



Government of South Australia

Dog and Cat Management Board

GPO Box 1047  
Adelaide SA 5001

Ph: 08 8124 4962  
Fax: 08 8124 4648

ABN 48 100 971 189

[www.dogandcatboard.com.au](http://www.dogandcatboard.com.au)

Ref: DEW-D0005781

27 September 2019

Mr Andrew Cameron  
Chief Executive Officer  
Yorke Peninsula Council  
PO Box 57  
MAITLAND SA 5573

Dear Mr Cameron

**Re: Dog and Cat Management Board Annual Report 2018-19**

I am pleased to provide to you a copy of the Dog and Cat Management Board's (the Board) 2018-2019 Annual Report.

The attached report highlights the state of dog and cat management in South Australia, as required by the Act, and is accompanied by audited financial statements.

Achievements highlighted for this reporting period include:

- 291,450 dogs were registered on the Dogs and Cats Online system at 30 June 2019.
- The number of dogs microchipped increased by 17% in the last financial year. 90% of all registered dogs in SA are now microchipped.
- 23,527 cats were registered on the Dogs and Cats Online system as at 30 June 2019. 98% of registered cats are microchipped.
- 1,164 fewer dogs were impounded by Councils in the last year (this is largely thought to be the result of microchipping).
- 2,660 Breeders have registered on the Dogs and Cats Online system (993 pedigree association members and 1,667 non pedigree self-registered).
- Continued delivery of the Living Safely with Pets education programs.

The Board continues to work with councils and other stakeholders on the implementation of changes to the Dog and Cat Management Act, including mandatory microchipping and desexing and proactive management of cats.

As you are aware, Dogs and Cats Online (DACO) went live to South Australian dog and cat owners and to industry stakeholders in the 2018-2019 registration year, revolutionising the way dog and cat information is gathered and managed.

DACO also delivered savings to councils through reduced postage and administration costs, easier annual reporting processes, and streamlined registration. Most importantly, Dogs and Cats Online delivered efficiencies in identifying dogs lost across local government boundaries, and in returning these dogs to their owners.

Dog and cat owners as well as the RSPCA and the Animal Welfare League can now register and update microchip details free of charge on DACO, saving the cost of national microchip database fees.

The Board's Annual Report also contains local government and hospital statistics which report on the number of dog attack/harassment incidents and hospital presentations.

For SA residents of all ages, the frequency of hospital admissions following dog bite had risen steadily over the preceding six years, and in 2018-19 it rose again by 26 cases compared to the previous year (a 7% increase), but 11 fewer than in 2016-17.

The Board remains committed to investigating the underlying causes of dog attack increases and will continue in our work to educate the community on dog attack prevention.

For further information regarding the Annual Report please contact me on 8207 7750 or email [linda.allery@sa.gov.au](mailto:linda.allery@sa.gov.au).

Yours sincerely



Linda Allery  
Program Manager  
Dog and Cat Management Board

Attachments: The Dog and Cat Management Board Annual Report 2018-19



**Government  
of South Australia**

**Dog and Cat Management Board  
2018-19 Annual Report**

**DOG AND CAT MANAGEMENT BOARD**

Level 9, 81-95 Waymouth Street Adelaide SA 5000

[www.dogandcatboard.com.au](http://www.dogandcatboard.com.au)

Contact phone number: 8124 4962

Contact email: [dcmb@sa.gov.au](mailto:dcmb@sa.gov.au)

ISSN: 1832-9446

Date presented to Minister: 27 September 2019

To:

The Hon David Speirs

Minister for Environment and Water

This annual report will be presented to Parliament to meet the statutory reporting requirements of the *Public Sector Act 2009*, the *Public Sector Regulations 2010*, and the *Public Finance and Audit Act 1987* requirements of Premier and Cabinet Circular *PC013 Annual Reporting*.

This report is verified to be accurate for the purposes of annual reporting to the Parliament of South Australia.

Submitted on behalf of the Dog and Cat Management Board by:

Ronald L Somers, PhD

Acting Chairperson

Date 27 September 2019

Signature



## From the Acting Chairperson

On behalf of the Dog and Cat Management Board it is a pleasure to report on our extremely busy year, during which we continued to introduce a number of first time initiatives for South Australia.

Significant changes to the *Dog and Cat Management Act 1995*, saw the introduction of mandatory microchipping and desexing for dogs and cats.

Breeder registration brought greater accountability to dog and cat sellers, and to the pet trade generally. This initiative is intended to help reduce the number of unwanted litters, and the number of animals that sadly must be euthanased in pounds and shelters. Another advantage of the initiative is to encourage puppy farm operators into the open.

A new, statewide pet-registration system, Dogs and Cats Online (DACO), went live to South Australian dog and cat owners and to industry stakeholders in the 2018-2019 registration year, revolutionising the way dog and cat information is gathered and managed.

DACO has replaced the individual dog and cat registers previously administered by individual councils and the Outback Community Authority. There is now a single access point for data linked to every known dog and cat in the state, including microchip details, desexing status, and breeder history.

Dog and cat owners can now register their pet, update their details, and link microchip details online from their home or from a smart device.

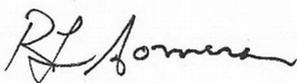
Savings were delivered to councils through reduced postage and administration costs, easier annual reporting processes, and streamlined registration. Most importantly, DACO delivered efficiencies in identifying dogs lost across local government boundaries, and in returning these dogs to their owners.

Dog and cat owners as well as the RSPCA and the Animal Welfare League can now register and update microchip details free of charge on DACO, saving the cost of national microchip database fees.

The Board's focus will continue to be on reducing the incidence of dog attacks, educating the community on safe behaviour around dogs, and encouraging the proactive management of cats.

The Board will continue to work closely with councils and with key stakeholders to improve the administration of the relevant state legislation and regulations.

It has been a privilege to work with, and learn from, our very committed and informed Board members and the staff of the Dog and Cat Management Board unit.



Ronald L Somers, PhD  
**Acting Chairperson**



## Dog and Cat Management Board

**Contents**

<b>Contents</b> .....	<b>4</b>
<b>Overview: about the agency</b> .....	<b>5</b>
Our strategic focus .....	5
Our organisational structure .....	6
Changes to the agency.....	6
Our Minister.....	6
Our Executive team.....	6
Legislation administered by the agency.....	7
Other related agencies (within the Minister's area/s of responsibility) .....	7
<b>The agency's performance</b> .....	<b>8</b>
Performance at a glance .....	8
Agency contribution to whole of Government objectives .....	8
Agency specific objectives and performance.....	9
Corporate performance summary.....	9
Employment opportunity programs.....	10
Agency performance management and development systems.....	10
Work health, safety and return to work programs.....	10
Executive employment in the agency .....	11
<b>Financial performance</b> .....	<b>12</b>
Financial performance at a glance .....	12
<b>Risk management</b> .....	<b>13</b>
Risk and audit at a glance .....	13
Fraud detected in the agency.....	13
Strategies implemented to control and prevent fraud .....	13
Whistle-blowers disclosure .....	13
<b>Reporting required under any other act or regulation</b> .....	<b>14</b>
<b>Public complaints</b> .....	<b>17</b>
Summary of public complaints reported .....	17
Service improvements for period.....	19
<b>Appendix: Audited financial statements 2018-19</b> .....	<b>20</b>

