



AUDIT AND RISK COMMITTEE MEETING

04 March 2021

ATTACHMENTS PROVIDED UNDER SEPARATE COVER

Attachment 8.03.21A - 2019-20 Annual Report

Attachment 8.03.21B - 2019-20 Management Letter

Attachment 10.03.21A - 202 Compliance Audit Return



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Acknowledgement of Country

The BROOKTON community would like to acknowledge the traditional custodians of this land, Nyoongar People and pay respect to all Elders, past, present and emerging. The Shire wish to acknowledge and respect local people's continuing culture and the contribution they make to Country and its life.

Shire Mission and Vision

Shire of Brookton Mission

*To Sustain the Balance of BROOKTON+
To Build a Bigger Better BROOKTON*

BROOKTON Vision by 2027

BROOKTON is

*a **well-recognised** business and agricultural hub,
a **flourishing** stop-over destination, and
a **celebrated** place to live.*

Shire President Message

It is my pleasure to present the Shire of Brookton's Annual Report for 2019-20 on behalf of my fellow Councillors. It has been an honour and privilege to be able to serve as the Shire President and continue the great work and achievements of the past financial year.

The second half of this year has tested our resilience and whilst there were many challenges, I thank you all for taking care of yourselves and your neighbours during lock-down of the COVID-19 pandemic. I was so incredibly proud of our Community, we came together, whilst still staying apart to look after our most vulnerable and at risk. As an organisation we worked hard to keep our doors open and continue to provide a service to you, we had several businesses close or change how they operated, many of our sporting and not for profit organisations also had to close. This placed immense pressure on our community, but I am so proud of the way we as a community handle the pandemic. It is not over, and we all need to maintain our vigilance in keeping ourselves and our neighbours safe.

In October, we welcomed three new Councillors, and said farewell to three, Kim Mills was recognised by WALGA for his contribution to Brookton over the past 12 years, and I would like to take this opportunity to thank former Cr Mills, Cr Eyre and Cr Eva for their contribution to our Community and welcome Cr Lilly, Cr Macnab and Cr Watts.

We have continued our planning and have seen the Next Generation BROOKTON become more firmly entrenched in our everyday business. Thank you to everyone who is actively participating in our Advisory groups. This has once again seen many of the ideas that the community came up with in 2019-20 progress to more detailed research, enacted by others within the community or in some cases referred to Council for a decision. The development of a community garden, BMX track, the formal adoption of the Brookton Recreation Reserve Management Plan, are all examples of ideas that have come through your Book Ideas and progressed to projects that are now being delivered. Additionally, the money committed by the Shire to the Entry Statement Competition and subsequent erection of entry signage to our town came to fruition, and the positive impact these signs make.

In this financial year, a major focus was on the Recreation Precinct Plan and the opportunity to utilise funding that became available as a result of COVID-19 pandemic, such as the \$500,000 Commonwealth Governments Drought Communities Fund and the \$255,000 from the Commonwealth Governments Local Road and Community Infrastructure Program Funding. The Recreation Precinct Plan will enable the Council to initiate significant investment by Council in several projects and capital works that have been identified.

We know, that while we have all the innovative and collaborative ideas for future projects, we recognise that Local Government is the closest tier of government to the community and it's our job to deliver the essential services and infrastructure the community needs and wants. To do this, we need to be flexible and work together with the community - which is something we have been working to improve through the Integrated Planning and Reporting (IPR) process

and the Innovations Pathway. Council looks forward to working with the Community to deliver on these initiatives and no doubt many others as our Community, State and Nation progress recovery from the COVID-19 pandemic.

Council continued to support a number of programs in conjunction with the community, such as the Brookton Business Advisory Group, to help small businesses work together to deliver outcomes that benefit all, including how we can collaborate to achieve Brookton outcomes. We also finished renovating some of our facilities such as the kitchen and floor at the WB Eva Pavilion and the installation of the gazebo and new niche wall at the cemetery.

Council will continue to be innovative, collaborative and accountable and I thank all members of the community for their time and especially those many volunteers who contribute to advance a Bigger, Better Brookton.

Thank you to my fellow Councillors for your support and to the CEO and all the Staff who work hard to ensure that Brookton's vision becomes a reality.

Thank you to all who have contributed to the combined successes of 2019-20, I look forward to working with you to achieve Next Generation BROOKTON, ensuring Brookton is a community of choice for generations to come.



