplus was a result of delays in capital projects due to:

- Clearing permits approvals not being received from the Department of Environmental Regulation for two consecutive years. The lack of timely consideration of clearing permits has delayed the progress of significant road improvements and impacted grant income. This has created a backlog of work that needs to be addressed into future years.
- Workforce constraints. Under resourcing in the project and infrastructure team in conjunction has led to a lack of available officers to progress the growing number of roads and other projects.
- Following COVID mandates and stimulus actions there has been a lack of available contractors to undertake capital projects causing delays to programmed works.

The Shire is addressing these ongoing risks by:

- Advocating for improvements in the clearing permit process in conjunction with neighbouring Local Government Authorities.
- Creating a Projects and Assets team with additional resourcing to improve the planning and delivery of infrastructure projects and increasing the staffing available for maintenance of our current assets.
- Reviewing procurement processes and repackaging work programs to ensure attractiveness to likely contracting partners.

Annual Electors Meeting

To comply with Section 5.27 of the Act, it is proposed that the Annual Electors Meeting be held on Tuesday 23 May 2023 at 6.00pm and that this date is publicly advertised for a minimum of fourteen (14) days.

OPTIONS

The Audit and Risk Committee has the following options:

Option 1: The Audit and Risk Committee could choose to recommend to Council that it not accept the Annual Report at the next Ordinary Council Meeting. However, as the Audited Financial Statements have been received, Council is required under Section 5.54(2) of the Act to accept the Annual Report within two (2) months of receipt.

Option 2: The Audit and Risk Committee could choose to recommend to Council that it accepts the Annual Report at its Ordinary Council Meeting on the 18 April 2023, give public notice of its availability and the Annual Electors meeting to be held on Tuesday 23 May 2023 at 6.00pm and that this date is publicly advertised for a minimum of fourteen (14) days.

Option 2 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

The Act requires the Annual Report, which includes Annual Financial Statements, to be made publicly available. The Annual Report will be available on the Shire's website and in hard copy available from the Shire Administration Office/Library.

Strategic

Strategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

To have effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together.

Policy Related

- F3 Significant Accounting Policies
- G18 Integrated Planning and Reporting – Reporting
- G19 Risk Assessment and Management
- G25 Compliance
- O5 Asset Management

Financial

The Annual Report was submitted to a graphic designer to collate within current budget allocations. The OAG has indicated that the proposed audit fee will exceed the indicative 2021/22 audit fee due to additional audit time and effort completing the 30 June 2022 financial statement audit. The final amount is not yet known but the OAG has agreed to work with Shire management to agree this sum. A sum of \$55,630 is currently budgeted for this workflow.

Legal and Statutory

Sections 5.53 to 5.55A of the Act are applicable and state:

“5.53. Annual reports

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
 - (a) *a report from the mayor or president; and*
 - (b) *a report from the CEO; and*
 - [(c), (d) deleted]*
 - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*

- (f) *the financial report for the financial year; and*
- (g) *such information as may be prescribed in relation to the payments made to employees; and*
- (h) *the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
- (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
- (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) *the number of complaints recorded in the register of complaints; and*
 - (ii) *how the recorded complaints were dealt with; and*
 - (iii) *any other details that the regulations may require;**and*
 - (i) *such other information as may be prescribed.*

5.54. Acceptance of annual reports

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government."

Section 5.27 of the Act is applicable to Annual Electors Meetings and states:

"5.27. Electors' general meetings

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed."*

Risk Related

Compliance – the requirement to accept the Shire's Annual Report and to hold an Annual Electors Meeting is a legislative requirement. Failure to do so exposes Council to significant risk. This report and appendices mitigate this risk.

Workforce

The publishing of the Annual Report and the holding of the Annual Electors Meeting has been allowed for within current staffing requirements.

VOTING REQUIREMENTS**Absolute Majority: Yes****RECOMMENDATION**

That, with regard to the 2021/22 Annual Report and Annual Electors Meeting, the Audit and Risk Committee recommend to Council that it:

- 1. Resolves to accept the Annual Report for the year ended 30 June 2022, as presented in Appendix 1, noting that it incorporates the Audited Financial Statements.**
- 2. Authorises the Chief Executive Officer, in consultation with the Shire President, to make any necessary minor editorial and formatting changes to the 2021/22 Annual Report prior to publication.**
- 3. Requests the Chief Executive Officer to provide local public notice of the availability of the 2021/22 Annual Report.**
- 4. Authorises the Chief Executive Officer to convene the Annual Electors Meeting to be held on 23 May 2023 at 6.00pm in the Lesser Hall, York Town Hall, York.**



ANNUAL REPORT

2021 - 2022



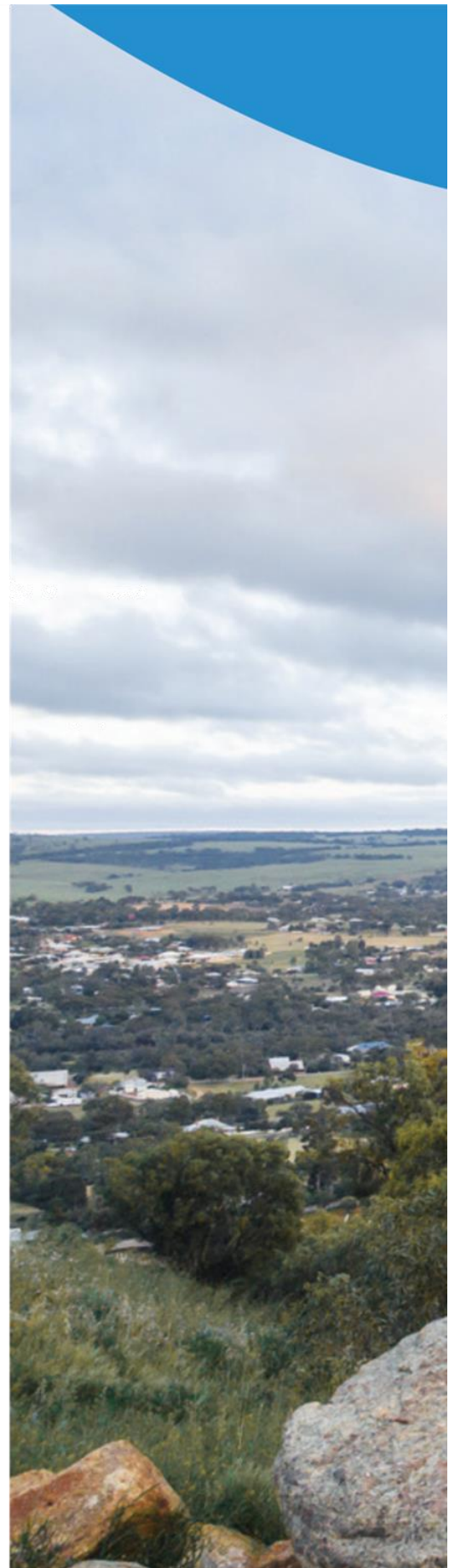
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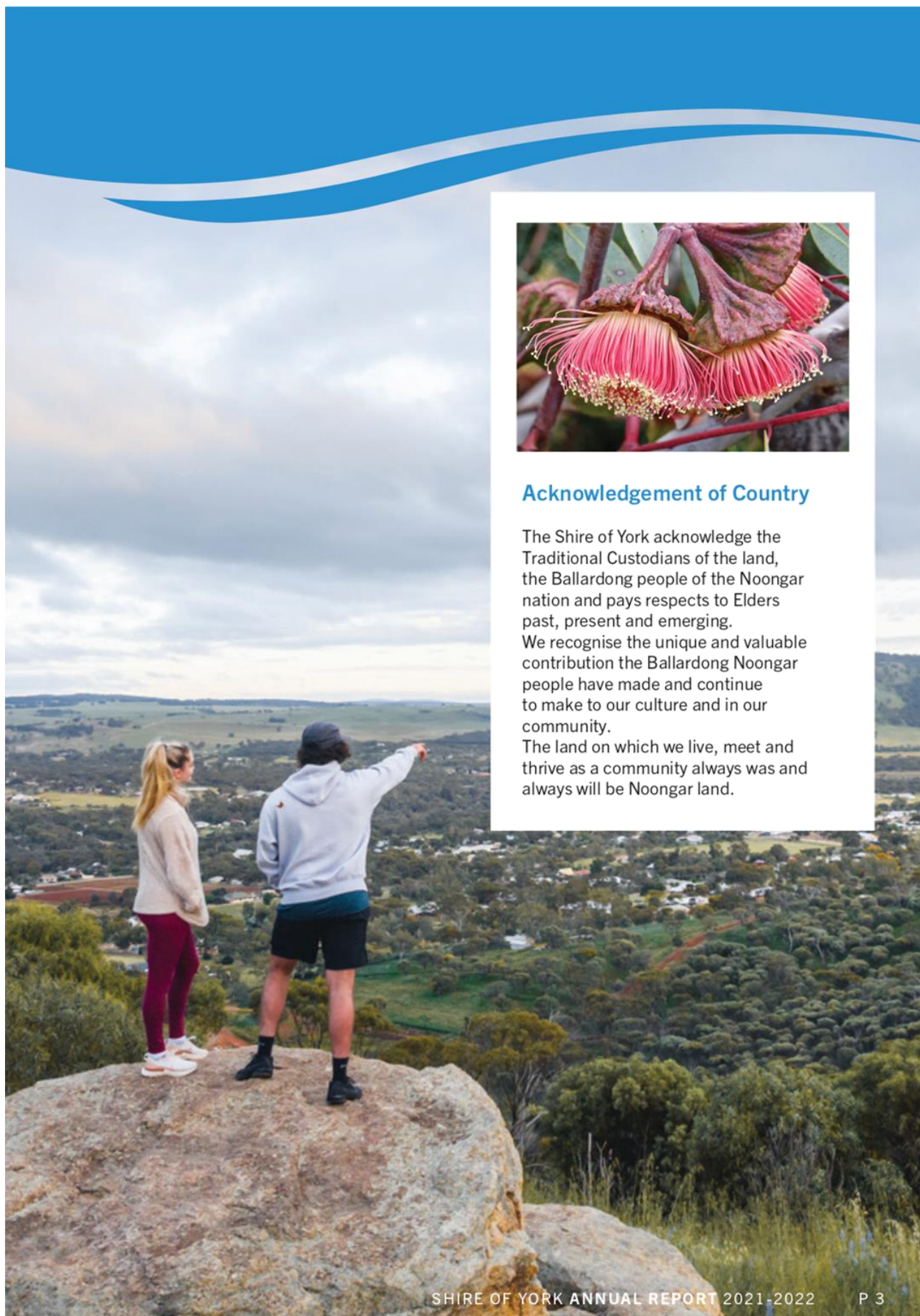
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This document is available in alternative formats upon request at the Shire Administration Office.



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Website: www.york.wa.gov.au





Acknowledgement of Country

The Shire of York acknowledge the Traditional Custodians of the land, the Ballardong people of the Noongar nation and pays respects to Elders past, present and emerging.

We recognise the unique and valuable contribution the Ballardong Noongar people have made and continue to make to our culture and in our community.

The land on which we live, meet and thrive as a community always was and always will be Noongar land.

Shire President's Report

As far as places to live go, it doesn't get much better than York. Not only is it a beautiful part of the world with rolling hills and the river, it is home to a vibrant community with plenty of activities for everyone.

YRCC Management

At the start of the financial year a Special Electors Meeting held to address the concerns of members of the community regarding the management of York Recreation & Convention Centre (YRCC). Council considered the management of the YRCC and endorsed the future contract with Belgravia Leisure at its September 2021 Ordinary Meeting.

Elections

The local government ordinary elections were held in October 2021 with three vacant positions on Council. There was strong interest from the community with ten nominations. I would like to congratulate Councillors Denis Warnick and Kevin Trent who were successfully re-elected, and Cr Peter Wright who was newly elected. I'd also like to thank Jane Ferro for her time and efforts while serving on Council. A presentation was made to Jane at Council's November 2021 Ordinary Meeting.