## Overview: about the agency

### Our strategic focus

<p><b>Our purpose</b></p>	<p>The Dog and Cat Management Board (the Board) administers the <i>Dog and Cat Management Act 1995</i> (the Act), and provides expert advice to the Minister for Environment and Water (the Minister), the Local Government Association (LGA), stakeholders and the public in relation to dog and cat management.</p> <p>The Board is the only body of its type in Australia. It is the public face for the management of companion dogs and cats in South Australia and provides policy leadership for each of the State's 68 councils and the Outback Communities Authority. The Board also plays a key role as an advocate and intermediary, working with vets, microchip implanters, breeders and pedigree organisations, animal rescue and shelter organisations and assistance dog organisations to ensure South Australia's dog and cat management practices meet the Objects of the Act.</p> <p>The Board is an advocate for the broader community and a vital link between state and local government.</p>
<p><b>Our approach</b></p>	<ul style="list-style-type: none"> <li>• We provide information and base decisions on factual, reliable and accurate data and research.</li> <li>• We promote the benefits of dog and cat ownership through education on responsible dog and cat ownership.</li> <li>• We collaborate and work in partnership with others.</li> <li>• We deliver what we promise.</li> <li>• We focus on outcomes, not just activity.</li> <li>• We work to an ethical code that includes service, respect, trust and courtesy.</li> <li>• We value and support our own staff.</li> </ul>
<p><b>Our functions, objectives and deliverables</b></p>	<p>In 2017, the Board commenced a new three-year Strategic Plan. A major component of the previous Strategic Plan was to influence the community and decision-makers about changes to legislation. This advocacy was successful. Parliament overwhelmingly supported significant legislative changes, commencing in two tranches (1 July 2017 and 1 July 2018).</p> <p>The following strategic objectives have been established under the Board's <i>Strategic Plan 2017-2020</i>:</p> <ul style="list-style-type: none"> <li>• Improve dog management through responsible dog ownership and community collaboration.</li> <li>• Improve cat management through responsible cat ownership and community collaboration.</li> </ul>

	<ul style="list-style-type: none"> <li>• Connecting councils, community, professionals and agencies interested in and responsible for dog and cat management.</li> <li>• Leadership in dog and cat management and effective administration of the <i>Dog and Cat Management Act 1995</i>.</li> </ul> <p>These objectives are underpinned by operational goals and indicators of operational performance, which the Board continued to deliver through its operational plan and budget 2018-19.</p>
<b>Our strategic outcomes</b>	<p>The Board's strategic objectives are determined to meet the objects of the Act, which are –</p> <ul style="list-style-type: none"> <li>a) To encourage responsible dog and cat ownership;</li> <li>b) To reduce public and environmental nuisance caused by dogs and cats; and</li> <li>c) To promote the effective management of dogs and cats.</li> </ul>

### Our organisational structure

In accordance with section 12 of the Act, the Board consists of nine members, generally appointed for terms of three years. Four members are nominated by the LGA, four are nominated by the Minister and a chairperson is jointly nominated by the LGA and the Minister. The Board membership and remuneration is reported in the South Australian Government Board and Committee Information Annual Report.

The Board's operations are managed by staff seconded from the Department of Environment and Water (DEW) and a range of other contractors.

### Changes to the agency

During 2018/2019 there were no changes to the agency's structure and objectives as a result of internal reviews or machinery of government changes.

### Our Minister

The Board is responsible to and provides advice to the Hon David Speirs MP, Minister for Environment and Water. The Hon David Speirs MP was elected to the South Australian Parliament in 2014.

The Hon David Speirs MP was appointed as the Minister for Environment and Water in the Marshall Government, in March 2018.

The Board is subject to the control and direction of the Hon David Speirs MP in relation to the *Dog and Cat Management Act 1995*. The composition of the Board is determined under the *Dog and Cat Management Act 1995*.

### Our Executive team

The Board is supported in its operations and delivery of outcomes by staff from the Department for Environment and Water through a Service Level Agreement (DEW).

**Legislation administered by the agency**

*Dog and Cat Management Act 1995*

*Dog and Cat Management Regulations 2017*

**Other related agencies (within the Minister's area/s of responsibility)**

A suite of corporate services are provided to the Board, through a Service Level Agreement with the Department of Environment and Water (DEW). A fee is charged for these services.

The Board is almost entirely funded by a percentage of dog registration fees, remitted by councils. No funding from the State Budget or from existing DEW resources is required to support the Board's operations. Reporting on this matter is contained in the DEW Annual Report 2018-2019.

## The agency's performance

### Performance at a glance

Funded through a portion of registration fees the Board provides a valuable advocacy and consultative service to South Australian Government, Local Government Association, councils, dog and cat owners and industry stakeholders for the effective management of dogs and cats in South Australia.

The Board takes a leadership role by empowering councils with the tools they need to build safer communities, combatting the problem of increasing dog attacks, encouraging the proactive management of cats and educating the community about safe behaviour around dogs.

### Agency contribution to whole of Government objectives

Key objective	Agency's contribution
More jobs	The Board has increased its staffing level with the introduction of a Data and Information Project Officer and Data Analyst to support the introductions of Dogs and Cats Online (DACO).
Lower costs	<p>In 2018/2019 DACO went live to South Australian dog and cat owners and industry stakeholders. Savings were delivered to councils through reduced postage and administration costs, easier annual reporting processes and streamlined registration.</p> <p>Most importantly, DACO delivered efficiencies in the field to Authorised Officers and broke down council boundaries by providing for lost pets to be quickly identified and returned to owner.</p> <p>Dog and cat owners and Shelters (RSPCA and AWL) can now register and update microchip details free of charge on DACO saving the cost of national microchip database fees.</p>
Better Services	<p>DACO has revolutionised the way dog and cat information is gathered and managed in South Australia</p> <p>DACO has replaced 68 council and Outback Communities Authority dog and cat registers with a single access point for data linked to every known dog and cat in the state, including microchip, desexing status and breeder information.</p> <p>Dog and cat owners can now register their pet, update their details and link microchip details online from their home or from a smart device.</p>

### Agency specific objectives and performance

Agency objectives	Indicators	Performance
Dogs and Cats Online	<p>Good quality dog and cat ownership data.</p> <p>Increased confidence in dog attack data.</p> <p>Dogs and Cats Online went live, as a council management tool, on 29 May 2018.</p>	<p><b>Registered Dogs</b> 291,450 dogs registered on DACO at 30 June 2019.</p> <p>The percentage of microchipped dogs increased by 17%.</p> <p>The percentage of desexed dogs increased by 1%.</p> <p>23,527 cats registered on DACO at 30 June 2019.</p> <p>883 dog incident reports logged on DACO</p>
Legislative amendments	<p>Second tranche of changes to the <i>Dog and Cat Management Act 1995</i>.</p> <p>Mandatory microchipping and desexing for dogs and cats.</p>	<p>90% - Dogs microchipped. 74% - Dogs desexed. 98% - Cats microchipped. 84% - Cats desexed.</p>
Living Safely with Pets program (dog bite reduction in reception to year 4 school students).	Increased exposure to responsible pet ownership practices through educational programs.	The 2018-19 financial year saw 22,500 students, 659 presentations and 242 visits.
Greyhound muzzling exemption program	Increase in the number of greyhounds being issued with muzzling exemptions, proof of an increase in ex-racing dogs being adopted into the community.	<p>The Board granted 388 greyhound muzzle exemptions in 2018-2019.</p> <p>There has been a steady reduction in exemption applications in the last two years from 2016 total of 431.</p>

### Corporate performance summary

Not applicable.

### Employment opportunity programs

Program name	Performance
Nil	Not applicable

### Agency performance management and development systems

Performance management and development system	Performance
DEW employees supporting the Board's operations undertake a performance review and development program with their managers.	Two sessions are held on an annual basis. This is considered to be effective.
Induction of Board Members	Induction sessions are conducted as Board Members are appointed.