Katrina Crute
Shire President

Chief Executive Officer Message

I am pleased present an update on the statutory reporting requirements and key achievements for what has proven to be a busy and challenging financial year:

Financial Management and Governance

With the Office of the Auditor General (AOG) having recently completed its third audit on the Shire's financial management and governance functions, the need for continued improvement to implementing effective and robust procedures is acknowledged, notwithstanding the Shire's fiscal position remains strong.

What has differed from previous financial years has primarily been the disposal (sale) of Lot 511 Whittington Street (Kalkarni Residential Aged Care Facility and Saddleback Medical Centre) to Baptistcare (WA) Inc. for \$7.08m, and the onset of the COVID-19 pandemic globally. These two matters had presented some challenges, with receipt of sale proceeds from Lot 511 proving more complex and demanding than usual from an accounting perspective, and Council bringing forward a number of capital works to assist in stimulating the broader regional economy at the end of the financial year applying additional work to administration staff.

As to the funds received from the property sale, the Council has allocated the full \$7.08m across a number of cashed back reserves as part of the 2020-21 financial budget.

A copy of the Annual Financial Report together with the Auditor's comments and findings for the 2019-20 financial year is appended to this report.

Key Statutory and Strategic Matters

During the 2019-20 financial year some of the key statutory and strategic actions performed includes:

- The October 2019 Local Government elections;
- Mandatory Elected Member training for newly elected Councillors;
- Review of Local Planning Scheme No. 4 (gazetted December 2019);
- Review of the Shire's Disability Inclusion and Action Plan;
- Deliver on the Shire Integrated Planning and Reporting (IPR) framework;
- Preparation of Reserve 43158 Management Plan;
- Review of Council's Local Emergency Management Arrangements;
- Reset of Council's Audit and Risk Committee framework;
- Finalisation of Council's Business Continuity Plan;
- Upgrade of the Shire's ICT framework; and
- Response to the 'COVID-19 State of Emergency' including:
 - facilitation of the Local Emergency Management Committee (LEMC) meetings.
 - participation in the Local Incident Support Group (ISG).

- adherence to community lock down restrictions.
- implementation of social distancing measures.
- increased communication and information flow to the local community.
- continuation of works and administration functions to serve the community.
- conduct of Council meetings through digital communication means.

Key Assets

Road Works

The road works for the 2019-20 financial year involved:

- Continued road maintenance grading works across the Shire's unsealed road network.
- Continued sealing of the York-Williams Road with a further 3 kilometres being sealed.
- Second coat sealing works on Brookton Kweda Road.
- Repair works on Yeo Road.
- Gravel Sheeting of Boyagarra, South Dale and Davis Roads.

The roadworks program has continued to be Council's most significant area of expenditure and allocation of Shire resources - refer to the 2019-20 Annual Financial Report for qualified expenditure.

Plant and Equipment

Council has maintained the need to ensure its plant and equipment is current, operational and efficient, while attempting to minimise plant maintenance costs. This has seen the acquisition of the following replacement (new for old) of major plant items:

- Purchase of John Deer Front End Loader.
- Purchase of a Hino Truck.
- Purchase of Mitsubishi Dual Cab Ute x 3.
- Water tank for road works.
- 10,000 litre electronic diesel fuel tank.

Other Works

The other works performed during the year includes:

- Continued parks and gardens maintenance.
- Continued housing maintenance.
- Construction of youth BMX track.
- Second water pipeline crossing of the Railway Reserve.
- Installation of 200,000 litre storage tank for Happy Valley Water.
- Upgrade of lighting at the Works Depot.

- Installation of back up diesel generators at the Administration Office and WB Eva Pavilion.
- Replacement of flooring and upgrade of the kitchen at the WB Eva Pavilion.
- Upgrade of Shire Administration Centre and Council Chambers (carrying over to 2020-21 financial year).

Elected Members and Staff

During the financial year the organisation experienced a number of personnel movements.

Specifically, I wish to acknowledge the departure of Mr. Steve Thomson (Manager Infrastructure and Emergency), Ms. Vicki Morris (Manager Corporate and Community), and Ms. Courtney Fulwood (Executive Officer). All of their positive contributions during their tenure with the Shire is greatly appreciated.