Noongar Cultural Heritage Survey

At its November 2021 Ordinary Meeting, Council accepted the Noongar Cultural Heritage Survey. The Survey acknowledges the culturally significant sites of the Gogulgar Bilya/Avon River, Wongborel/Mt Brown and Walwalying/Mt Bakewell. The latter two sites were subsequently submitted to the Department of Planning Lands & Heritage for listing as Aboriginal Heritage Sites under the Aboriginal Heritage Act 1972 (Gogulgar Bilya/Avon River is already listed) which affords protections around the future use and activity of the sites. This ensures the Shire of York is not only complying with its obligations but demonstrates that respect and the value of Aboriginal cultural heritage will inform our Reconciliation Action Plan.

COVID-19

The pandemic continued to roll on throughout 2021/22 with various mandates and restrictions in place. While we can be grateful York remained relatively unscathed compared to other parts of the world and Australia, there were some in the community who were concerned with aspects of the State Government's response. A Special Electors Meeting was called and held in April 2022, with Council considering the subsequent motions at its May 2022 Ordinary Meeting. Thankfully, most of the restrictions and mandates have since lifted and society is starting to return to the 'old normal' once again.

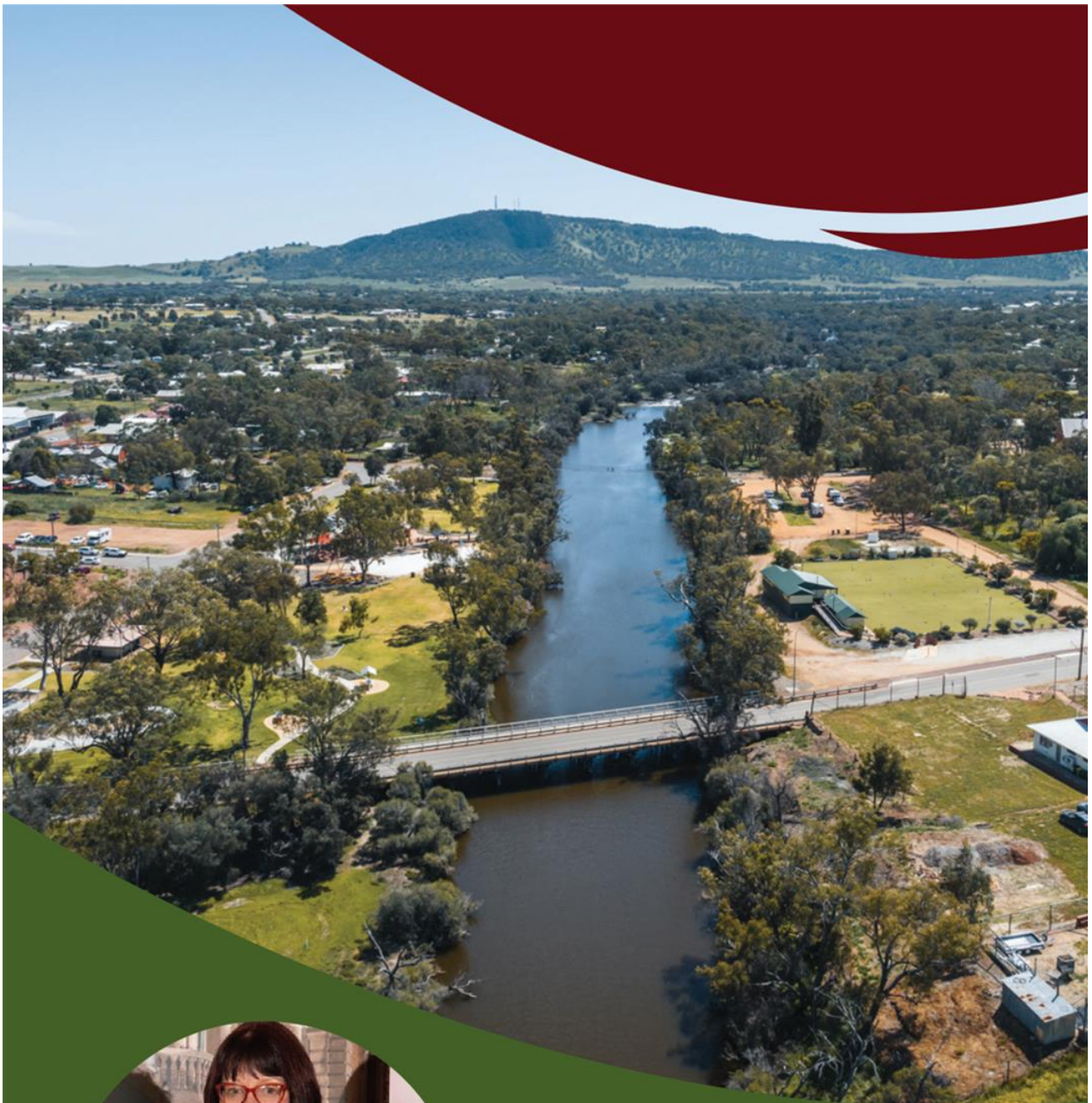
Festival Season

Spring 2021 was a giant celebration with many events and activities occurring, especially the York Festival which continues to grow year on year. Other memorable events included the Medieval Fayre, the York Cup, the York Show, York Motor Show, Spring Dance Festival and the Arts & Craft Awards. These events bring so much vitality to our town and it is pleasing to see the many people who visit and enjoy our hospitality

In Closing

Sincere thanks to my fellow Councillors and Shire staff for their hard work, dedication and on-going support. I am proud of what we have achieved over the past year. I look forward to continuing to work closely with the community to ensure York continues to thrive.

Cr Denese Smythe
Shire President



“

“Shire President Cr Denese Smythe receiving the prestigious Winner’s Award in the category ‘Conservation or Adaptive Re-Use of a State Registered Heritage Place’ at the Western Australian Heritage Awards held in November 2021.”

CEO's Report

I am pleased to present this Annual Report which provides an outline of the Shire's activities during the 2021/22 Financial Year, detailing what has been achieved on behalf of our community.

Multi Award Winning Museum

Following its recent restoration, the York Residency Museum was the star attraction at various awards ceremonies throughout the year. The project co-won the 'Conservation or Adaptive Re-Use of a State Registered Heritage Place' at the WA State Heritage Awards in November 2021, which was followed by the Institute of Public Works Engineering Australasia, Western Australian Division Annual Excellence Awards in March 2022 where it won the 'WA Best Public Works Project (less than \$2M - Regional) Award' as well as the 'G.K. Watters Local Government Engineering Excellence Award'. All those involved can be very proud of their achievements and the work undertaken, building on York's commitment to preserving its exceptional built heritage.

Workforce

Following on from last year's report, we were pleased to welcome Ms Sinead McGuire to the position of Executive Manager Infrastructure & Development Services in July 2021. Additionally, work continued with staff to bring our organisational values of courage, empathy, respect and excellence into our every day. Professional Development Workshops were held throughout the year supporting the development of a positive and supportive culture and significant benefits to the organisation, enhancing its ability to adapt to, and deliver on, the community's aspirations.

Organisational Realignment

In 2020 the Shire carried out a major review of the Strategic Community Plan (SCP) which reset some of the community aspirations. To progress these revised aspirations and to better deliver on the Shire's strategic direction the workforce structure was reviewed. The review utilised current vacancies and new positions to improve

the effectiveness in delivering our projects, programs and services. The organisational realignment was presented to Council's April 2022 Ordinary Meeting and is expected to be implemented by the end of 2022.

Have Your Say Days

The Shire conducted several community engagement sessions in May and June 2022 giving community members a chance to contribute their views on various important projects the Shire was seeking input on, such as Avon Terrace and the CBD Revitalisation, Community Engagement, Access and Inclusion, the York Cemetery and the York Swimming Pool. The sessions were well attended and provided valuable information for staff going forward. Hard copy and electronic surveys were also available for the community to provide input.

Significant Projects

The York Light Industrial Area (LIA) Access Upgrade Project was awarded \$8 million dollars as part of the Federal Government's 2022/23 budget, with an additional \$1 million provided by the State Government and the Shire contributing its own \$1 million. The project will see improved road access (RAV 4), improved drainage and service relocation being developed within the LIA. A heavy vehicle rest area has also been considered. The Shire was pleased to work collaboratively with local businesses and Main Roads WA on an acceptable solution to allow the project to be realised.

In Closing

I would like to acknowledge the cohesive nature in which Council are willing to work together for the best outcomes of our community. Thank you also to all the staff at the Shire of York who work tirelessly to keep our Shire going, supporting our community members and maintaining our values, even in challenging times.

Chris Linnell
Chief Executive Officer



“

“The York Light Industrial Area (LIA) Access Upgrade Project was awarded \$8 million dollars as part of the Federal Government’s 2022/23 budget, with an additional \$1 million provided by the State Government and the Shire contributing its own \$1 million.”

Councillors



The Shire of York Councillors are:

Cr Denese Smythe
Shire President
Expiry of Term:
October 2023



Cr Peter Wright
Councillor
Expiry of Term:
October 2025



Cr Ashley Garratt
Councillor
Expiry of Term:
October 2023



Cr Kevin Trent OAM; RFD;
Councillor
Expiry of Term:
October 2025



Cr Pamela Heaton
Councillor
Expiry of Term:
October 2023



Cr Dennis Warnick
Deputy Shire President
Expiry of Term:
October 2025



Cr Stephen Muhleisen
Councillor
Expiry of Term:
October 2023



Ex-Cr Jane Ferro
Expiry of Term:
October 2021
(Not re-elected)



Register of Complaints about Conduct of Members

Section 5.121 of the *Local Government Act 1995* requires the Complaints Officer of the local government to maintain a register of complaints which records all complaints that result in a finding under Section 5.110(2)(a) that a minor breach has occurred.

The Complaints Officer received two complaints during the 2021/22 financial year, with one resulting in no finding of a minor breach (Council Resolution 150222). The second complaint was received on 24 June 2022 and is under investigation.

Councillor Demographics

Regulation 19B(2)(h) of the *Local Government (Administration) Regulations 1996* requires a local government to include in its Annual Report, the age of Councillors (if available).

Age Range 30 June 2022	Elected Members
Between 18 years and 24 years	0
Between 25 years and 34 years	0
Between 35 years and 44 years	2
Between 45 years and 54 years	0
Between 55 years and 64 years	0
Over 64 years	5

Council & Committee Meeting Attendance

Councillor	Ordinary (11)	Special (3)	Annual Electors (1)	Audit and Risk Committee (6)
Cr Denese Smythe	11	3	1	6
Cr Denis Warnick	11	3	0	2
Cr Ashley Garratt	11	3	1	N/A
Cr Pam Heaton	11	2	1	1
Cr Stephen Muhleisen	10	3	1	1
Cr Kevin Trent	11	3	1	6
Cr Peter Wright	8	2	1	N/A
Ex Cr Jane Ferro	3	1	N/A	1

Elections

The local government elections were held on 16 October 2021.

The Western Australian Electoral Commission was appointed to conduct the election as a postal election for the Shire of York.

Ten candidates nominated to fill three vacant positions, with the following people successfully elected:

- Kevin TRENT
- Denis WARNICK
- Peter WRIGHT

Our Vision

Vision “A vibrant and inviting agricultural, heritage and tourist town and Shire, and a community that is focused on and works collaboratively to improve and promote the town and the Shire of York as a destination and wonderful place to live.”



We aspire to be:



The Place to Be

To be a close knit community, full of life, in a welcoming and accessible place for all.



Driving the York Economy Forward

To have a vibrant, diverse and prosperous local economy which creates local jobs, business opportunities and a positive image for the Shire.



A Leader in Sustainable Environment

To be a place which is renowned for the quality of its natural environment, the astounding beauty of the landscape, and the care taken by the community



Built for Lifestyle and Resilience

To have a built environment which supports community, economy and the environment, respects the past and creates a resilient future.