### Work health, safety and return to work programs

Program name	Performance
The Board abides by the relevant health and safety policies and procedures that have been adopted by the Board and DEW to meet whole of Government and legislative requirements.	Reporting on this matter is contained within the DEW Annual Report 2018-19.

Workplace injury claims	Current year 2018-19	Past year 2017-18	% Change (+ / -)
Total new workplace injury claims	0	0	0%
Fatalities	0	0	0%
Seriously injured workers*	0	0	0%
Significant injuries (where lost time exceeds a working week, expressed as frequency rate per 1000 FTE)	0	0	0%

\*number of claimants assessed during the reporting period as having a whole person impairment of 30% or more under the Return to Work Act 2014 (Part 2 Division 5)

<b>Work health and safety regulations</b>	<b>Current 2018-19</b>	<b>Past year 2017-18</b>	<b>% Change (+ / -)</b>
Number of notifiable incidents ( <i>Work Health and Safety Act 2012, Part 3</i> )	0	0	0%
Number of provisional improvement, improvement and prohibition notices ( <i>Work Health and Safety Act 2012 Sections 90, 191 and 195</i> )	0	0	0%

<b>Return to work costs**</b>	<b>Current year 2018-19</b>	<b>Past year 2017-18</b>	<b>% Change (+ / -)</b>
Total gross workers compensation expenditure (\$)	0	0	0%
Income support payments – gross (\$)	0	0	0%

\*\*before third party recovery

Data for previous years is available at: <https://data.sa.gov.au/data/dataset/dog-and-cat-management-board-annual-report-data>

### Executive employment in the agency

<b>Executive classification</b>	<b>Number of executives</b>
SAES Level 1	0

Data for previous years is available at: <https://data.sa.gov.au/data/dataset/dog-and-cat-management-board-annual-report-data>

The [Office of the Commissioner for Public Sector Employment](#) has a [workforce information](#) page that provides further information on the breakdown of executive gender, salary and tenure by agency.

## Financial performance

### Financial performance at a glance

Full audited financial statements for 2018-19 are attached to this report.

Data for previous years is available at: <https://data.sa.gov.au/data/dataset/dog-and-cat-management-board-annual-report-data>

The details of South Australian Government-awarded contracts for goods, services, and works are displayed on the SA Tenders and Contracts website. [View the agency list of contracts.](#)

The website also provides details of [across government contracts.](#)

## Risk management

### Risk and audit at a glance

Council members abide by the risk management policies of the Department for Environment and Water.

### Fraud detected in the agency

Category/nature of fraud	Number of instances
Nil	0

*NB: Fraud reported includes actual and reasonably suspected incidents of fraud.*

### Strategies implemented to control and prevent fraud

The Board have contracted DEW (and, through DEW, Shared Services) to perform a range of services to the Board, including management and advice on budgets and risks, procurement and insurance.

In particular, DEW are contracted to provide the following services:

- Financial Fraud: Provide legislatively compliant systems, consistent with the DEW systems and practices.
- Risk Management of Fraud: Provide on-going vigilance of fraud and raise issues immediately if anomalies are identified. Report immediately on any issues of suspected fraud.

Data for previous years is available at: <https://data.sa.gov.au/data/dataset/dog-and-cat-management-board-annual-report-data>

### Whistle-blowers disclosure

Number of occasions on which public interest information has been disclosed to a responsible officer of the agency under the *Whistleblowers Protection Act 1993*:

0

Data for previous years is available at: <https://data.sa.gov.au/data/dataset/dog-and-cat-management-board-annual-report-data>

## Reporting required under any other act or regulation

Act or Regulation	Requirement
<p><i>Dog and Cat Management Act 1995</i> <i>Section 24 – Annual report</i></p>	<p>(1) The Board must, on or before 30 September in every year, forward to the Minister, the LGA and each council a report on the Board's operations for the preceding financial year.</p> <p>(2) The report must contain—</p> <ul style="list-style-type: none"> <li>(a) the audited statements of account of the Fund for the preceding financial year; and</li> <li>(b) a report on the status of dog and cat management in South Australia; and</li> <li>(c) any other information required by or under the provisions of this Act or any other Act.</li> </ul> <p>(3) The Minister must, within 6 sitting days after receiving a report under this section, cause a copy of the report to be laid before both Houses of Parliament.</p>
<p><b>Registered Dogs</b> There were 291,450 dogs registered on DACO at 30 June 2019, 808 less than recorded in the previous financial year by councils. The figure above includes:</p> <ul style="list-style-type: none"> <li>• 13,228 working dogs</li> <li>• 1,192 racing greyhounds</li> <li>• 446 Assistance dogs</li> </ul> <p>The percentage of microchipped dogs increased by 17% from 73% to 90%.</p> <p>The percentage of desexed dogs increased by 1% from 73 % to 74%.</p> <p><b>Registered Cats</b> There were 23,527 cats registered on DACO at 30 June 2019.</p> <p>The percentage of microchipped cats registered on DACO is 98%.</p> <p>The percentage of desexed cats registered on DACO is 84%.</p> <p><b>Breeders</b> 2,660 registered breeders (993 pedigree association members and 1,667 non pedigree self-registered) on DACO.</p>	

Act or Regulation	Requirement
<b>Veterinary Organisations</b>	
136 veterinary organisations, 434 veterinarians and 172 veterinary staff are registered on DACO.	
<b>Payment Method into DACO</b>	
Dog, cat and breeder registrations and other related payments were processed in DACO in 2018/19 through a variety of payment methods reducing the time previously spent by council counter staff processing registration forms and payment.	
Payment methods include:	
<ol style="list-style-type: none"> <li>1. Bpay – 8%</li> <li>2. Credit Card – 71.2% (note: some of this was taken over the counter by council)</li> <li>3. Cash/Cheque/Eftpos – 20.3%</li> <li>4. Direct to DCMB (pedigree breeders) – 0.5%</li> </ol>	
<b>Impounded Dogs</b>	
<ul style="list-style-type: none"> <li>• Number of dogs collected and returned to owner before impounded</li> </ul>	4,329 (increase of 45 from 2017/18)
<ul style="list-style-type: none"> <li>• Total number of dogs impounded</li> </ul>	6,218 (decrease of 1,164 dogs from 2017/18)
<ul style="list-style-type: none"> <li>• Total number of dogs impounded and subsequently returned to the owners</li> </ul>	4,077 (decrease of 681 dogs from 2017/18)
<b>Dog Attacks/Harassments - Councils</b>	
There were 2,090 dog attacks/harassments reported directly to councils in the 2018-19 financial year. This is decline in numbers from 2,256 the previous year.	
<b>Dog Attacks/Harassments – DACO</b>	
There were 883 logged dog incident reports logged on DACO. The table below breaks the incident down by category.	
0- Incident not substantiated	74
1- Dog that exhibits menacing aggression, without actually biting	244
2- Dog that inflicts a single (not serious) bite wound where offending dog was provoked	72
3- Dog that inflicts a single (not serious) bite wound without provocation	241
4- Dog that inflicts multiple bite wounds where offending dog was provoked	23

Act or Regulation	Requirement
5- Dog that inflicts multiple bite wounds without provocation	159
6- Life threatening attack (potential grievous bodily harm)	46
7- Attack of Level 3 or above whilst the subject of a Dangerous Dog or Destruction Order	4
8- Attack of Level 3 or above and the owner has had a dog in the previous 5 years that was the subject of a Dangerous Dog or Destruction Order	2

### Hospital Admission Statistics

For SA residents of all ages, the frequency of hospital admissions following dog bite had risen steadily over the preceding six years, and in 2018-19 it rose again by 26 cases compared to last year (a 7% increase, but 11 fewer than in 2016-17). Amongst children aged 0-9 years there were 10 more cases (a concerning 15% increase, but nevertheless fewer than in the years 2015-16 and 2016-17). In contrast, a reduction was noted for older people aged 70+ years, where the frequency fell from last year's figure by six cases to the plateau that had been achieved prior to last year. (It should be noted that the population base has changed over the seven-year reporting period, with a marked growth in the number of older people. Holding the number of older cases in check is therefore all the more gratifying.)