I also take this opportunity to sincerely thank all other staff and Councillors (past and present) for their continued support and efforts over what has been an extraordinary year, particularly with the advent of the COVID-19 pandemic.



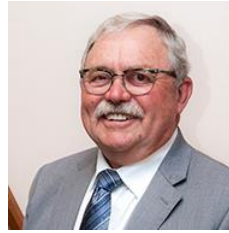
Ian D'Arcy
Chief Executive Officer

Council and Executive



Cr Katrina Crute
Shire President
Term expires: 2021

Mobile: 0439 373 282
sp@brookton.wa.gov.au



Cr Neil Walker
Deputy Shire President
Term expires: 2023

Mobile: 0408 424 018
CrWalker@brookton.wa.gov.au



Cr Theresa Fancote
Councillor
Term expires: 2021

Mobile: 0418 914 705
CrFancote@brookton.wa.gov.au



Cr Chris Hartl
Councillor
Term expires: 2023

Mobile: 0429 182 109
CrHartl@brookton.wa.gov.au



Cr Tamara Lilly
Councillor
Term expires: 2023

Mobile: 0419 111 300
CrLilly@brookton.wa.gov.au



Cr Gail Macnab
Councillor
Term expires: 2023

Mobile: 0456 226 674
CrMacnab@brookton.wa.gov.au



Cr Barry Watts
Councillor
Term expires: 2021

Mobile: 0435 751 713
CrWatts@brookton.wa.gov.au



Cr Travis Eva
Councillor
Resigned January 2019



Cr Leslie Eyre
Councillor
Retired October 2019



Cr Kim Mills
Councillor
Retired October 2019

Senior Staff

Council had three designated senior employee position in accordance with section 5.37 of the *Local Government Act 1995*.

- Chief Executive Officer Mr Ian D'Arcy
- Deputy Chief Executive Officer Ms Vicki Morris (left March 2020)
- Manager Infrastructure & Regulatory Mr Steve Thomson (left March 2020)

Following a restructure of the organisation in November 2019 this was amended to the Chief Executive Officer, with the following positions and employees no longer designated senior employees:

- Manager Corporate & Community Mrs Amy Eva (started March 2020)
- Manager Infrastructure & Emergency Mr Mikel Haramboure (started May 2020)

In total the Shire of Brookton employed 23 full time equivalent (FTE) employees during the 2019-20 financial year.

Regulation 19B of the Local Government (Administration) Regulations 1996 requires the annual report to contain the details of the number of employees of the local government entitled to an annual salary of \$100,000 or more in bands of \$10,000 for each such band over \$100,000.

<i>Salary Range</i>	<i>2020</i>	<i>2019</i>
<i>\$100,000 - \$109,999</i>	<i>1</i>	<i>1</i>
<i>\$110,000 - \$119,999</i>	<i>1</i>	<i>1</i>
<i>\$120,000 - \$129,999</i>	<i>0</i>	<i>0</i>
<i>\$130,000 - \$139,999</i>	<i>0</i>	<i>0</i>
<i>\$140,000 - \$149,999</i>	<i>1</i>	<i>1</i>



Shire Profile

The following information is general information about the Shire of Brookton. All specific enquiries should be directed to the Shire office during normal business hours.

Shire of Brookton Administration Centre

14 White Street
(P O Box 42)
BROOKTON WA 6306
Telephone: (08) 9642 1106
Email: mail@brookton.wa.gov.au

Shire of Brookton Works Depot

Richardson Street
(P O Box 42)
BROOKTON WA 6306
Telephone: (08) 9642 1144
Email: mail@brookton.wa.gov.au

Key Facts - Our Shire

Area	1,626 square Kilometres
Population	975 (as at 2016 Census)
Median Age	48 (as at 2016 Census)
Number of Dwellings	506 (as at 2016 Census)
Number of Council Employees	23
Number of Elected Members	7
Distance from Perth	138 kilometres
Length of Roads - Sealed	205 kilometres
Length of Roads - Unsealed	438 kilometres



Disability Access and Inclusion Plan

The Shire reviewed its Disability Access and Inclusion Plan (DAIP) in 2019-20, with minor progress having been made.

This included:

- A refresh of the Shire's website to improve the viewability and availability of public information in alternative formats and font sizes; and
- modification to the Shire's Administration building with a new reception counter suited to wheelchair access and similarly a disabled ramp to the Council Chambers.