Strong Leadership and Governance

To have effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together

2021/22 Year in Review

This report summarises the Shire of York's progress during the 2021/22 financial year towards attaining the objectives, outcomes and actions set out in the Shire's 2020 – 2030 Strategic Community Plan



A Place to Be

*To be a close knit community,
full of life, in a welcoming and
accessible place for all*

Priorities



Engage children and young people in their place and future



Increase disability access and senior's services



Support community led development

Highlights

- YORKids - The Shire delivered family friendly weekend of activity, June 2022
- Australia Day 2022 - Secured \$30,000 grant from the National Australia Day to contribute to delivery of the Australia Day 2022 event and the Inaugural Ballardong Boodja Event 2022
- This Bay is Someone's Day - Park Right Day and Night, a campaign launched in York in September 2021 to focus on the impact that parking illegally in an ACROD bay can have on someone's day.
- York Recreation and Convention Centre - In November 2021, management of the YRCC was transitioned to Belgravia Leisure to increase the usage and range of activities available at the YRCC.
- Library Services - The online catalogue launched for the library. The library issued 21539 items in 21/22. There are 1176 active memberships, and 3464 new stock items were added with the help of donations.
- York Swimming Pool - Total Public Pool attendance was 15,262 with 426 people attending the Australia Day Celebrations and approximately 580 people attending the York Open.
- Reconciliation Action Plan development working group formed and regularly meeting and the Noongar Cultural Heritage Survey completed
- COVID Response - Shire, community and service providers collaborated to produce the COVID Information Pack mailed to all residents of York
- Community Wellbeing Survey was undertaken to inform development of a Community Wellbeing Plan
- Disability Access and Inclusion Plan (DAIP) Progress Report 2021/2022 - highlights included accessible desk for wheelchair users in the York Public Library, launch of e-newsletter and Community mailout providing local information relating to Covid-19



Funding provided to support community focused activities

Flour Mill Emporium	Youth & Indigenous Arts Space—Intersections Program	\$2,000
York Golf Club	Upgrade course fairways and surrounds of greens	\$3,000
Holy Trinity Church	Assistance to deliver eight Sustainable Living Programs	\$1,999
St John Ambulance York	Assistance to acquire a Community Transport Vehicle	\$10,000
Paint York REaD	Paint York REaD Welcome Packs to new residential families	\$1,027
York Community Resource Centre	Delivery of Business, Community & Vulnerable group programs	\$24,000
York RSL	Annual ANZAC Day commemorations	\$3,000
York District High School	End of Year Award Presentations	\$2,000
York Community Radio	Delivery of 52 hours or more free for community groups radio broadcasting a year	\$3,000
York Christmas Festival	Christmas Festival & Residential Lights Competition	\$12,750

A Place to Be



ACROD Parking - Community Awareness Campaign



Have Your Say Days - Community Engagement Sessions



Avon Terrace Guided Tours - York Visitor Centre



Australia Day Presentations - 2022

New Dog Registrations



127

Complaints **127**
 Impounded **69**
 Released **37**
 Rehomed **21**

New Cat Registrations



25

Complaints **18**
 Impounded **47**
 Released/
 Rehomed **41**

Parking Complaints



22

Parking Patrols **53**
 Vehicle Complaints **3**
 Vehicles Removed **2**
 Vehicles Impounded **2**

Australia Day 2022

Congratulations to the award winners:

- Community Citizen of the Year – Jenny Garroun
- Community Citizen of the Year, Senior (65 or over) – Pat & Bruce McGregor
- Active Citizenship award – Greenhills Progress Association
- Senior Sports Star of the Year - Jacqui McNamara
- Junior Sports Star of the Year – Tyson Jones



Citizen of the Year - Jenny Garroun



Active Citizenship - Greenhills Progress Association



Senior Citizen of the Year - Bruce and Pat McGregor



Tyson Jones, Junior Sportstar of the Year



Jacqui McNamara, Senior Sportstar of the Year

Looking forward 2022/23:

- Creation of Community & Place Coordinator role to achieve broader community development goals and objectives
- Traineeships offered for Civil Construction Apprentice and Business Administration Trainee.
- Delivery of Community Wellbeing Plan, as required under the *Public Health Act 2016*

Driving the York Economy Forward

To have a vibrant, diverse and prosperous local economy which creates local jobs, business opportunities and a positive image for the Shire.

Priorities



Highlights

- 300 visitors took a paid guided tour of the Town Hall or Main Street walking and Bus Tours
- In conjunction with Destination Perth, Beverley, Northam, Toodyay and Goomalling, York rolled out an extensive Destination Marketing Campaign which included bus backs showcasing the iconic locations across the Avon Valley, new Avon Valley brand and style guide and the production of 10,000 Avon Valley brochures.
- Paid advertising to promote York in Destination Perth Annual Planner and sponsored 2 x 3 minute TV segments on DestinationWA and 1 x 3 Minute segment on nationwide Getaway TV show.

Funding provided to drive economic activity

York Agricultural Society	York Agricultural Show	\$11,000
Premiere Events	2 day York Motorcycle Festival	\$22,500
York Veteran Car Club	Annual York Motor Show	\$10,00
York Medieval Fayre	Annual York Medieval Fayre	\$8,000
Wheatbelt Arts & Events, Inc	Annual three weekend/ two week York Festival	\$23,500
York Society	Annual Art & Craft Awards	\$6,500

Looking forward 2022/23:

- Continuation of community engagement and start of delivery of CBD Revitalisation Project
- Development of Experience York Destination Promotion App





A Leader in Sustainable Environment

To be a place which is renowned for the quality of its natural environment, the astounding beauty of the landscape, and the care taken by the community

Priorities



Improve the ecology and enjoyment of the river



Highlights

- River Conservation Society continuing to make improvements to the leased Shire facility at Glebe Street
- Community planting days undertaken on Shire managed reserves
- Response to localised flooding events and undertook significant emergency repairs to ensure safety of infrastructure for community
- Trails Concept Plan completed
- Representing the Wheatbelt on the Local Government Roadside Clearing, Regulation Working Group to advocate for strategic improvements into roadside clearing processes
- Audit of Hockey Stick locations marking endangered flora enabling improved practices



Looking forward 2022/23:

- Continue upskilling volunteers with Bushfire Brigade training
- Identify and Seek grant funding to develop trails
- Pursue Federal Government grant fund replacing Building Better Regions Fund and work with State and LotteryWest to secure funding to implement Concept Plan
- Commence Traditional Aboriginal Mosaic Burning Programme on Ballardong Country in Shire of York
- Apply for Aboriginal Ranger Program to support restoration of Country through native flora and fauna management



1100.17
tonnes of
waste was
transported
to Shire of
Northam
landfill site and
230.18
tonnes of
recyclable
material
was collected



Containers
for Change
total containers
collected
1,484,011

Built for Lifestyle and Resilience

To have a built environment which supports community, economy and the environment, respects the past and creates a resilient future.

Priorities



Upgrade roads and complete footpaths network



Enhance streetscape with a focus on trees



Revitalise Avon Terrace and restore heritage

Highlights

- Earthquake Building Mitigation Project Awards:
 - Winner State Heritage Award, Conservation or Adaptive re-use of a State Registered Heritage Place
 - The Institute of Public Works Engineering Australasia, Western Australian Division Best Public Works Project (less than \$2M) Award and G.K.Watters Local Government Engineering Excellence 'best of the best' Overall Award 2021
- Contribution of \$90k to York Agricultural Society for new Poultry Shed
- Purchase of new road sweeper and grader
- Secured \$9 million dollar investment for Light Industrial Area access improvements
- Video capture of entire road network and integration of data with MRWA RoadView to inform future funding applications
- Data collection of entire footpath network and integration of data with Shire internal asset management system


Looking forward 2022/23:


- Continuation of Swimming Pool replacement project
- Detailed design progress for delivery of Light Industrial Area project
- Significant budget increase for the delivery of vegetation clearing, tree pruning and weed spraying on rural roads network

Roadworks

- Resheeting of Karabine Road and Wilberforce Crossing
- Significant resheeting and drainage upgrades to Waterfall Road
- Pavement repairs to Talbot West and Top Beverley Roads
- Resealing of Qualen West and Suburban Road/Pool Street



174 
 Building Permits Issued

14 
 Subdivisions Referrals

 **\$12,044,746**
 Approximate value of approved building works in the Shire in 2021/22

62 
 Planning Approvals Issued

37 
 Effluent Approvals Issued

 **Percentage split of building approvals**

- 17.24%** Dwellings
- 64.95%** Outbuildings
- 4.02%** Additions/Alterations
- 2.3%** Swimming Pools
- 1.15%** Sea Container/Flag Pole
- 3.45%** Retaining Wall/Fence
- 4.02%** Water Tanks
- 2.30%** Commercial/Public
- 0.57%** Earthworks

Strong Leadership and Governance

To have effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together

Priorities



Continuous improvement of community engagement



Explore establishment of a contemporary, accessible Council Chamber



Continuous improvement of governance



Highlights

- Have Your Say Day community engagement sessions used as an opportunity to trial formats (evening, daytime, breakfast) and to target different sectors (Farmers, Early Years etc) as part of the ongoing development of a Community Engagement Framework.
- Monthly eNewsletter launched to provide a further channel for to engage community
- Procurement, record keeping and payroll systems were digitised
- Upgrade to Council Chamber technology to allow Council and Gallery to view minutes live, sound amplification to allow gallery to hear

Community Engagement

The Shire of York undertook a series of community engagement Have Your Say Day sessions including drop-in sessions, workshops and surveys seeking feedback into a number of important projects: Revitalisation of the CDB, Redevelopment of the Swimming Pool, Community Engagement preferences, Access & Inclusion working group ideas and future development of York Cemetery.

There were 94 attendees across the various sessions, 34% of attendees were under 61 and the remainder were over. Whilst the number of attendees to the open sessions at midday and late afternoon were very similar, 38 and 34 respectively, the 7am breakfast session was well attended indicating that this time slot is attractive to the community.

HR

- Sinead McGuire was employed as Executive Manager Development and Infrastructure Services 26/07/21
- Employees in three positions were entitled to an annual cash salary of \$100,000 or more with one position in the \$130,000 to \$139,000 band, one in the \$150,000 - \$159,000 band and one in the \$180,000 - \$189,000 band
- Development of staff:
- Hosted MRWA road counter training for staff and surround local governments (June 2022)
- IPWEA asset management course professional certificate completion (June 2022)
- Investment of Road Safety Course with three staff members (ongoing)
- Procurement Training
- Rates & Property Essentials WA
- First Aid Training
- Basic Work site Traffic Management
- Iris Consulting - eSentencing, Disposal & Archiving
- Asset Management Foundations
- Fork Lift Course
- LGIS - SWMS Workshop
- Planning Institute of Australia
- Executive Network Support
- Corporate Cultural Training

Strong Leadership and Governance



Governance

- Four new FOI applications were received with no internal reviews being carried out
- Reviewing and updating three policies:
 - G5 Comprehensive Complaints
 - P6 Heritage Conservation & Development
 - E3 Councillor: Travel & Accommodation
- Approving four new policies:
 - G15 Public Interest Disclosure
 - P13 Outbuildings in R Coded Areas
 - P14 Outbuilding in rural Zones
 - G31 Flags
- Five leases approved:
 - Wheatbelt Women's Health hub
 - York Early Years Hub
 - York Hockey Club
 - York Agricultural Society
 - York Golf Club
- Management Contract for York Recreation & Convention Centre approved with Belgravia Leisure
- Eight licence agreements were entered into for use of the York Recreation Convention Centre (YRCC) for the period 1 July 2021 to 30 June 2022, for the following local community groups:
 - York Seniors Mobility Group
 - York Badminton Club
 - York Junior Football Club
 - York Lawn Tennis Club
 - York Seniors Football Club
 - York Imperial Cricket Club
 - York Agricultural Society
 - York Bowling Club

Looking forward 2022/23:

Development of Community Engagement Framework

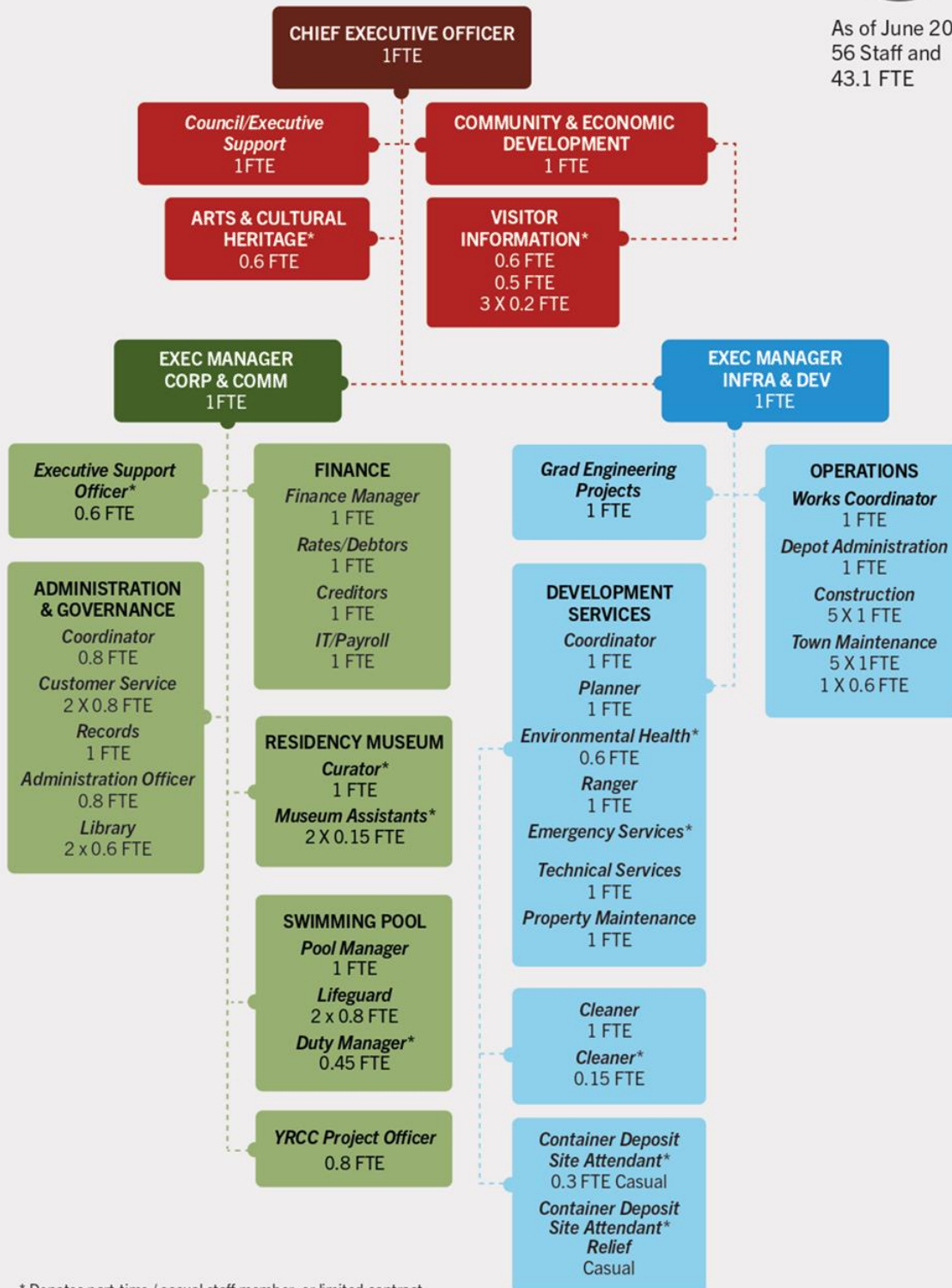
Implementation of Government Frameworks Software for strategy management, performance management, project and portfolio management, governance, risk, and compliance.

Phase two upgrade of technology in Council Chambers to allow virtual Councillor attendance and facility to visually record and live stream meetings. Manage any outcomes of the Local Government Act review process.

Organisational Chart 2021/22



As of June 2022
56 Staff and
43.1 FTE



* Denotes part-time / casual staff member, or limited contract



Appendix 1

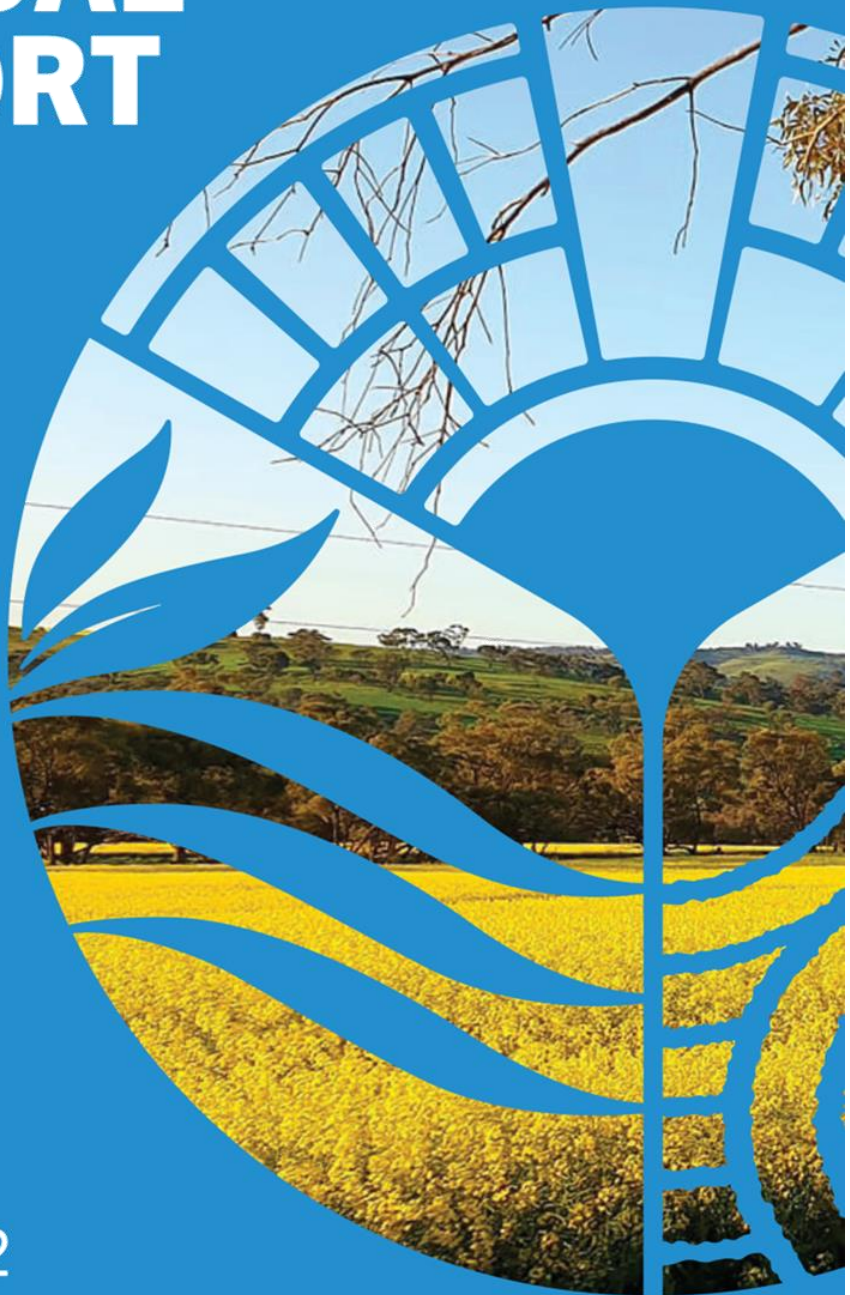
Audited Financial Statements



Shire of York
PO Box 22, York WA 6302
Phone: (08) 9641 2233 / Fax: (08) 9641 2202
Email: records@york.wa.gov.au
Website: www.york.wa.gov.au



ANNUAL REPORT



2021 - 2022

SHIRE OF YORK
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

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

A vibrant and inviting agriculture, heritage and tourist town and a Shire community that is focused on and works collaboratively to improve and promote the town and the Shire of York as a destination and wonderful place to live.

Principal place of business:
1 Joaquina Street
York WA 6302

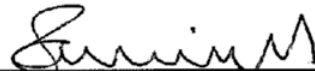
**SHIRE OF YORK
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of York for the financial year ended 30 June 2022 is based on proper accounts and records to present fairly the financial position of the Shire of York at 30 June 2022 and the results of the operations for the financial year then ended in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 06 day of April 2023



Chief Executive Officer

Chris Linnell

Name of Chief Executive Officer

SHIRE OF YORK
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual	2022 Budget	2021 Actual
		\$	\$	\$
Revenue				
Rates	24(a),2(a)	6,325,773	6,323,098	5,956,375
Operating grants, subsidies and contributions	2(a)	2,215,977	1,047,688	1,785,935
Fees and charges	23(c),2(a)	1,359,160	1,185,255	1,490,543
Interest earnings	2(a)	113,650	89,200	74,620
Other revenue	2(a)	269,506	211,616	216,732
		10,284,066	8,856,857	9,524,205
Expenses				
Employee costs		(4,170,020)	(4,391,976)	(3,886,004)
Materials and contracts		(2,860,095)	(3,041,331)	(2,315,304)
Utility charges		(371,987)	(393,382)	(387,264)
Depreciation	9(a)	(2,953,967)	(2,585,950)	(2,865,589)
Finance costs	2(b)	(81,215)	(83,383)	(92,628)
Insurance		(289,869)	(240,340)	(286,049)
Other expenditure	2(b)	(684,864)	(454,308)	(637,111)
		(11,412,017)	(11,190,670)	(10,469,949)
		(1,127,951)	(2,333,813)	(945,744)
Capital grants, subsidies and contributions	2(a)	920,662	1,585,953	684,728
Profit on asset disposals	9(b)	11,260	0	5,702
Loss on asset disposals	9(b)	(74,538)	(248,950)	(13,466)
Fair value adjustments to financial assets at fair value through profit or loss		0	0	2,586
		857,384	1,337,003	679,550
Net result for the period	23(b)	(270,567)	(996,810)	(266,194)
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	15	42,466,560	0	0
Total other comprehensive income for the period	15	42,466,560	0	0
Total comprehensive income for the period		42,195,993	(996,810)	(266,194)

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

SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2022

	NOTE	2022 \$	2021 \$
CURRENT ASSETS			
Cash and cash equivalents	3	8,003,482	7,018,678
Trade and other receivables	5	1,184,159	943,258
Inventories	6	34,223	34,901
TOTAL CURRENT ASSETS		9,221,864	7,996,837
NON-CURRENT ASSETS			
Trade and other receivables	5	139,411	124,589
Other financial assets	4	73,807	73,807
Property, plant and equipment	7	31,870,650	32,294,386
Infrastructure	8	145,324,062	104,247,781
Right-of-use assets	10	1,031,440	970,499
TOTAL NON-CURRENT ASSETS		178,439,370	137,711,062
TOTAL ASSETS		187,661,234	145,707,899
CURRENT LIABILITIES			
Trade and other payables	11	1,370,032	1,705,643
Other liabilities	12	1,013,530	556,588
Borrowings	13	197,908	251,899
Employee related provisions	14	823,865	916,209
TOTAL CURRENT LIABILITIES		3,405,335	3,430,339
NON-CURRENT LIABILITIES			
Borrowings	13	1,175,008	1,372,916
Employee related provisions	14	98,316	118,062
TOTAL NON-CURRENT LIABILITIES		1,273,324	1,490,978
TOTAL LIABILITIES		4,678,659	4,921,317
NET ASSETS		182,982,575	140,786,582
EQUITY			
Retained surplus		33,418,350	33,615,369
Reserve accounts	27	2,585,273	2,658,821
Revaluation surplus	15	146,978,952	104,512,392
TOTAL EQUITY		182,982,575	140,786,582

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

SHIRE OF YORK
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2020		33,517,034	3,023,350	104,512,392	141,052,776
Comprehensive income for the period					
Net result for the period		(266,194)	0	0	(266,194)
Total comprehensive income for the period		(266,194)	0	0	(266,194)
Transfers from reserves	27	546,274	(546,274)	0	0
Transfers to reserves	27	(181,745)	181,745	0	0
Balance as at 30 June 2021		33,615,369	2,658,821	104,512,392	140,786,582
Comprehensive income for the period					
Net result for the period		(270,567)	0	0	(270,567)
Other comprehensive income for the period	15	0	0	42,466,560	42,466,560
Total comprehensive income for the period		(270,567)	0	42,466,560	42,195,993
Transfers from reserves	27	635,000	(635,000)	0	0
Transfers to reserves	27	(561,452)	561,452	0	0
Balance as at 30 June 2022		33,418,350	2,585,273	146,978,952	182,982,575