Financial year	Admissions, all ages	Admissions, ages 0-9	Admissions, ages 70+
<b>2012-13</b>	211	65	20
<b>2013-14</b>	237	51	23
<b>2014-15</b>	252	56	34
<b>2015-16</b>	299	84	28
<b>2016-17</b>	391	92	28
<b>2017-18</b>	354	67	35
<b>2018-19</b>	380	77	29

*The upward trend in total cases over the seven-year reporting period was statistically significant ( $p < 0.02$ ). This generally upward trend in the number of cases continues to justify recent moves by the state government to increase the collection of relevant data that can be used to guide programs of prevention.*

*Data submitted to the Board by SA Health also showed that there was an increase in the number of people hospitalised due to cat strike or other incidents involving cats. 158 people were hospitalised, compared to 129 people in 2017-18, and 130 people in 2016-17.*

### Reporting required under the Carers' Recognition Act 2005

Not applicable.

## Public complaints

### Summary of public complaints reported

The Dog and Cat Management Board Unit received for 2018/2019 year:

- 7,308 phone calls
- 5,968 emails and written correspondence

Complaint categories	Sub-categories	Example	Summary of Complaints 2018-2019
Communication	Communication quality	Inadequate, delayed or absent communication with customer	Requests to update DCMB website have been received relating to broken links, update and simplifying information
Communication	Confidentiality	Customer's confidentiality or privacy not respected; information shared incorrectly	Loss of data incident relating to breeder home address being visible. 11 email complaints were received.
Service delivery	Systems/technology	System offline; inaccessible to customer; incorrect result/information provided; poor system design	A large majority of complaints received by the Board relate to DACO system regarding: <ul style="list-style-type: none"> <li>• User error</li> <li>• Payment transaction issues</li> <li>• Requirement to provide drivers licence details</li> <li>• Breeder registration</li> <li>• difficulty changing user details</li> <li>• Difficulty with concession card acceptance</li> </ul>

Complaint categories	Sub-categories	Example	Summary of Complaints 2018-2019
			<ul style="list-style-type: none"> <li>• Tax invoice requirement</li> <li>• Lifetime disc replacement</li> <li>• Uploading documents</li> <li>• Error messages</li> <li>• Log on and password errors</li> <li>• Incorrect Microchip</li> <li>• Refunds</li> <li>• Technical issues</li> </ul>
Service quality	Timeliness	Lack of staff punctuality; excessive waiting times (outside of service standard); timelines not met	DACO went live in the 2018-19 period. In the first 2 month (July/August) unit staff dealt with 5,486 calls and 3,577 emails. This made it extremely difficult to stick to the standard service timeline.
Service quality	Safety	Maintenance; personal or family safety; duty of care not shown; poor security service/ premises; poor cleanliness	n/a
Service quality	Service responsiveness	Service design doesn't meet customer needs; poor service fit with customer expectations	As per Timeliness above.
No case to answer	No case to answer	Third party; customer misunderstanding; redirected to another agency; insufficient information to investigate	The Board deal with many complaints each year about councils regarding their responsibilities under the Act.

Data for previous years is available at: <https://data.sa.gov.au/data/dataset/dog-and-cat-management-board-annual-report-data>

## Service improvements for period

### Service improvements that responded to customer complaints or feedback

To improve service delivery and assist with the high volume of calls regarding dog and cat registration on DACO the following service improvements were put into place:

- Engagement of external call centre.
- Standard responses and FAQs developed.
- DL flyers provided to dog and cat owners, vets and councils.
- Instruction manuals, video tutorials and training sessions for councils, vets and shelters.
- Key user group forums.
- Enhancement to DACO system.
- DACO Industry User Group established.
- DACO Council User Group established.

#### Loss of Data from DACO

- Reported to DPC Watch Desk.
- Reported to the South Australian Privacy Committee.
- Consulted and continue to work with DEW IT Security Advisor to:
  - Review information security policy posture and controls.
  - Identify new improvement paths based on the recently updated DPC led whole of government Cyber Security Resilience Review.

## Appendix: Audited financial statements 2018-19

### INDEPENDENT AUDITOR'S REPORT



Government of South Australia  
Auditor-General's Department

Level 9  
State Administration Centre  
200 Victoria Square  
Adelaide SA 5000  
DX 56208  
Victoria Square  
Tel +618 8226 9640  
Fax +618 8226 9688  
ABN 53 327 061 410  
audgensa@audit.sa.gov.au  
www.audit.sa.gov.au

### INDEPENDENT AUDITOR'S REPORT

#### To the Chairperson Dog and Cat Management Board

As required by section 31(1)(b) of the *Public Finance and Audit Act 1987*, I have audited the financial report of the Dog and Cat Management Board for the financial year ended 30 June 2019.

#### Opinion

In my opinion, the accompanying financial report gives a true and fair view of the financial position of the Dog and Cat Management Board as at 30 June 2019, their financial performance and their cash flows for the year then ended in accordance with the Treasurer's Instructions issued under the provisions of the *Public Finance and Audit Act 1987* and Australian Accounting Standards.

The consolidated financial report comprises:

- a Statement of Comprehensive Income for the year ended 30 June 2019
- a Statement of Financial Position as at 30 June 2019
- a Statement of Changes in Equity for the year ended 30 June 2019
- a Statement of Cash Flows for the year ended 30 June 2019
- notes, comprising significant accounting policies and other explanatory information
- a Certificate from a Board member, the Chief Financial Officer, Department for Environment and Water and Program Manager, Department for Environment and Water.

#### Basis for opinion

I conducted the audit in accordance with the *Public Finance and Audit Act 1987* and Australian Auditing Standards. My responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the financial report' section of my report. I am independent of the Dog and Cat Management Board. The *Public Finance and Audit Act 1987* establishes the independence of the Auditor-General. In conducting the audit, the relevant ethical requirements of APES 110 *Code of Ethics for Professional Accountants* have been met.

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

### **Responsibilities of the Board for the financial report**

The Board is responsible for the preparation of the financial report that gives a true and fair view in accordance with the Treasurer's Instructions issued under the provisions of the *Public Finance and Audit Act 1987* and the Australian Accounting Standards, and for such internal control as determined is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

### **Auditor's responsibilities for the audit of the financial report**

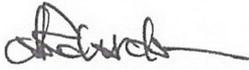
My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Dog and Cat Management Board's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

My report refers only to the financial report described above and does not provide assurance over the integrity of electronic publication by the entity on any website nor does it provide an opinion on other information which may have been hyperlinked to/from the report.

I communicate with the Board about, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during the audit.



Andrew Richardson

**Auditor-General**

27 September 2019

# **Dog and Cat Management Board**

## **Financial Statements**

For the year ended 30 June 2019



**Dog and Cat Management Board**  
**Certification of the Financial Statements**  
*for the year ended 30 June 2019*

---

We certify that the attached general purpose financial statements for the Dog and Cat Management Board:

- comply with relevant Treasurer's Instructions issued under section 41 of the *Public Finance and Audit Act 1987*, and relevant Australian Accounting Standards
- are in accordance with the accounts and records of Board
- present a true and fair view of the financial position of the Dog and Cat Management Board as at 30 June 2019 and the results of its operations and cash flows for the financial year.