Elected Member Training and Gifts

With recent amendments to the *Local Government Act 1995* all elected members are required to undertake training within 12 months of being elected commencing from the October 2019 Local Government elections, unless an exemption applies. This training is valid for a period of 5 years with each Councillor compelled to undertake the training at every second election.

The core units that make up the training content, includes:

- Understanding Local Government
- Serving on Council
- Meeting procedures
- Conflicts of Interest
- Understanding of financial reports and budgets.

The following table illustrates the performance of Elected Member training for Councillors over the 2019-20 period:

Elected Member	Elected to Council	Training Course	Status	Mandatory (Yes/No)	Completion Date(s)
Shire President Katrina Crute	October 2017	Participate in Local Government Emergency Management Preparation	Completed	No	5 th March 2020
Deputy Shire President Neil Walker	October 2019	Understanding Local Government	Not Commenced	Yes	
		Serving on Council	Not commenced	Yes	
		Understanding Financial Reports & Budgets	Not Commenced	Yes	
		Meeting Procedures	Not Commenced	Yes	
		Conflicts of Interest	Not Commenced	Yes	
Councillor Tamara Lilly	October 2019	Understanding Local Government	Commenced	Yes	
		Serving on Council – Commenced	Commenced	Yes	
		Understanding Financial Reports & Budgets	Commenced	Yes	
		Meeting Procedures	Commenced	Yes	

		Conflicts of Interest	Not Commenced	Yes	
Councillor Theresa Fancote	October 2017	No training completed			
Councillor Barry Watts	October 2019	Understanding Local Government	Completed	Yes	9 th June 2020
		Serving on Council	Completed	Yes	9 th June 2020
		Understanding Financial Reports & Budgets	Completed	Yes	17 th June 2020
		Meeting Procedures	Completed	Yes	23 rd June 2020
		Conflicts of Interest	Completed	Yes	9 th June 2020
Councillor Gail Macnab	October 2019	Understanding Local Government	Completed	Yes	24 th November 2019
		Meeting Procedures	Completed	Yes	20 th January 2020
		Conflicts of Interest	Completed	Yes	21 st December 2019
		Serving on Council	Commenced	Yes	
		Understanding Financial Reports & Budgets	Commenced	Yes	
Councillor Chris Hartl	October 2019	Understanding Local Government	Commenced	Yes	
		Conflicts of Interest	Not Commenced	Yes	
		Understanding Financial Reports & Budgets	Not Commenced	Yes	

In accordance with Sections 5.87A and 5.87B of the *Local Government Act 1995* all Elected Members and the CEO are required to disclose gifts received during the financial year when performing their respective roles.

The threshold for declaration of a gift is where it is valued over \$300 or where the cumulative value exceeds \$300 received from the same party in a 12-month period.

Of note, the following situations are specifically excluded from having to be declared a gift(s):

- the gift does not exceed \$300 in value.
- the gift is a ticket to event approved by Council in accordance with its policy for attendance at events.
- the gift is received from the Western Australia Local Government Association (WALGA), Local Government Professionals Australia (WA), Australian Local Government Association, a department of the public service, government department of another State, Territory or Commonwealth, or another local government or regional local government.

Notwithstanding the above requirements the following table details all gifts received by all members of the Shire during the 2019-20 financial year.

Form 4

Local Government Act 1995

Local Government (Administration) Regulations 1996

REGISTER OF GIFTS AND CONTRIBUTIONS TO TRAVEL – SHIRE OF BROOKTON



1. Gifts

Section 5.82 of the *Local Government Act 1995*

Name of relevant person making disclosure	Description of gift	Name of person who made gift	Address of person who made gift	Date gift was received	Estimated value of gift at time it was made	Nature of relationship between relevant person and person who made gift
Rick Gill <i>Maintenance Officer</i>	1 bottle of Scotch Whisky	Andrew Mackie	Welshpool WA 6986	17/12/2019	Total = \$52.00	Contractor
Cr Katrina Crute	1 bottle of Wine	The Vines Medical Practice	Brookton WA 6306	07/01/2020	Total = \$26.00	Professional
Cr Barry Watts	2 Jars Marmalade	Carol Bond	Brookton WA 6306	03/05/2020	Total = \$7.50	Friend