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

SHIRE OF YORK
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		6,234,153	6,323,098	6,025,089
Operating grants, subsidies and contributions		2,022,142	1,057,031	2,514,713
Fees and charges		1,466,504	985,255	1,490,543
Interest received		113,650	89,200	74,620
Goods and services tax received		316,037	0	0
Other revenue		269,506	211,616	216,732
		10,421,992	8,666,200	10,321,697
Payments				
Employee costs		(4,154,873)	(4,391,976)	(3,858,316)
Materials and contracts		(3,255,628)	(3,021,417)	(2,384,011)
Utility charges		(371,987)	(393,382)	(387,264)
Finance costs		(81,215)	(83,383)	(92,628)
Insurance paid		(289,869)	(240,340)	(286,049)
Goods and services tax paid		(351,412)	0	(10,413)
Other expenditure		(684,678)	(454,309)	(563,234)
		(9,189,662)	(8,584,807)	(7,581,915)
Net cash provided by (used in) operating activities	16(b)	1,232,330	81,393	2,739,782
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	7(a)	(855,308)	(1,907,010)	(793,454)
Payments for construction of infrastructure	8(a)	(632,562)	(2,951,659)	(1,328,494)
Payments for right of use assets	10	(88,988)	0	(192,656)
Non-operating grants, subsidies and contributions		1,377,604	1,585,953	1,132,416
Proceeds from sale of property, plant & equipment	9(b)	203,627	612,000	101,116
Net cash provided by (used in) investing activities		4,373	(2,660,716)	(1,081,072)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	26	(251,899)	(251,899)	(244,526)
Net cash provided by (used in) financing activities		(251,899)	(251,899)	(244,526)
Net increase (decrease) in cash held		984,804	(2,831,222)	1,414,184
Cash at beginning of year		7,018,678	6,995,305	5,604,494
Cash and cash equivalents at the end of the year	16(a)	8,003,482	4,164,083	7,018,678

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

SHIRE OF YORK
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
NET CURRENT ASSETS - At start of financial year - surplus/(deficit)	25(b)	2,714,097	2,433,474	2,192,324
OPERATING ACTIVITIES				
Revenue from operating activities (excluding general rate)				
Operating grants, subsidies and contributions		2,215,977	1,047,688	1,785,935
Fees and charges		1,359,160	1,185,255	1,490,543
Interest earnings		113,650	89,200	74,620
Other revenue		269,506	211,616	216,732
Profit on asset disposals	9(b)	11,260	0	5,702
Fair value adjustments to financial assets at fair value through profit or loss		0	0	2,586
		3,969,553	2,533,759	3,576,118
Expenditure from operating activities				
Employee costs		(4,170,020)	(4,391,976)	(3,886,004)
Materials and contracts		(2,860,095)	(3,041,331)	(2,315,304)
Utility charges		(371,987)	(393,382)	(387,264)
Depreciation		(2,953,967)	(2,585,950)	(2,865,589)
Finance costs		(81,215)	(83,383)	(92,628)
Insurance		(289,869)	(240,340)	(286,049)
Other expenditure		(684,864)	(454,308)	(637,111)
Loss on asset disposals	9(b)	(74,538)	(248,950)	(13,466)
		(11,486,555)	(11,439,620)	(10,483,415)
Non-cash amounts excluded from operating activities	25(a)	3,044,143	2,834,900	2,881,453
Amount attributable to operating activities		(4,472,859)	(6,070,961)	(4,025,844)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		920,662	1,585,953	684,728
Proceeds from disposal of assets	9(b)	203,627	612,000	101,116
Purchase of property, plant and equipment	7(a)	(855,308)	(1,907,010)	(793,454)
Purchase and construction of infrastructure	8(a)	(632,562)	(2,951,659)	(1,328,494)
Purchase of right of use asset	10	(88,988)	0	(192,656)
Amount attributable to investing activities		(452,569)	(2,660,716)	(1,528,760)
FINANCING ACTIVITIES				
Repayment of borrowings	26	(251,899)	(251,899)	(244,526)
Transfers to reserves (restricted assets)	27	(561,452)	(408,000)	(181,745)
Transfers from reserves (restricted assets)	27	635,000	635,000	546,274
Amount attributable to financing activities		(178,351)	(24,899)	120,003
Surplus/(deficit) before imposition of general rates		(2,389,682)	(6,323,102)	(3,242,277)
Total amount raised from general rates	24(a)	6,325,773	6,323,098	5,956,375
Surplus/(deficit) after imposition of general rates	25(b)	3,936,091	(4)	2,714,097

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

**SHIRE OF YORK
FOR THE YEAR ENDED 30 JUNE 2022
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SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

1. BASIS OF PREPARATION

The financial report 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 Act, 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 were applied where no inconsistencies exist.

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 which would have required the Shire to measure any vested improvements at zero cost.

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.

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 28 of the financial report.

Judgements and estimates

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 values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, and infrastructure.
- estimation uncertainties made in relation to lease accounting

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependent 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
Grant contracts with customers	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 as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	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 as inputs are shared
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works

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 or types of goods or services is provided in the table below:

For the year ended 30 June 2022

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	6,325,773	0	6,325,773
Operating grants, subsidies and contributions	212,242	0	0	2,003,735	2,215,977
Fees and charges	507,802	0	741,493	109,865	1,359,160
Interest earnings	0	0	103,894	9,756	113,650
Other revenue	92,121	0	0	177,385	269,506
Non-operating grants, subsidies and contributions	0	920,662	0	0	920,662
Total	812,165	920,662	7,171,160	2,300,741	11,204,728

For the year ended 30 June 2021

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	5,956,375	0	5,956,375
Operating grants, subsidies and contributions	193,169	0	0	1,592,766	1,785,935
Fees and charges	627,075	0	735,881	127,587	1,490,543
Interest earnings	0	0	47,887	26,733	74,620
Other revenue	134,313	0	0	82,419	216,732
Non-operating grants, subsidies and contributions	0	684,728	0	0	684,728
Total	954,557	684,728	6,740,143	1,829,505	10,208,933

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES (Continued)

	Note	2022 Actual	2022 Budget	2021 Actual
Interest earnings				
Interest on reserve funds		2,110	8,000	20,026
Rates instalment and penalty interest (refer Note 24(c))		103,894	78,200	47,887
Other interest earnings		7,646	3,000	6,707
		113,650	89,200	74,620
(b) Expenses				
Auditors remuneration				
- Audit of the Annual Financial Report		55,360	47,700	40,840
- Other services		0	4,000	2,120
		55,360	51,700	42,960
Finance costs				
Borrowings	26	81,215	83,383	92,628
		81,215	83,383	92,628
Other expenditure				
Impairment losses on rates receivables		107,158	102,500	0
Impairment losses on receivables from contracts with customers		186	0	73,661
Sundry expenses		577,520	351,808	563,450
		684,864	454,308	637,111

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

3. CASH AND CASH EQUIVALENTS

Note	2022	2021
	\$	\$
Cash at bank and on hand	4,810,762	3,443,214
Term deposits	3,192,720	3,575,464
Total cash and cash equivalents	8,003,482	7,018,678
Held as		
- Unrestricted cash and cash equivalents	4,404,679	3,803,269
- Restricted cash and cash equivalents	3,598,803	3,215,409
	8,003,482	7,018,678

SIGNIFICANT 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.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

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 reserves, 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.

Details of restrictions on financial assets can be found at Note 16.

4. OTHER FINANCIAL ASSETS

Non-current assets

Financial assets at fair values through other comprehensive income

2022	2021
\$	\$
73,807	73,807
73,807	73,807

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 22 (i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and 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 not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 20.

**SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

5. TRADE AND OTHER RECEIVABLES

	Note	2022 \$	2021 \$
Current			
Rates receivable		1,144,633	1,025,412
Trade and other receivables		305,013	78,836
GST receivable		86,017	50,642
Receivables for employee related provisions	14	46,839	21,709
Allowance for credit losses of trade and other receivables	20(b)	(851)	(665)
Allowance for credit losses of rates receivables		(397,492)	(290,334)
Other debtors		0	48,311
Accrued income		0	9,347
		1,184,159	943,258
Non-current			
Pensioner's rates and ESL deferred		139,411	124,589
		139,411	124,589

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 20.

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 YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

6. INVENTORIES

Current	Note	2022	2021
		\$	\$
Fuel and materials		34,223	7,553
Recreation Centre stock		0	27,348
		34,223	34,901

The following movements in inventories occurred during the year:

Balance at beginning of year	34,901	24,221
Inventories expensed during the year	(70,058)	(187,645)
Additions to inventory	69,380	198,325
Balance at end of year	34,223	34,901

SIGNIFICANT 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 YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

7. 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.

	Note	Land	Buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
		\$	\$	\$	\$	\$	\$
Balance at 1 July 2020		5,580,550	24,401,063	29,981,613	209,415	2,262,084	32,453,112
Additions		0	209,846	209,846	92,898	490,710	793,454
Disposals		0	(7,264)	(7,264)	0	(101,616)	(108,880)
Depreciation	9(a)	0	(581,694)	(581,694)	(56,902)	(204,704)	(843,300)
Balance at 30 June 2021		5,580,550	24,021,951	29,602,501	245,411	2,446,474	32,294,386
Comprises:							
Gross balance amount at 30 June 2021		5,580,550	25,759,037	31,339,587	1,027,712	2,645,622	35,012,921
Accumulated depreciation at 30 June 2021		0	(1,737,086)	(1,737,086)	(782,301)	(199,148)	(2,718,535)
Balance at 30 June 2021		5,580,550	24,021,951	29,602,501	245,411	2,446,474	32,294,386
Additions		0	32,595	32,595	124,045	698,668	855,308
Disposals		0	0	0	0	(266,905)	(266,905)
Depreciation	9(a)	0	(586,725)	(586,725)	(51,471)	(264,883)	(903,079)
Transfers		0	0	0	(109,060)	0	(109,060)
Balance at 30 June 2022		5,580,550	23,467,821	29,048,371	208,925	2,613,354	31,870,650
Comprises:							
Gross balance amount at 30 June 2022		5,580,550	25,791,632	31,372,182	1,042,370	3,030,291	35,444,843
Accumulated depreciation at 30 June 2022		0	(2,323,811)	(2,323,811)	(833,445)	(416,937)	(3,574,193)
Balance at 30 June 2022		5,580,550	23,467,821	29,048,371	208,925	2,613,354	31,870,650

**SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

7. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land	2	Market approach using recent observable market data for similar assets	Independent	June 2018	Price per square metre
Buildings	3	Cost approach using depreciated replacement cost	Independent	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) 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.					
(ii) Cost					
Furniture and equipment		N/A	At cost	June 2017	N/A
Plant and equipment		N/A	At cost	June 2020	N/A

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

8. 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.