We certify that the internal controls employed by the Dog and Cat Management Board for the financial year over its financial reporting and its preparation of the general purpose financial statements have been effective throughout the reporting period.



R L Somers PhD  
Board Member  
27 September 2019



L Allery  
Program Manager  
Department for Environment and Water  
27 September 2019



S O'Brien  
Chief Financial Officer  
Department for Environment and Water  
27 September 2019



**Dog and Cat Management Board**  
**Statement of Comprehensive Income**  
*for the year ended 30 June 2019*

---

	Note	2019 \$'000	2018 \$'000
<b>Expenses</b>			
Board and employee benefits expenses	2.3	380	143
Supplies and services	3.1	2 064	1 139
Depreciation and amortisation	3.2	135	22
Other	3.3	12	11
<b>Total expenses</b>		<b>2 591</b>	<b>1 315</b>
<b>Income</b>			
Fees and charges	4.1	3 601	2 194
Interest	4.2	63	18
<b>Total income</b>		<b>3 664</b>	<b>2 212</b>
<b>Net benefit from providing services</b>		<b>1 073</b>	<b>897</b>
<b>Net result</b>		<b>1 073</b>	<b>897</b>
<b>Total comprehensive result</b>		<b>1 073</b>	<b>897</b>

The accompanying notes form part of these financial statements. The net result and total comprehensive result are attributable to the SA Government as owner.

**Dog and Cat Management Board**  
**Statement of Financial Position**  
*as at 30 June 2019*

	Note	2019 \$'000	2018 \$'000
<b>Current assets</b>			
Cash and cash equivalents	6.1	2 025	1 260
Receivables	6.2	110	86
<b>Total current assets</b>		<b>2 135</b>	<b>1 346</b>
<b>Non-current assets</b>			
Property, plant and equipment	5.1	54	64
Intangible assets	5.2	1 115	705
<b>Total non-current assets</b>		<b>1 169</b>	<b>769</b>
<b>Total assets</b>		<b>3 304</b>	<b>2 115</b>
<b>Current liabilities</b>			
Payables	7.1	111	204
Employee benefits	2.4	218	17
<b>Total current liabilities</b>		<b>329</b>	<b>221</b>
<b>Non-current liabilities</b>			
Payables	7.1	2	-
Employee benefits	2.4	14	8
<b>Total non-current liabilities</b>		<b>16</b>	<b>8</b>
<b>Total liabilities</b>		<b>345</b>	<b>229</b>
<b>Net assets</b>		<b>2 959</b>	<b>1 886</b>
<b>Equity</b>			
Retained earnings		2 959	1 886
<b>Total equity</b>		<b>2 959</b>	<b>1 886</b>

The accompanying notes form part of these financial statements. The total equity is attributable to the SA Government as owner.

**Dog and Cat Management Board**  
**Statement of Changes in Equity**  
*for the year ended 30 June 2019*

	Retained earnings \$'000	Total equity \$'000
Balance at 1 July 2017	989	989
Net result for 2017-18	897	897
Total comprehensive result for 2017-18	<u>897</u>	<u>897</u>
Balance at 30 June 2018	<u>1 886</u>	<u>1 886</u>
Net result for 2018-19	1 073	1 073
Total comprehensive result for 2018-19	<u>1 073</u>	<u>1 073</u>
Balance at 30 June 2019	<u><u>2 959</u></u>	<u><u>2 959</u></u>

The accompanying notes form part of these financial statements. All changes in equity are attributable to the SA Government as owner.

**Dog and Cat Management Board**  
**Statement of Cash Flows**  
*for the year ended 30 June 2019*

		2019	2018
		(Outflows)	(Outflows)
		Inflows	Inflows
	Note	\$'000	\$'000
<b>Cash flows from operating activities</b>			
<b>Cash outflows</b>			
Employee benefits and Board member expenses		(173)	(130)
Payments for supplies and services		(2 192)	(1 300)
Other payments		(12)	(11)
<b>Cash used in operating activities</b>		<u>(2 377)</u>	<u>(1 441)</u>
<b>Cash inflows</b>			
Fees and charges		3 586	2 190
Interest		61	18
<b>Cash generated from operating activities</b>		<u>3 647</u>	<u>2 208</u>
<b>Net cash provided by operating activities</b>		<u>1 270</u>	<u>767</u>
<b>Cash flows from investing activities</b>			
<b>Cash outflows</b>			
Purchase of intangibles		(505)	(687)
<b>Cash used in investing activities</b>		<u>(505)</u>	<u>(687)</u>
<b>Net cash used in investing activities</b>		<u>(505)</u>	<u>(687)</u>
<b>Net increase in cash and cash equivalents</b>		<u>765</u>	<u>80</u>
Cash and cash equivalents at the beginning of the reporting period		1 260	1 180
Cash and cash equivalents at the end of the reporting period	6.1	<u>2 025</u>	<u>1 260</u>

The accompanying notes form part of these financial statements.

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**NOTES TO THE FINANCIAL STATEMENTS**

<b>1</b>	<b>About the Dog and Cat Management Board</b> .....	<b>10</b>
1.1.	Basis of preparation.....	10
1.2.	Objectives and programs.....	11
<b>2.</b>	<b>Board, committees and employees</b> .....	<b>11</b>
2.1.	Key management personnel.....	11
2.2.	Board and committee members.....	12
2.3.	Board and employee benefits expenses.....	12
2.4.	Employee benefits liabilities.....	13
<b>3.</b>	<b>Expenses</b> .....	<b>14</b>
3.1.	Supplies and services.....	14
3.2.	Depreciation and amortisation.....	14
3.3.	Other expenses.....	15
<b>4.</b>	<b>Income</b> .....	<b>15</b>
4.1.	Fees and charges.....	15
4.2.	Interest.....	16
<b>5.</b>	<b>Non-financial assets</b> .....	<b>16</b>
5.1.	Property, plant and equipment.....	16
5.2.	Intangible assets.....	17
<b>6.</b>	<b>Financial assets</b> .....	<b>17</b>
6.1.	Cash and cash equivalents.....	17
6.2.	Receivables.....	18
<b>7.</b>	<b>Liabilities</b> .....	<b>18</b>
7.1.	Payables.....	18
<b>8.</b>	<b>Other disclosures</b> .....	<b>19</b>
8.1.	Administered items.....	19
<b>9.</b>	<b>Changes in accounting policy</b> .....	<b>21</b>
9.1.	Treasurer's Instructions (Accounting Policy Statements).....	21
9.2.	AASB 9 Financial instruments.....	21
<b>10.</b>	<b>Outlook</b> .....	<b>21</b>
10.1.	Unrecognised contractual commitments.....	21
10.2.	Contingent assets and liabilities.....	22
10.3.	Events after the reporting period.....	22
<b>11.</b>	<b>Measurement and risk</b> .....	<b>22</b>
11.1.	Long service leave liability – measurement.....	22
11.2.	Fair value.....	22

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**1 About the Dog and Cat Management Board**

The financial activities of the Dog and Cat Management (the Board) are administered through the Dog and Cat Management Fund (the Fund) in accordance with the *Dog and Cat Management Act 1995*. The Fund is an interest bearing Deposit Account with the Department of Treasury and Finance (DTF) pursuant to section 21(1) of the *Public Finance and Audit Act 1987*.

The Fund's sources of revenue consist of:

- money required to be paid into the Fund under the Act, comprising registration fees
- any other money received by the Board for professional services
- interest accruing from investment of the Fund.

The Department for Environment and Water (DEW) provides administrative and workforce support to the Board. These services are provided by DEW to the Board on a cost recovery basis under a Service Level Agreement. The Board reflects costs invoiced by DEW under the Service Level Agreement as fee for service expenses (refer to note 3.1).