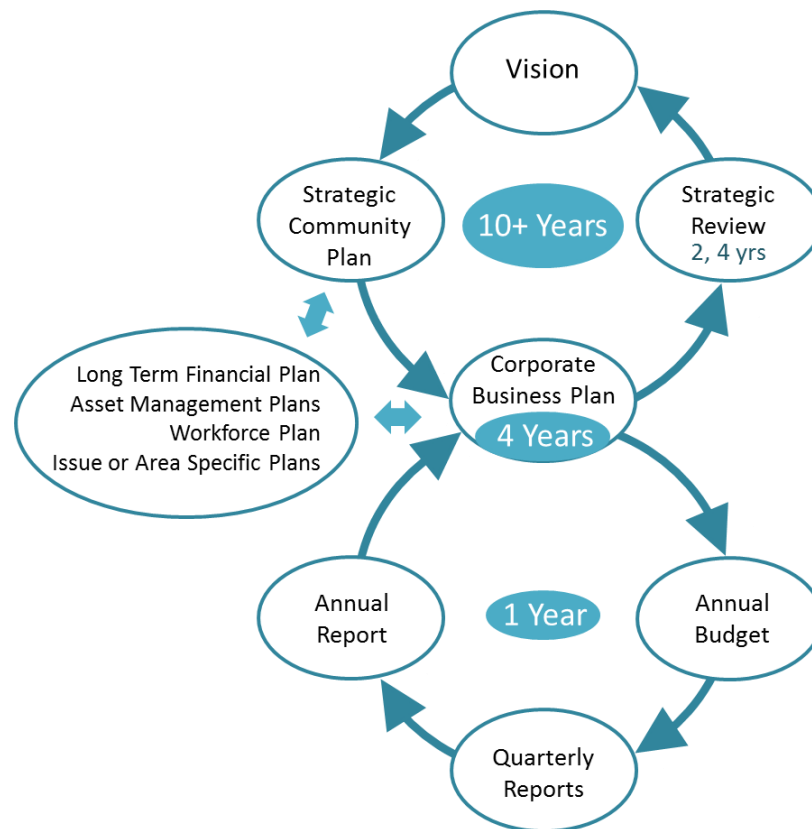
2. Contributions to travel

Section 5.83 of the *Local Government Act 1995*

Name of relevant person making disclosure	Description of contribution	Name of person who made contribution	Address of person who made contribution	Date contribution was received	Estimated value of contribution at time it was made	Nature of relationship between relevant person and person who made contribution	Description of travel	Date of travel
Cr Theresa Fancote	Portion of travel costs	Conquest Crop Protection	Osborne Park WA 6916	05/10/2019	\$2,000	Business	China	05/10/2019

Integrated Planning and Reporting (IPR)

During the year the Council continued with implementation of its IPR framework aligned to the legislative requirements under Section 5.56(1) and (2) of the *Local Government Act, 1995*. This legislation requires each local government to prepare a ‘plan for the future’ of its district by developing arrange of plans in accordance with the Local Government (Administration) Amendment Regulations (No. 2) 2011; Division 3 – Planning for the future. Following is a diagram provides understanding of the IPR framework.



IPR Framework sourced from the Western Australian Department of Local Government IPR Guidelines 2016