Note	Infrastructure - roads \$	Infrastructure - drainage \$	Infrastructure - bridges \$	Infrastructure - footpaths \$	Infrastructure - other structures \$	Infrastructure - parks & reserves \$	Total Infrastructure \$
Balance at 1 July 2020	70,378,825	16,233,670	10,955,328	1,570,309	2,206,880	3,574,346	104,919,358
Additions	1,038,285	0	38,619	120,766	58,898	71,926	1,328,494
Depreciation	9(a) (1,043,884)	(445,355)	(140,694)	(40,293)	(228,223)	(101,622)	(2,000,071)
Balance at 30 June 2021	70,373,226	15,788,315	10,853,253	1,650,782	2,037,555	3,544,650	104,247,781
Comprises:							
Gross balance at 30 June 2021	105,177,785	38,064,568	11,274,901	1,981,839	3,608,786	3,800,610	163,908,489
Accumulated depreciation at 30 June 2021	(34,804,559)	(22,276,253)	(421,648)	(331,057)	(1,571,231)	(255,960)	(59,660,708)
Balance at 30 June 2021	70,373,226	15,788,315	10,853,253	1,650,782	2,037,555	3,544,650	104,247,781
Additions	417,396	98,868	0	0	107,486	8,812	632,562
Revaluation increments / (decrements) transferred to revaluation surplus	43,431,035	(8,562,252)	7,571,279	26,498	0	0	42,466,560
Depreciation	9(a) (1,052,431)	(446,494)	(141,032)	(42,327)	(228,257)	(112,300)	(2,022,841)
Transfers	260,845	0	0	0	(260,845)	0	0
Balance at 30 June 2022	113,430,071	6,878,437	18,283,500	1,634,953	1,655,939	3,441,162	145,324,062
Comprises:							
Gross balance at 30 June 2022	157,310,635	12,100,410	50,176,500	2,796,092	3,114,044	3,809,422	229,307,103
Accumulated depreciation at 30 June 2022	(43,880,564)	(5,221,973)	(31,893,000)	(1,161,139)	(1,458,105)	(368,260)	(83,983,041)
Balance at 30 June 2022	113,430,071	6,878,437	18,283,500	1,634,953	1,655,939	3,441,162	145,324,062

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

8. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Infrastructure - roads	3	Cost approach using depreciated replacement cost	Management valuation	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - drainage	3	Cost approach using depreciated replacement cost	Management valuation	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - bridges	3	Cost approach using depreciated replacement cost	Management valuation	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - footpaths	3	Cost approach using depreciated replacement cost	Management valuation	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - other structures	3	Cost approach using depreciated replacement cost	Management valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - parks & reserves	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) 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 to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

9. FIXED ASSETS

(a) Depreciation

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Buildings	7(a)	586,725	598,256	581,694
Furniture and equipment	7(a)	51,471	92,334	56,902
Plant and equipment	7(a)	264,883	197,644	204,704
Infrastructure - roads	8(a)	1,052,431	881,502	1,043,884
Infrastructure - drainage	8(a)	446,494	458,252	445,355
Infrastructure - bridges	8(a)	141,032	124,221	140,694
Infrastructure - footpaths	8(a)	42,327	30,039	40,293
Infrastructure - other structures	8(a)	228,257	203,702	228,223
Infrastructure - parks & reserves	8(a)	112,300	0	101,622
Right-of-use assets - buildings	10	28,047	0	22,218
		2,953,967	2,585,950	2,865,589

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	40 to 100 years
Furniture and equipment	8 to 10 years
Plant and equipment	5 to 15 years
Intangible assets	5 years
Infrastructure roads	
- formation	not depreciated
- pavement	70 to 110 years
- seal	20 to 25 years
Infrastructure footpaths	25 to 50 years
Infrastructure drainage	70 to 100 years
Infrastructure other	8 to 100 years
Infrastructure bridges	40 to 80 years
Right of use (Buildings)	40 to 100 years

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

9. FIXED ASSETS (Continued)

(b) Disposals of assets

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss	2022 Budget Net Book Value	2022 Budget Sale Proceeds	2022 Budget Profit	2022 Budget Loss	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Buildings	0	0	0	0	340,000	250,000	0	(90,000)	7,264	0	0	(7,264)
Plant and equipment	266,905	203,627	11,260	(74,538)	520,950	362,000	0	(158,950)	101,616	101,116	5,702	(6,202)
	266,905	203,627	11,260	(74,538)	860,950	612,000	0	(248,950)	108,880	101,116	5,702	(13,466)

The following assets were disposed of during the year.

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss
	\$	\$	\$	\$
Plant and Equipment				
Governance				
12206 Volkswagen Tiguan	30,773	36,364	5,591	0
12211 Ford Everest	40,620	43,636	3,016	0
Transport				
12052 Sweeper Ride-On	17,938	15,900	0	(2,038)
11920 Grader Volvo	127,500	55,000	0	(72,500)
Economic services				
12199 Dual Cab Utility	28,420	29,091	671	0
Other property and services				
12189 Isuzu Dmax	21,654	23,636	1,982	0
	266,905	203,627	11,260	(74,538)

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

9. FIXED ASSETS (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

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 *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.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of 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.

Individual assets that are land, buildings, infrastructure and investment properties acquired between scheduled revaluation dates of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next revaluation date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least 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 vested land acquired by the Shire.

At the end of each period the carrying amount for each asset class is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Revaluation (continued)

For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of assets 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.

An 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 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.

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. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

10. LEASES

Right-of-Use Assets

	Note	Right-of-use assets - buildings	Right-of-use assets Total
		\$	\$
Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.			
Balance at 1 July 2020		800,061	800,061
Additions		192,656	192,656
Depreciation		(22,218)	(22,218)
Balance at 30 June 2021		970,499	970,499
Additions		88,988	88,988
Depreciation	9(a)	(28,047)	(28,047)
Balance at 30 June 2022		1,031,440	1,031,440

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

	2022 Actual	2021 Actual
	\$	\$
Depreciation on right-of-use assets	(28,047)	(22,218)
Total amount recognised in the statement of comprehensive income	(28,047)	(22,218)

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.

SIGNIFICANT 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 asset 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.

Right-of-use assets - valuation measurement

Right-of-use assets are measured at cost. This means that right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included 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 9 under revaluation for details on the significant 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 amortised over the useful life of the underlying asset.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

11. TRADE AND OTHER PAYABLES

Current

Sundry creditors	691,794	1,193,745
Prepaid rates	142,113	99,690
Accrued payroll liabilities	38,217	0
ATO liabilities	89,020	0
Cash held for distribution - previously Trust	397,492	398,644
Accrued interest on long term borrowings	11,396	13,564
	1,370,032	1,705,643

	2022	2021
	\$	\$
Sundry creditors	691,794	1,193,745
Prepaid rates	142,113	99,690
Accrued payroll liabilities	38,217	0
ATO liabilities	89,020	0
Cash held for distribution - previously Trust	397,492	398,644
Accrued interest on long term borrowings	11,396	13,564
	1,370,032	1,705,643

SIGNIFICANT 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 the fair value of the 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 revenue for the prepaid rates that have not been refunded.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

12. OTHER LIABILITIES

Current

Capital grant/contributions liabilities

	2022	2021
	\$	\$
Capital grant/contributions liabilities	1,013,530	556,588
	1,013,530	556,588
Reconciliation of changes in contract liabilities		
The Shire expects to satisfy the performance obligations from contracts with customers unsatisfied at the end of the reporting period to be satisfied within the next 12 months.		
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	556,588	333,758
Additions	598,784	222,830
Revenue from capital grant/contributions held as a liability at the start of the period	(141,842)	0
	1,013,530	556,588

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

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.

SIGNIFICANT 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 the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as revenue when the obligations in the contract are satisfied.

Non-current capital grant/contribution liabilities fair values 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 22(i)) due to the unobservable inputs, including own credit risk.

**SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

13. BORROWINGS

	Note	2022			2021		
		Current \$	Non-current \$	Total \$	Current \$	Non-current \$	Total \$
Secured							
Debentures		197,908	1,175,008	1,372,916	251,899	1,372,916	1,624,815
Total secured borrowings	26	197,908	1,175,008	1,372,916	251,899	1,372,916	1,624,815

Secured liabilities and assets pledged as security

Debentures, bank overdrafts and bank loans are secured by a floating charge over the assets of the Shire of York. Other loans relate to transferred receivables. Refer to Note 5.

The Shire of York has complied with the financial covenants of its borrowing facilities during the 2022 and 2021 years.

SIGNIFICANT ACCOUNTING POLICIES

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

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 22(i)) due to the unobservable inputs, including own credit risk.

Risk

Information regarding exposure to risk can be found at Note 20. Details of individual borrowings required by regulations are provided at Note 26.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

14. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

	2022	2021
	\$	\$
Current provisions		
Employee benefit provisions		
Annual Leave	449,878	507,559
Long Service Leave	330,382	336,694
Provision for sick leave	43,605	71,956
	823,865	916,209
Non-current provisions		
Long Service Leave	75,613	77,384
Provision for sick leave	22,703	40,678
	98,316	118,062
	922,181	1,034,271

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. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	Note	2022	2021
		\$	\$
Amounts are expected to be settled on the following basis:			
Less than 12 months after the reporting date		259,111	313,567
More than 12 months from reporting date		663,070	720,704
		922,181	1,034,271
Expected reimbursements of employee related provisions from other WA local governments included within other receivables	5	46,839	21,709

SIGNIFICANT 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 YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

15. REVALUATION SURPLUS

	2022 Opening Balance	2022 Revaluation Increment	2022 Revaluation (Decrement)	Total Movement on Revaluation	2022 Closing Balance	2021 Opening Balance	2021 Revaluation Increment	2021 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land - freehold land	4,001,800	0	0	0	4,001,800	4,001,800	0	4,001,800
Revaluation surplus - Buildings	17,808,574	0	0	0	17,808,574	17,808,574	0	17,808,574
Revaluation surplus - Furniture and equipment	61,757	0	0	0	61,757	61,757	0	61,757
Revaluation surplus - Plant and equipment	772,011	0	0	0	772,011	772,011	0	772,011
Revaluation surplus - Infrastructure - roads	51,881,661	43,431,035	0	43,431,035	95,312,696	51,881,661	0	51,881,661
Revaluation surplus - Infrastructure - drainage	16,700,778	0	(8,562,252)	(8,562,252)	8,138,526	16,700,778	0	16,700,778
Revaluation surplus - Infrastructure - bridges	9,305,553	7,571,279	0	7,571,279	16,876,832	9,305,553	0	9,305,553
Revaluation surplus - Infrastructure - footpaths	863,268	26,498	0	26,498	889,766	863,268	0	863,268
Revaluation surplus - Infrastructure - other structures	533,633	0	0	0	533,633	533,633	0	533,633
Revaluation surplus - Infrastructure - parks & reserves	2,583,357	0	0	0	2,583,357	2,583,357	0	2,583,357
	104,512,392	51,028,812	(8,562,252)	42,466,560	146,978,952	104,512,392	0	104,512,392

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

16. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Cash and cash equivalents	3	8,003,482	4,164,083	7,018,678
Restrictions				
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	3,598,803	2,588,110	3,215,409
		<u>3,598,803</u>	<u>2,588,110</u>	<u>3,215,409</u>
The restricted financial assets are a result of the following specific purposes to which the assets may be used:				
Restricted reserve accounts	27	2,585,273	2,588,110	2,658,821
Capital grant/contributions liabilities		1,013,530	0	556,588
Total restricted financial assets		<u>3,598,803</u>	<u>2,588,110</u>	<u>3,215,409</u>

**(b) Reconciliation of Net Result to Net Cash Provided
By Operating Activities**

Net result		(270,567)	(996,810)	(266,194)
Non-cash items:				
Adjustments to fair value of financial assets at fair value through profit and loss		0	0	(2,586)
Depreciation/amortisation		2,953,967	2,585,950	2,865,589
(Profit)/loss on sale of asset		63,278	248,950	7,764
Transfer of fixed assets to expenses		109,060	0	0
Changes in assets and liabilities:				
(Increase)/decrease in trade and other receivables		(255,723)	(190,658)	1,082,085
(Increase)/decrease in inventories		678	19,914	(10,681)
Increase/(decrease) in trade and other payables		(335,611)	0	(54,297)
Increase/(decrease) in employee related provisions		(112,090)	0	27,688
Increase/(decrease) in other liabilities		456,942	0	222,830
Non-operating grants, subsidies and contributions		(1,377,604)	(1,585,953)	(1,132,416)
Net cash provided by/(used in) operating activities		<u>1,232,330</u>	<u>81,393</u>	<u>2,739,782</u>

**(c) Undrawn Borrowing Facilities
Credit Standby Arrangements**

Bank overdraft limit		200,000		200,000
Bank overdraft at balance date		0		0
Credit card limit		10,000		10,000
Credit card balance at balance date		(1,654)		(752)
Total amount of credit unused		<u>208,346</u>		<u>209,248</u>
Loan facilities				
Loan facilities - current		197,908		251,899
Loan facilities - non-current		1,175,008		1,372,916
Total facilities in use at balance date		<u>1,372,916</u>		<u>1,624,815</u>
Unused loan facilities at balance date		0		0

**SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

17. CONTINGENT LIABILITIES

The Shire of York has identified the following sites in relation to land owned, vested or leased that is known to be or suspected of being contaminated. At the date of this report the value and timing of remediation has not been ascertained.