**1.1. Basis of preparation**

The financial statements are general purpose financial statements prepared in compliance with:

- section 23 of the *Public Finance and Audit Act 1987*
- Treasurer's Instructions and Accounting Policy Statements issued by the Treasurer under the *Public Finance and Audit Act 1987*
- relevant Australian Accounting Standards with reduced disclosure requirements.

For the 2018-19 financial statements the Board adopted *AASB 9 – Financial Instruments* and is required to comply with new *Treasurer's Instructions (Accounting Policy Statements)* issued on 22 March 2019. Further information is provided in note 8.

The financial statements are prepared based on a 12 month reporting period and presented in Australian currency. The historical cost convention is used unless a different measurement basis is specifically disclosed in the notes associated with the item measured.

DEW prepares a Business Activity Statement on behalf of the Board under the grouping provisions of the Goods and Services Tax (GST) legislation. Under these provisions, DEW is liable for the payments and entitled to the receipts associated with GST. Therefore the Board's net GST receivable/payable is recorded in DEW's Statement of Financial Position. GST cash flows applicable to the Board are recorded in DEW's Statement of Cash Flows.

Assets and liabilities that are to be sold, consumed or realised as part of the normal operating cycle have been classified as current assets or current liabilities. All other assets and liabilities are classified as non-current.

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**1.2. Objectives and programs**

The Board was established under the *Dog and Cat Management Act 1995* (the Act) to:

- plan for, promote, and provide advice about the effective management of dogs and cats throughout South Australia
- oversee the administration and enforcement of the provisions of the Act

The objectives of the Act are to:

- encourage responsible dog and cat ownership
- reduce public and environmental nuisance caused by dogs and cats
- promote the effective management of dogs and cats through encouragement of de-sexing of dogs and cats.

The priorities of the Board in achieving the objectives of the Act are to:

- improved dog management through responsible dog ownership and community collaboration
- improved cat management through responsible cat ownership and community collaboration
- connecting Councils, community, professionals and agencies interested in and responsible for dog and cat management
- leadership in dog and cat management and effective administration of the Dog and Cat Management Act.

The Board achieves its objectives through activities identified in its strategic, operational and financial plans approved by the Minister.

From 1 July 2018, the Dogs and Cats Online (DACO) system was introduced by the Board as South Australia's central digital database to track pets, replacing separate Council registers. The DACO system is the primary collection process for annual pet registration fees on behalf of Councils, and stores information such as ownership, breeder and microchip data to support Councils and the Board in the discharge of their obligations under the Act. Registration fees collected by the Board through the DACO system are paid into the Fund, and the prescribed percentage of dog registration fees are subsequently disbursed to each Council in respect of the dogs registered in the area of the Council.

***Administered items***

Registration fees collected by the Board through the DACO system as well as the prescribed percentage of dog registration fees subsequently disbursed to each Council are disclosed under note 8 Other Items.

**2. Board, committees and employees**

**2.1. Key management personnel**

Key management personnel of the Board include the Minister for Environment and Water, the Board Chairperson and other members of the Board who have responsibility for the strategic direction and management of the Board.

Total compensation for key management personnel was \$30 000 in 2018-19 and \$35 000 in 2017-18.

The compensation disclosed in this note excludes salaries and other benefits the Minister for Environment and Water receives. The Minister's remuneration and allowances are set by the *Parliamentary Remuneration Act 1990* and the Remuneration Tribunal of SA respectively and are payable from the Consolidated Account (via DTF) under section 6 of the *Parliamentary Remuneration Act 1990*.

No transactions with key management personnel or related parties occurred during 2018-19.

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**2.2. Board and committee members**

Members during the 2019 financial year were:

**Dog and Cat Management Board**

Dr F Lewis (Chair) (retired February 2019)  
 Dr S J Hazel (retired June 2019)  
 V A Jacobs (retired June 2019) \*  
 J G Kilby (retired December 2018)  
 J M Loveday (retired June 2019)  
 G C Russell  
 Dr R L Somers  
 P S Warren  
 M A Wiberg (retired February 2019)

\* In accordance with the Premier and Cabinet's Circular No 016, government employees did not receive any remuneration for board/committee duties during the financial year.

*Board and committee remuneration*

The number of members whose remuneration received or receivable falls within the following bands:

	2019	2018
\$0 - \$19 999	9	11
<b>Total number of members</b>	<b>9</b>	<b>11</b>

The total remuneration received or receivable by members was \$30 000 (2018: \$35 000). Remuneration of members includes sitting fees, superannuation contributions, salary sacrifice benefits, fringe benefits and related fringe benefits tax.

**2.3. Board and employee benefits expenses**

	2019	2018
	\$'000	\$'000
Salaries and wages	305	84
Board and committees fees	29	31
Annual leave	15	7
Employment on-costs - superannuation	13	11
Long Service Leave	10	3
Employment on-costs - other	7	6
Other employment related expenses	1	1
<b>Total Board and employee expenses</b>	<b>380</b>	<b>143</b>

The Board has one employee. Employee benefits expenses include all costs related to employment including wages and salaries, non-monetary benefits and leave entitlements. These are recognised when incurred.

Board member expenses include all board fees and other costs including superannuation. These are recognised when incurred.

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**2.4. Employee benefits liabilities**

	2019 \$'000	2018 \$'000
<b>Current</b>		
Accrued salaries and wages	199	3
Annual leave	19	14
<b>Total current employee benefits</b>	<u>218</u>	<u>17</u>
<b>Non-current</b>		
Long service leave	14	8
<b>Total non-current employee benefits</b>	<u>14</u>	<u>8</u>
<b>Total employee benefits</b>	<u>232</u>	<u>25</u>

The Board has one employee. Employee benefits accrue for the employee as a result of services provided up to the reporting date that remain unpaid. Long-term employee benefits are measured at present value and short-term employee benefits are measured at nominal amounts.

Services to the Board are also provided by personnel employed by DEW; hence no other employee benefits or related provisions are included in the Board's financial statements. Employee benefits relating to relevant employees are reflected in the financial statements of DEW.

***Salaries and wages, annual leave, skills and experience retention leave (SERL) and sick leave***

The liability for salary and wages is measured as the amount unpaid at the reporting date at remuneration rates current at reporting date.

The annual leave liability and the SERL liability in full is expected to be payable within 12 months and is measured at the undiscounted amount expected to be paid.

No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees is estimated to be less than the annual entitlement for sick leave.

***Long service leave***

The liability for long service leave is measured as the present value of expected future payments to be made in respect of services provided by employee up to the end of the reporting period using the projected unit credit method. Details about the measurement of long service leave liability is provided as note 10.1.

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**3. Expenses**

Board and employee benefits expenses are disclosed in note 2.3.

**3.1. Supplies and services**

	2019	2018
	\$'000	\$'000
Fee for service - direct salaries	594	528
Fee for service - Dogs and Cats Online (DACO) project	394	9
General administration	365	54
Service Level Agreement (DEW)	212	212
Printing and publishing	193	71
Fee for service - Educational programs	168	42
Contractors	73	27
Sponsorships	23	83
Information technology and communication expenses	17	14
Travel and accommodation (includes Council audits)	9	9
Fee for service - other	6	60
Staff development	4	3
Vehicle	2	7
Transportation	-	3
Minor works, maintenance and equipment	-	1
Other	4	16
<b>Total supplies and services</b>	<b>2 064</b>	<b>1 139</b>

**3.2. Depreciation and amortisation**

	2019	2018
	\$'000	\$'000
<b>Depreciation</b>		
Vehicles	10	10
<b>Total depreciation</b>	<b>10</b>	<b>10</b>
<b>Amortisation</b>		
Application software - internally developed	125	12
<b>Total amortisation</b>	<b>125</b>	<b>12</b>
<b>Total depreciation and amortisation</b>	<b>135</b>	<b>22</b>

All non-current assets, having a limited useful life, are systematically depreciated over their useful lives in a manner that reflects the consumption of their service potential.

*Review of accounting estimates*

Assets' residual values, useful lives and amortisation methods are reviewed and adjusted, if appropriate, on an annual basis. Changes in the expected life or the expected pattern of consumption of future economic benefits embodied in the asset are accounted for prospectively by changing the time period or method, as appropriate.

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**3.2. Depreciation and amortisation (continued)**

*Useful life*

Depreciation is calculated on a straight line basis over the estimated useful life of the following classes of assets as follows:

Class of asset	Useful life (years)
<i>Property, plant and equipment</i>	
Vehicles	15
<i>Intangibles</i>	
Application software - internally developed	10

The amortisation period and the amortisation method for intangible assets is reviewed on an annual basis.

**3.3. Other expenses**

	2019 \$'000	2018 \$'000
Other	12	11
<b>Total other expenses</b>	<b>12</b>	<b>11</b>

**4. Income**

**4.1. Fees and charges**

	2019 \$'000	2018 \$'000
Fees, levies and licences	3 601	2 194
<b>Total revenues from fees and charges</b>	<b>3 601</b>	<b>2 194</b>

Revenue from fees and charges relate to registration fees pursuant to section 26(5) of the Act. The fees are recognised upon receipt. Fees received in 2018-19 comprise:

- The prescribed portion of registration fees in relation to the 2017-18 year that were collected directly by Councils prior to the introduction of the DACO system and paid into the Fund in arrears during 2018-19
- Registration fees relating to the 2018-19 year collected through the DACO system.

	2019 \$'000	2018 \$'000
<b>Fees, levies and licences received</b>		
Regulation 6 Prescribed Councils	2 576	1 857
Other Councils	831	337
Breeders registration	194	-
	<b>3 601</b>	<b>2 194</b>

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**4.2. Interest**

	2019	2018
	\$'000	\$'000
Interest - Deposits with the Treasurer	63	18
<b>Total interest revenues</b>	<b>63</b>	<b>18</b>

**5. Non-financial assets**

**5.1. Property, plant and equipment**

	2019	2018
	\$'000	\$'000
<b>Vehicles</b>		
Vehicles at cost (deemed fair value)	147	147
Accumulated depreciation	(93)	(83)
<b>Total vehicles</b>	<b>54</b>	<b>64</b>
<b>Total property, plant and equipment</b>	<b>54</b>	<b>64</b>

Property, plant and equipment with a value equal to or in excess of \$10 000 is capitalised, otherwise it is expensed.

Property, plant and equipment is recorded at fair value. Detail about the Board's approach to fair value is set out in note 10.2.

*Impairment*

There were no indications of impairment of property, plant and equipment at 30 June 2019.

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

**5.2. Intangible assets**

	2019	2018
	\$'000	\$'000
<b>Computer software</b>		
Application software - internally developed	1 252	717
Accumulated amortisation	(137)	(12)
<b>Total computer software</b>	<u>1 115</u>	<u>705</u>

Intangible assets are initially measured at cost and are tested for indications of impairment at each reporting date. Following initial recognition, intangible assets are carried at cost less accumulated amortisation and any accumulated impairment losses.

The acquisition of or internal development of software is capitalised only when the expenditure meets the definition and recognition criteria and when the amount of expenditure is greater than or equal to \$10 000.

The internally developed computer software relates to the Board's DACO system.

*Reconciliation 2018-19*

	2019	2018
	\$'000	\$'000
Carrying amount at 1 July 2018	705	-
Acquisitions	535	717
Amortisation	(125)	(12)
Carrying amount at 30 June 2019	<u>1 115</u>	<u>705</u>

**6. Financial assets**

**6.1. Cash and cash equivalents**

	2019	2018
	\$'000	\$'000
Deposits with the Treasurer	2 025	1 260
<b>Total cash and cash equivalents</b>	<u>2 025</u>	<u>1 260</u>

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

**6.2. Receivables**

	2019	2018
	\$'000	\$'000
<b>Current</b>		
Trade receivables		
From non-government entities	19	4
<b>Total trade receivables</b>	<u>19</u>	<u>4</u>
Accrued revenue	4	2
Prepayments	87	80
<b>Total current receivables</b>	<u>110</u>	<u>86</u>
<b>Total receivables</b>	<u><u>110</u></u>	<u><u>86</u></u>

Receivables arise in the normal course of selling goods and services to other government agencies and to the public. Receivables are normally settled within 30 days after the issue of an invoice or the goods/services have been provided under a contractual arrangement. Receivables, prepayments and accrued revenues are non-interest bearing. Receivables are held with the objective of collecting the contractual cash flows and they are measured at amortised cost.

**7. Liabilities**

Employee benefits liabilities are disclosed in note 2.4.

**7.1. Payables**

	2019	2018
	\$'000	\$'000
<b>Current</b>		
Trade payables	94	174
Accrued expenses	11	27
Employment on-costs	6	3
<b>Total current payables</b>	<u>111</u>	<u>204</u>
<b>Non-current</b>		
Employment on-costs	2	-
<b>Total non-current payables</b>	<u>2</u>	<u>-</u>
<b>Total payables</b>	<u><u>113</u></u>	<u><u>204</u></u>

Payables and accruals are raised for all amounts owing but unpaid. Sundry payables are normally settled within 30 days from the date the invoice is first received. All payables are non-interest bearing. The carrying amount of payables represents fair value due to their short-term nature.

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**8. Other disclosures**

**8.1. Administered items**

Statement of Comprehensive Income for the Year Ended 30 June 2019	2019	2018
	\$'000	\$'000
<b>Income</b>		
Registration fee	9 238	-
<b>Total income</b>	<u>9 238</u>	<u>-</u>
<b>Expenses</b>		
Registration fee remittance payments to Councils	9 238	-
<b>Total expenses</b>	<u>9 238</u>	<u>-</u>
<b>Net result</b>	<u>-</u>	<u>-</u>
Statement of Financial Position as at 30 June 2019	2019	2018
	\$'000	\$'000
<b>Current assets</b>		
Cash and cash equivalents	449	-
Receivables	102	-
<b>Total current assets</b>	<u>551</u>	<u>-</u>
<b>Total assets</b>	<u>551</u>	<u>-</u>
<b>Current liabilities</b>		
Payables	551	-
<b>Total current liabilities</b>	<u>551</u>	<u>-</u>
<b>Total current liabilities</b>	<u>551</u>	<u>-</u>
<b>Total liabilities</b>	<u>551</u>	<u>-</u>
<b>Net assets</b>	<u>-</u>	<u>-</u>
<b>Equity</b>		
Retained earnings	-	-
<b>Total equity</b>	<u>-</u>	<u>-</u>

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**8.1. Administered items (continued)**

Statement of Cash Flows for the Year Ended 30 June 2019	2019	2018
	\$'000	\$'000
Cash flows from operating activities		
Cash inflows		
Registration fee	9 136	-
Cash generated from operating activities	<u>9 136</u>	<u>-</u>
Cash outflows		
Registration fee remittance payments to Councils	(8 687)	-
Cash used in operating activities	<u>(8 687)</u>	<u>-</u>
Net cash (used in) / provided by operating activities	<u>449</u>	<u>-</u>
Net increase in cash and cash equivalents	449	-
Cash and cash equivalents at the beginning of the reporting period	-	-
Cash and cash equivalents at the end of the reporting period	<u><u>449</u></u>	<u><u>-</u></u>

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**9. Changes in accounting policy**

**9.1. Treasurer's Instructions (Accounting Policy Statements)**

On 22 March 2019 the *Treasurer's Instructions (Accounting Policy Statements) 2019* were issued by the Treasurer under the *Public Finance and Audit Act 1987*. The Accounting Policy Statements replaced the following Accounting Policy Frameworks:

- Purpose and Scope
- General Purpose Financial Statements Framework
- Asset Accounting Framework
- Financial Asset and Liability Framework
- Income Framework
- Definitions.