- 4, 5, 6, 36 and 38 Avon Terrace, York 6302 comprising of lots 2, 3, 4, 5 and 6 Avon Terrace.
- 15 Redmile Road, York 6302 comprising of lot 13 Redmile Road.

18. CAPITAL COMMITMENTS

	2022	2021
	\$	\$
Contracted for:		
- capital expenditure projects	117,505	67,600
- plant & equipment purchases	368,050	20,959
	485,555	88,559
Payable:		
- not later than one year	485,555	88,559

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

19. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Councillor 1			
President's annual allowance	16,916	16,916	16,916
Meeting attendance fees	20,986	20,986	20,986
ICT expenses	1,722	2,000	2,017
Travel and accommodation expenses	0	215	0
	39,624	40,117	39,919
Councillor 2			
Deputy President's annual allowance	4,229	4,229	4,229
Meeting attendance fees	13,562	13,562	13,562
ICT expenses	1,722	2,000	2,017
Travel and accommodation expenses	0	215	0
	19,513	20,006	19,808
Councillor 3			
Meeting attendance fees	13,562	13,562	13,562
ICT expenses	1,722	2,000	2,017
Travel and accommodation expenses	0	214	0
	15,284	15,776	15,579
Councillor 4			
Meeting attendance fees	13,562	13,562	13,562
ICT expenses	1,722	2,000	2,017
Travel and accommodation expenses	0	214	0
	15,284	15,776	15,579
Councillor 5			
Meeting attendance fees	13,562	13,562	13,562
ICT expenses	1,722	2,000	2,017
Travel and accommodation expenses	0	214	0
	15,284	15,776	15,579
Councillor 6			
Meeting attendance fees	13,562	13,562	13,562
ICT expenses	1,722	2,000	2,017
Travel and accommodation expenses	323	214	218
	15,607	15,776	15,797
Councillor 7			
Meeting attendance fees	3,976	13,562	10,478
ICT expenses	506	2,000	1,556
Travel and accommodation expenses	0	214	0
	4,482	15,776	12,034
Councillor 8			
Meeting attendance fees	9,438	0	0
ICT expenses	1,198	0	0
	10,636	0	0
Councillor 9			
ICT expenses	0	0	96
	0	0	96
	135,714	139,003	134,391
Fees, expenses and allowances to be paid or reimbursed to elected council members.			
	2022 Actual \$	2022 Budget \$	2021 Actual \$
President's annual allowance	16,916	16,916	16,916
Deputy President's annual allowance	4,229	4,229	4,229
Meeting attendance fees	102,210	102,358	99,274
ICT expenses	12,036	14,000	13,754
Travel and accommodation expenses	323	1,500	218
	135,714	139,003	134,391

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

19. RELATED PARTY TRANSACTIONS (Continued)

(b) Key Management Personnel (KMP) Compensation

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

	2022 Actual	2021 Actual
	\$	\$
Short-term employee benefits	625,632	522,864
Post-employment benefits	59,564	51,104
Employee - other long-term benefits	11,668	9,962
Employee - termination benefits	0	23,323
Council member costs	135,714	134,391
	19(a) 832,578	741,644

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 YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

19. RELATED PARTY TRANSACTIONS (Continued)

(c) 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:

	2022 Actual \$	2021 Actual \$
Sale of goods and services	0	5,200
Purchase of goods and services	0	2,346

(d) 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 entity, directly or indirectly, including any council member, are considered key management personnel.

ii. Other Related Parties

An associate person of KMP was employed by the Shire under normal employment terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the Shire.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

20. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rates	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents, term deposits, and Treasury bonds held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2022					
Cash and cash equivalents	0.36%	8,003,482	3,467,197	6,527	4,529,758
2021					
Cash and cash equivalents	0.24%	7,018,678	3,575,464	3,443,214	0

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2022	2021
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	65	34,432

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs.

The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 26.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

20. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

	Less than 1 year past due	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total	Note
30 June 2022						
Trade and other receivables						
Expected credit loss	0.00%	0.04%	0.02%	0.04%		
Gross carrying amount	282,653	3,132	5,350	13,878	305,013	
Loss allowance	88	122	99	542	851	5
30 June 2021						
Trade and other receivables						
Expected credit loss	0.96%	0.41%	0.81%	1.70%		
Gross carrying amount	29,394	29,682	8,400	11,360	78,836	
Loss allowance	283	121	68	193	665	5

(b) Credit risk

The loss allowances for trade receivables and contract assets as at 30 June reconcile to the opening loss allowances as follows:

	Trade and other receivables	
	2022 Actual	2021 Actual
Opening loss allowance as at 1 July	\$ 665	\$ 1,679
Increase in loss allowance recognised in profit or loss during the year	186	0
Unused amount reversed	0	(1,014)
Closing loss allowance at 30 June	851	665

Trade receivables and contract assets are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the Shire, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on trade receivables are presented as net impairment losses within operating profit. Subsequent recoveries of amounts previously written off are credited against the same line item.

**SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

20. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 16(c).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
<u>2022</u>					
Trade and other payables	1,370,032	0	0	1,370,032	1,370,032
Borrowings	270,508	951,572	471,717	1,693,797	1,372,916
	1,640,540	951,572	471,717	3,063,829	2,742,948
<u>2021</u>					
Trade and other payables	1,705,643	0	0	1,705,643	1,705,643
Borrowings	335,282	1,222,080	471,716	2,029,078	1,624,815
	2,040,925	1,222,080	471,716	3,734,721	3,330,458

**SHIRE OF YORK
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FOR THE YEAR ENDED 30 JUNE 2022**

21. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There were no events occurring subsequent to the end of the reporting period that warrant adjustments or disclosure.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

22. OTHER SIGNIFICANT 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 statements 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 earnings

Interest income 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 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 cash generating non-specialised 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.

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) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regularity to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

k) Initial application of accounting standards

During the current year, no new or revised Australian Accounting Standards and Interpretations were compiled, became mandatory and were applicable to its operations.

New accounting standards for application in future years

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

- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates
- AASB 2021-7 Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections

It is not expected these standards will have an impact on the financial report.

**SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

23. FUNCTION AND ACTIVITY

(a) Service objectives and descriptions

Shire operations as disclosed in this financial report encompass the following service orientated functions and activities.

Objective	Description
Governance	Members expenses and the costs associated with meetings of Council, policy determination and public ceremonies and presentations and administration allocations.
General purpose funding	Rates, general purpose government grants and interest revenue.
Law, order, public safety	Supervision of local laws, fire prevention including the provision of volunteer fire brigades, animal control and the support of local emergency and public safety organisations.
Health	Food quality control, immunisation, environmental health and support to the medical practice and practitioners.
Education and welfare	Building maintenance of Pioneer Memorial Lodge (leased Aged Care facility) and Centennial Units which are a joint venture with Homeswest providing self contained units to over 55's. Support to youth based initiatives.
Community amenities	Rubbish collection services, management of waste facilities, noise control, administration of the Town Planning Scheme, maintenance of cemeteries and storm water drainage maintenance.
Recreation and culture	Maintenance of halls, aquatic centre, recreation centre and various reserves. Operation of the library and support to and maintenance of the Residency Museum.
Transport	Construction and maintenance of roads, bridges, footpaths, drainage works, lighting and cleaning of streets and depot maintenance.
Economic services	Area promotion, support to tourism, building control, the community bus, and standpipes.
Other property and services	Public works overhead allocations, plant operation cost allocations & stock.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

23. FUNCTION AND ACTIVITY (Continued)

(b) Income and expenses

	2022 Actual \$	2022 Budget \$	2021 Actual \$
Income excluding grants, subsidies and contributions			
Governance	16,450	2,720	30,362
General purpose funding	6,526,969	6,470,079	6,083,054
Law, order, public safety	32,699	66,406	29,650
Health	27,329	22,800	17,077
Education and welfare	55,942	58,624	63,582
Community amenities	856,872	783,957	793,939
Recreation and culture	309,384	172,278	434,993
Transport	65,071	55,000	61,155
Economic services	148,505	143,204	177,777
Other property and services	40,128	34,101	54,969
	8,079,349	7,809,169	7,746,558
Grants, subsidies and contributions			
Governance	27,259	0	21,000
General purpose funding	1,958,166	705,364	1,501,419
Law, order, public safety	46,351	55,961	46,904
Recreation and culture	191,195	118,789	88,791
Transport	815,169	1,628,527	782,049
Economic services	98,499	125,000	30,500
	3,136,639	2,633,641	2,470,663
Total Income	11,215,988	10,442,810	10,217,221
Expenses			
Governance	(917,291)	(954,074)	(606,267)
General purpose funding	(456,180)	(757,496)	(432,912)
Law, order, public safety	(465,361)	(498,588)	(484,641)
Health	(238,915)	(202,490)	(257,444)
Education and welfare	(117,472)	(168,968)	(127,987)
Community amenities	(1,149,108)	(1,298,764)	(1,131,985)
Recreation and culture	(3,319,809)	(3,297,258)	(3,257,007)
Transport	(3,360,503)	(2,681,574)	(3,083,729)
Economic services	(1,093,421)	(1,397,341)	(1,037,843)
Other property and services	(368,495)	(183,067)	(63,600)
Total expenses	(11,486,555)	(11,439,620)	(10,483,415)
Net result for the period	(270,567)	(996,810)	(266,194)

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

23. FUNCTION AND ACTIVITY (Continued)

	2022 Actual	2022 Budget	2021 Actual
	\$	\$	\$
(c) Fees and Charges			
Governance	303	310	609
General purpose funding	51,490	33,000	32,117
Law, order, public safety	26,918	17,210	21,741
Health	27,329	22,800	17,077
Education and welfare	33,442	54,821	36,946
Community amenities	772,591	735,978	745,544
Recreation and culture	280,520	161,938	433,685
Transport	199	0	0
Economic services	145,501	142,098	176,206
Other property and services	20,867	17,100	26,618
	1,359,160	1,185,255	1,490,543
(d) Total Assets			
Governance	2,992,134	3,052,172	
General purpose funding	7,589,761	6,728,478	
Law, order, public safety	717,103	785,010	
Health	922	0	
Education and welfare	2,255,310	2,316,873	
Housing	0	333,932	
Community amenities	625,952	640,559	
Recreation and culture	26,211,083	26,584,377	
Transport	141,515,025	99,850,307	
Economic services	98,395	466,920	
Other property and services	4,045,556	3,429,500	
Unallocated	1,609,993	1,519,771	
	187,661,234	145,707,899	

SHIRE OF YORK
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24. RATING INFORMATION

(a) General Rates

RATE TYPE		2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2020/21	
Rate Description	Basis of valuation	Rate in \$	Number of Properties	Actual Rateable Value *	Actual Rate Revenue	Actual Interim Rates	Actual Back Rates	Actual Total Revenue	Budget Rate Revenue	Budget Interim Rate	Budget Back Rate	Budget Total Revenue	Actual Total Revenue
		\$		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
GRV General rate	Gross rental valuation	0.127598	1,475	22,922,399	2,924,853	3,073	1,054	2,928,980	2,933,980	0	0	2,933,980	2,834,147
UV General rate	Unimproved valuation	0.0970	362	254,369,000	2,466,871	10,448	222	2,477,541	2,466,948	1,100	0	2,468,048	2,180,777
Sub-Total			1,837	277,291,399	5,391,724	13,521	1,276	5,406,521	5,400,928	1,100	0	5,402,028	5,014,924
Minimum payment		\$											
GRV General rate	Gross rental valuation	1,080	484	1,447,018	522,720	0	0	522,720	524,880	0	0	524,880	535,680
UV General rate	Unimproved valuation	1,390	324	30,073,362	450,360	0	0	450,360	446,190	0	0	446,190	451,750
Sub-Total			808	31,520,380	973,080	0	0	973,080	971,070	0	0	971,070	987,430
			2,645	308,811,779	6,364,804	13,521	1,276	6,379,601	6,371,998	1,100	0	6,373,098	6,002,354
Discounts on general rates (Refer note 24(b))								(53,828)				(50,000)	(45,979)
Total amount raised from general rates								6,325,773				6,323,098	5,956,375
(b) Total Rates								6,325,773				6,323,098	5,956,375

The entire balance of rates revenue has been recognised at a point in time in accordance with AASB 1058 *Income for not-for-profit entities*.