The new Accounting Policy Statements have largely been prepared on a no-policy change basis. Changes that impact on these financial statements are:

- removal of the additional requirement to report transactions with the SA Government
- increasing the bands from \$10,000 to \$20,000 board member reporting

These changes, however, do not impact on the amounts reported in the financial statements.

**9.2. AASB 9 Financial instruments**

*AASB 9 Financial Instruments* replaces the provisions of AASB 139 that relate to recognition, classification and measurement of financial assets and financial liabilities, derecognition of financial instruments, impairment of financial assets and hedge accounting.

The adoption of AASB 9 has not had a significant effect on the recognition, measurement or classification of financial liabilities. The Board recognises revenue on receipt and therefore generally have minimal debtors. The Board have not assessed the expected credit loss of receivables given this is immaterial.

On 1 July 2018, the Board has assessed and reclassified its financial assets into the appropriate AASB 9 categories depending on the business model and contractual cash flow characteristics applying to the asset. AASB 9 eliminates the AASB 139 categories of held to maturity and loans and receivables.

**10. Outlook**

**10.1. Unrecognised contractual commitments**

	2019	2018
	\$'000	\$'000
Within one year	165	152
Later than one year but not longer than five years	330	456
<b>Total expenditure commitments</b>	<b>495</b>	<b>608</b>

Expenditure commitments reflect DACO system support and maintenance costs.

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**10.2. Contingent assets and liabilities**

Contingent assets and liabilities are not recognised in the Statement of Financial Position, but are disclosed by way of a note and, if quantifiable, are measured at nominal value.

The Board is not aware of any contingent assets or contingent liabilities.

**10.3. Events after the reporting period**

There are no known events after balance date that affects these general purpose financial statements in a material manner.

**11. Measurement and risk**

**11.1. Long service leave liability – measurement**

AASB 119 *Employee Benefits* specifies the calculation methodology for long service leave liability.

The actuarial assessment performed by DTF has provided a basis for the measurement of long service leave and is based on actuarial assumptions on expected future salary and wage levels, experience of employee departures and periods of service. These assumptions are based on employee data over SA Government entities.

AASB 119 *Employee Benefits* requires the use of the yield on long term Commonwealth Government bonds as the discount rate in the measurement of the long service leave liability. The yield on long term Commonwealth Government bonds decreased from 2018 (2.5%) to 2019 (1.25%).

The net financial effect of the changes to actuarial assumptions in the current financial year is an increase in the long service leave liability of \$2 000. The impact on future periods is impracticable to estimate as the long service leave liability is calculated using a number of demographical and financial assumptions - including the long-term discount rate.

The actuarial assessment performed by DTF left the salary inflation rate at 4% for long service leave liability. The salary inflation rate for annual leave and skills, experience and retention leave liability decreased from 2018 (3%) to 2019 (2.2%). This change had an immaterial net financial effect in the current financial year.

The unconditional portion of the long service leave provision is classified as current as the board does not have an unconditional right to defer settlement of the liability for at least 12 months after reporting date. The unconditional portion of long service leave relates to an unconditional legal entitlement to payment arising after 10 years of service.

**11.2. Fair value**

AASB 13 *Fair Value Measurement* defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants, in the principal or most advantageous market, at the measurement date.

*Initial recognition*

Non-current assets are initially recorded at cost or at the value of any liabilities assumed, plus any incidental cost involved with the acquisition.

Where assets are acquired at no value, or minimal value, they are recorded at fair value in the Statement of Financial Position. However, if the assets are acquired at no or nominal value as part of a restructure of administrative arrangements then the assets are recognised at book value (that is the amount recorded by the transferor public authority immediately prior to the restructure).

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**10.3. Financial instruments (continued)**

*Revaluation*

Property, plant and equipment are subsequently measured at fair value after allowing for accumulated depreciation.

Non-current tangible assets are valued at fair value and revaluation of non-current assets or a group of assets is only performed when the fair value at the time of acquisition is greater than \$1.5 million and estimated useful life is greater than three years.

**Financial risk management**

Risk management is managed by the Board and Board Secretary with the support of DEW officers and departmental risk management policies are in accordance with the *Risk Management Policy Statement* issued by the Premier and Treasurer and the principles established in the Australian Standard *Risk Management Principles and Guidelines*.

The Board's exposure to financial risk (liquidity risk, credit risk and market risk) is low due to the nature of the financial instruments held.

*Liquidity risk*

The Board is funded principally from regulatory fees received from local government. The Board works with DTF to determine the cash flows associated with its government-approved program of work and to ensure funding is provided through SA Government budgetary processes to meet the expected cash flows.

Refer to note 7.1 for further information.

*Categorisation of financial instruments*

Details of the significant accounting policies and methods adopted including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised with respect to each class of financial asset, financial liability and equity instrument are disclosed in the respective financial asset/financial liability note.

*Classification applicable until 30 June 2018 under AASB 139 Financial Instruments: Recognition and Measurement*

The carrying amounts are detailed below of each of the following categories of financial assets and liabilities:

- Loan and receivables
- Financial liabilities measured at cost.

**Dog and Cat Management Board**  
**Notes to and forming part of the financial statements**  
*for the year ended 30 June 2019*

---

**11.3. Financial instruments (continued)**

*Classification applicable from 1 July 2018 under AASB 9 Financial Instruments*

On initial recognition, a financial asset which is a debt instrument is classified as measured at amortised cost, fair value through other comprehensive income or fair value through profit or loss. A financial asset which is an equity instrument is classified as measured at fair value through other comprehensive income or fair value through profit or loss.

A financial asset is measured at amortised cost if it meets both of the following conditions:

- It is held within a business model whose objective is to hold assets to collect contractual cash flows
- Its contractual terms give rise on specified dates to cash flows that are solely payments of principal and interest only on the principal amount outstanding.

The Board measures all financial instruments at amortised cost.

		2019	2018
		Carrying amount	Carrying amount
Category of financial asset and financial liability	Note	\$'000	\$'000
<b>Financial assets</b>			
Cash and cash equivalents		2 025	1 260
Financial assets at amortised cost			
Receivables	(1), (2)	4	6
<b>Total financial assets</b>		<b>2 029</b>	<b>1 266</b>
<b>Financial liabilities</b>			
Financial liabilities at amortised cost			
Payables	(1)	96	190
<b>Total financial liabilities</b>		<b>96</b>	<b>190</b>

**Receivables and payables**

- (1) The Receivable and payable amounts disclosed here exclude amounts relating to statutory receivables and payables (for example, Commonwealth, State and Local Government taxes, fees and charges: Auditor-General's Department audit fees). In government, certain rights to receive or pay cash may not be contractual and therefore in these situations, the requirements will not apply. Where rights or obligations have their source in legislation such as levies, tax and equivalents they would be excluded from the disclosure. The standard defines contract as enforceable by law. All amounts recorded are carried at amortised cost.
- (2) The receivables amount disclosed here excludes prepayments. Prepayments are presented in note 6.2.