* Rateable value is based on the value of properties at the time the rate is raised.

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24. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

Rates Discounts

Rate or Fee Discount Granted	Discount	Discount	2022 Actual	2022 Budget	2021 Actual	Circumstances in which Discount is Granted
	%	\$	\$	\$	\$	
GRV & UV	1.50%		53,828	50,000	45,979	Rates payment incentive applicable to those who pay rates in full by the due date. Not applicable to the instalment option.
			53,828	50,000	45,979	

Incentives, concessions and write-offs to rates

Rate or Fee and Charge to which the Incentive, Concession or Write-offs to rates	Waiver/ Concession	Discount	Discount	2022 Actual	2022 Budget	2021 Actual
		%	\$	\$	\$	\$
York Dollar Vouchers*	Incentive	n/a	50	42,366	60,000	44,568
General rates	Write-off	n/a	n/a	64	100,000	58,918
Financial hardship	Concession	n/a	n/a	0	0	800
Penalty interest	Write-off	n/a	n/a	14	0	147
				42,444	160,000	104,433
Total discounts/concessions (Note 24)				96,272	210,000	150,412

*The York Dollars incentive program was applicable to those rate payers who paid their rates by the due date. A voucher per \$50 could be claimed by rate payers who paid in full by the due date. The incentive reported above reflects the redemption of the York Dollars Vouchers by local businesses.

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24. RATING INFORMATION (Continued)

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan	Instalment Plan	Unpaid Rates
		Admin Charge	Interest Rate	Interest Rate
		\$	%	%
Option One				
Single full payment	15/09/2021	0.0	0.00%	7.00%
Option Two				
First instalment	15/09/2021	0.0	5.50%	7.00%
Second instalment	17/11/2021	10.0	5.50%	7.00%
Third instalment	19/01/2022	10.0	5.50%	7.00%
Fourth instalment	23/03/2022	10.0	5.50%	7.00%
		2022 Actual	2022 Budget	2021 Actual
		\$	\$	\$
Interest on unpaid rates		81,427	54,200	46,565
Interest on instalment plan		22,467	24,000	0
Charges on instalment plan		0	15,000	0
Pensioner deferred interest		0	0	1,322
		103,894	93,200	47,887

SHIRE OF YORK
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FOR THE YEAR ENDED 30 JUNE 2022

25. RATE SETTING STATEMENT INFORMATION

		2021/22 Budget	2020/21
	2021/22 (30 June 2022 Carried Forward)	(30 June 2022 Carried Forward)	(30 June 2021 Carried Forward)
Note	\$	\$	\$
(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 Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to operating activities			
Less: Profit on asset disposals	9(b) (11,260)	0	(5,702)
Less: Movement in liabilities associated with restricted cash	(47,594)	0	29,530
Less: Fair value adjustments to financial assets at fair value through profit and loss	0	0	(2,586)
Add: Loss on disposal of assets	9(b) 74,538	248,950	13,466
Add: Depreciation	9(a) 2,953,967	2,585,950	2,865,589
Add : Non cash movement for transfer of fixed asset to expense	109,060	0	0
Non-cash movements in non-current assets and liabilities:			
Pensioner deferred rates	(14,822)	0	118
Employee benefit provisions	(19,746)	0	(18,962)
Non-cash amounts excluded from operating activities	3,044,143	2,834,900	2,881,453
(b) Surplus/(deficit) after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement 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	27 (2,585,273)	(2,588,110)	(2,658,821)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	13 197,908	251,899	251,899
- Employee benefit provisions	506,927	478,619	554,521
Total adjustments to net current assets	(1,880,438)	(1,857,592)	(1,852,401)
Net current assets used in the Rate Setting Statement			
Total current assets	9,221,864	5,304,831	7,996,837
Less: Total current liabilities	(3,405,335)	(3,497,245)	(3,430,339)
Less: Total adjustments to net current assets	(1,880,438)	(1,857,592)	(1,852,401)
Net current assets used in the Rate Setting Statement	3,936,091	(50,006)	2,714,097

SHIRE OF YORK
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26. BORROWING AND LEASE LIABILITIES

Borrowings

Purpose	Note	Actual							Budget			
		Principal at	New Loans	Principal	Principal at 30	New Loans	Principal	Principal at	Principal at 1	New Loans	Principal	Principal at
		1 July 2020	During 2020-21	Repayments	June 2021	During 2021-22	Repayments	30 June 2022	July 2021	During 2021-22	Repayments	30 June 2022
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Stage 1 - Forrest Oval		925,749	0	(60,546)	865,203	0	(64,420)	800,783	865,201	0	(64,420)	800,781
Stage 2 - Forrest Oval		174,414	0	(22,196)	152,218	0	(23,361)	128,857	152,218	0	(23,361)	128,857
Stage 3 - Forrest Oval		272,060	0	(34,623)	237,437	0	(36,441)	200,996	237,439	0	(36,441)	200,998
Archive Facility		24,662	0	(13,836)	10,826	0	(10,826)	0	10,826	0	(10,826)	0
Old Convent School		368,796	0	(62,226)	306,570	0	(64,290)	242,280	306,571	0	(64,290)	242,281
Plant		103,660	0	(51,099)	52,561	0	(52,561)	0	52,561	0	(52,561)	0
Total		1,869,341	0	(244,526)	1,624,815	0	(251,899)	1,372,916	1,624,816	0	(251,899)	1,372,917

Borrowing Interest Repayments

Purpose	Note	Function and activity	Loan Number	Institution	Interest Rate	Actual for year ending	Budget for year ending	Actual for year ending
						30 June 2022	30 June 2022	30 June 2021
						\$	\$	\$
Stage 1 - Forrest Oval		Recreation and culture	62	WATC	6.30%	(53,067)	(53,509)	(57,170)
Stage 2 - Forrest Oval		Recreation and culture	63	WATC	5.15%	(7,196)	(7,393)	(8,435)
Stage 3 - Forrest Oval		Recreation and culture	64	WATC	5.15%	(11,290)	(11,532)	(13,093)
Archive Facility		Recreation and culture	65	WATC	4.88%	(210)	(265)	(902)
Old Convent School		Recreation and culture	67	WATC	3.29%	(8,572)	(9,562)	(10,674)
Plant		Transport	66	WATC	2.84%	(880)	(1,122)	(2,354)
Total						(81,215)	(83,383)	(92,628)
Total Interest Repayments	2(b)					(81,215)	(83,383)	(92,628)

* WA Treasury Corporation

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27. RESERVE ACCOUNTS	2022 Actual	2022 Actual	2022 Actual	2022 Actual	2022 Budget	2022 Budget	2022 Budget	2022 Budget	2021 Actual	2021 Actual	2021 Actual	2021 Actual
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Leave reserve	554,521	2,406	(50,000)	506,927	528,619	1,502	(50,000)	480,121	524,991	29,530	0	554,521
(b) Plant reserve	474,627	2,061	0	476,688	474,237	1,348	0	475,585	698,410	5,598	(229,381)	474,627
(c) Land & Infrastructure reserve	157,466	638	0	158,104	157,210	447	0	157,657	156,131	1,335	0	157,466
(d) Avon river maintenance reserve	15,360	66	0	15,426	15,335	43	0	15,378	15,230	130	0	15,360
(e) Industrial land reserve	133,431	579	0	134,010	133,214	378	0	133,592	132,299	1,132	0	133,431
(f) Refuse site reserve	75,192	326	0	75,518	191,415	544	0	191,959	190,101	1,437	(116,346)	75,192
(g) Centennial garden reserve	180,379	783	(25,000)	156,162	167,372	476	(25,000)	142,848	166,223	14,156	0	180,379
(h) Forrest Oval Lights reserve	6,136	25	0	6,161	5,268	15	0	5,283	5,232	904	0	6,136
(i) Bowls Synthetic surface reserve	20,363	82	0	20,445	19,609	56	0	19,665	19,474	889	0	20,363
(j) Pioneer Memorial Lodge reserve	108,064	469	(30,000)	78,533	91,055	259	(30,000)	61,314	90,430	17,634	0	108,064
(k) Carparking reserve	18,543	80	0	18,623	18,513	53	0	18,566	18,386	157	0	18,543
(l) Building reserve	333,932	51,448	(310,000)	75,380	443,389	301,260	(310,000)	434,649	440,346	3,586	(110,000)	333,932
(m) Disaster reserve	59,025	256	0	59,281	149,476	425	0	149,901	148,450	1,122	(90,547)	59,025
(n) Tennis Synthetic surface reserve	3,143	12	0	3,155	2,570	7	0	2,577	2,553	590	0	3,143
(o) Tied grant funds reserve	19,557	0	0	19,557	19,557	55	0	19,612	19,557	0	0	19,557
(p) RSL Memorial reserve	12,545	55	0	12,600	12,525	36	0	12,561	12,439	106	0	12,545
(q) Greenhills Townsite development reserve	11,175	46	0	11,221	11,157	32	0	11,189	11,080	95	0	11,175
(r) Roads reserve	375,199	1,685	(220,000)	156,884	374,589	1,064	(220,000)	155,653	372,018	3,181	0	375,199
(s) Recreation reserve	100,163	500,435	0	600,598	0	100,000	0	100,000	0	100,163	0	100,163
	2,658,821	561,452	(635,000)	2,585,273	2,815,110	408,000	(635,000)	2,588,110	3,023,350	181,745	(546,274)	2,658,821

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

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:

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27. RESERVE ACCOUNTS (Continued)

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Leave reserve	Ongoing	To fund annual and long service leave requirements.
(b) Plant reserve	Ongoing	To be used to fund plant purchases or major capital repairs.
(c) Land & Infrastructure reserve	Ongoing	For the purpose of funding the purchase of land and or buildings or the construction of buildings.
(d) Avon river maintenance reserve	Ongoing	To maintain and protect the Avon River and its environs.
(e) Industrial land reserve	Ongoing	For the continued development and expansion of an industrial subdivision within the Shire.
(f) Refuse site reserve	Ongoing	To be used for ongoing maintenance and development of Council's waste management facilities.
(g) Centennial garden reserve	Ongoing	To be used for further expansion and capital repairs of the existing units.
(h) Forrest Oval Lights reserve	Ongoing	To provide for the replacement and upgrading of the Oval Lights.
(i) Bowls Synthetic surface reserve	Ongoing	To provide for the future replacement of Bowls synthetic surface.
(j) Pioneer Memorial Lodge reserve	Ongoing	To finance capital improvements and extensions to the seniors village (funded by the operational surplus of the Lodge).
(k) Carparking reserve	Ongoing	To fund the management and control of parking facilities in accordance with Council's Parking Plan.
(l) Building reserve	Ongoing	For the construction and major capital improvements to all Council buildings.
(m) Disaster reserve	Ongoing	A contingency reserve to help fund recovery from any natural disaster.
(n) Tennis Synthetic surface reserve	Ongoing	To provide for the future replacement of Tennis synthetic surface.
(o) Tied grant funds reserve	Ongoing	To segregate grant funds provided for specific projects until those projects are carried out.
(p) RSL Memorial reserve	Ongoing	To provide for the upgrading of the RSL Memorial
(q) Greenhills Townsite development reserve	Ongoing	To provide funds to enhance the amenity and economic potential of the Greenhills Townsite with such funds to be expended in consultation with the Greenhills Progress Association.
(r) Roads reserve	Ongoing	To provide for future road resealing requirements.
(s) Recreation reserve	Ongoing	To be used to fund capital improvements and ongoing development of recreational facilities, including sporting facilities, halls and trails.

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28. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2021	Amounts Received	Amounts Paid	30 June 2022
	\$	\$	\$	\$
Cash in Lieu - Public Open Space	58,422	0	0	58,422
	58,422	0	0	58,422

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS FROM MEMBERS WITHOUT NOTICE

11 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

12 CLOSURE