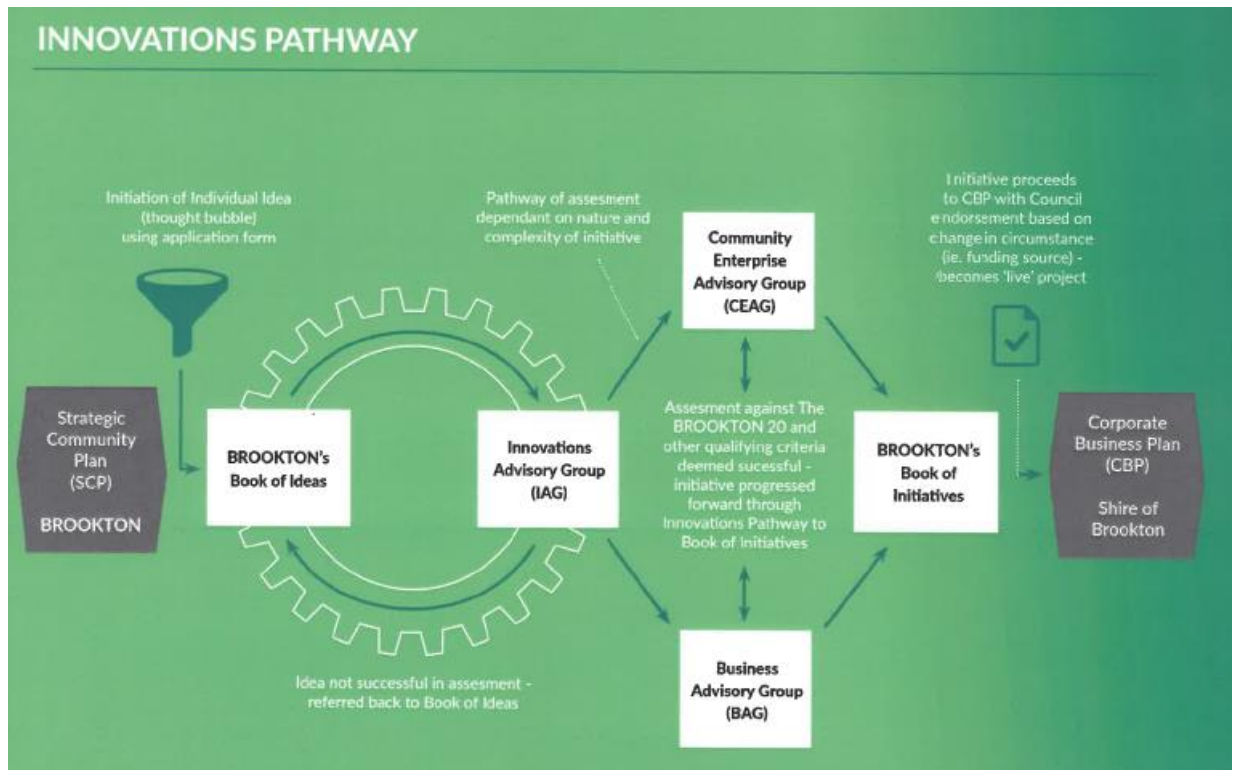
Specifically, the following is a list of projects under the Council’s Corporate Business Plan that affords an understanding of the progress achieved during the 2019-20 financial year.

Major Projects	Facilitator	Proponent	Progress
BROOKTON Regional Wellness Hub	✓		This proposal is pending sale of Lot 511 and delayed due to COVID-19. Scheduled to be progressed in 2020-21.
BROOKTON Multipurpose Function Centre		✓	This initiative is pending assessment of Brookton Memorial Hall and a discussion

			with BROOKTON Community on future direction. Architectural design options are to be prepared and community consultation be progressed in 2020-21.
BROOKTON Temp. Accommodation Village	✓	✓	The accommodation village is promoted as an extension to the Brookton Caravan Park for short stay / seasonal accommodation. It is pending construction of chalet units by the Shire (and possibly other stakeholders) commencing 2020-21 in a staged format and subject to grant funding availability.
BROOKTON Community Hub		✓	This proposal has indicatively been identified on Reserve 43158 Management Plan adjacent to the Brookton Aquatic Centre and fronting Brookton Highway – further consideration needed pending available funding.
BROOKTON Alternative Farming	✓		This initiative has been stalled due to other governance priorities and the onset of the COVID-19 pandemic.

Minor Projects	Facilitator	Proponent	Progress
BROOKTON Lifestyle Land Release		✓	The Council has 'parked' this initiative in favour of a private developer.
BROOKTON Business Advisory Group	✓		The facilitation of the BBAG was conducted over a 14 month period and now rests with local businesses to co-ordinate with the Brookton Community resource Centre.
BROOKTON Picture Plaques, Murals	✓		Little progress has been initiated on this proposal other than preliminary discussion, with further consideration to be given to promoting artwork through the IPR Advisory Groups.
BROOKTON Community Chest Fund		✓	This initiative was successfully implemented in 2019-20 with applications for community funding approved by Council.

Additionally, the 'Innovation Pathway' process (as illustrated in the flow diagram below) continued to build capacity through review of suggested projects presented to the 'Book of Ideas'.



Shire of Brookton Corporate Business Plan - Innovations Pathway Flow Diagram

Through the implementation of this process, the various Advisory Groups informed the Council in the early part of 2019-20 of the need for a Management Plan for Crown Reserve 43158 that presently encompasses Brookton's recreational facilities, caravan park and the Shire Administration Centre. This was subsequently prepared in the latter part of the year.

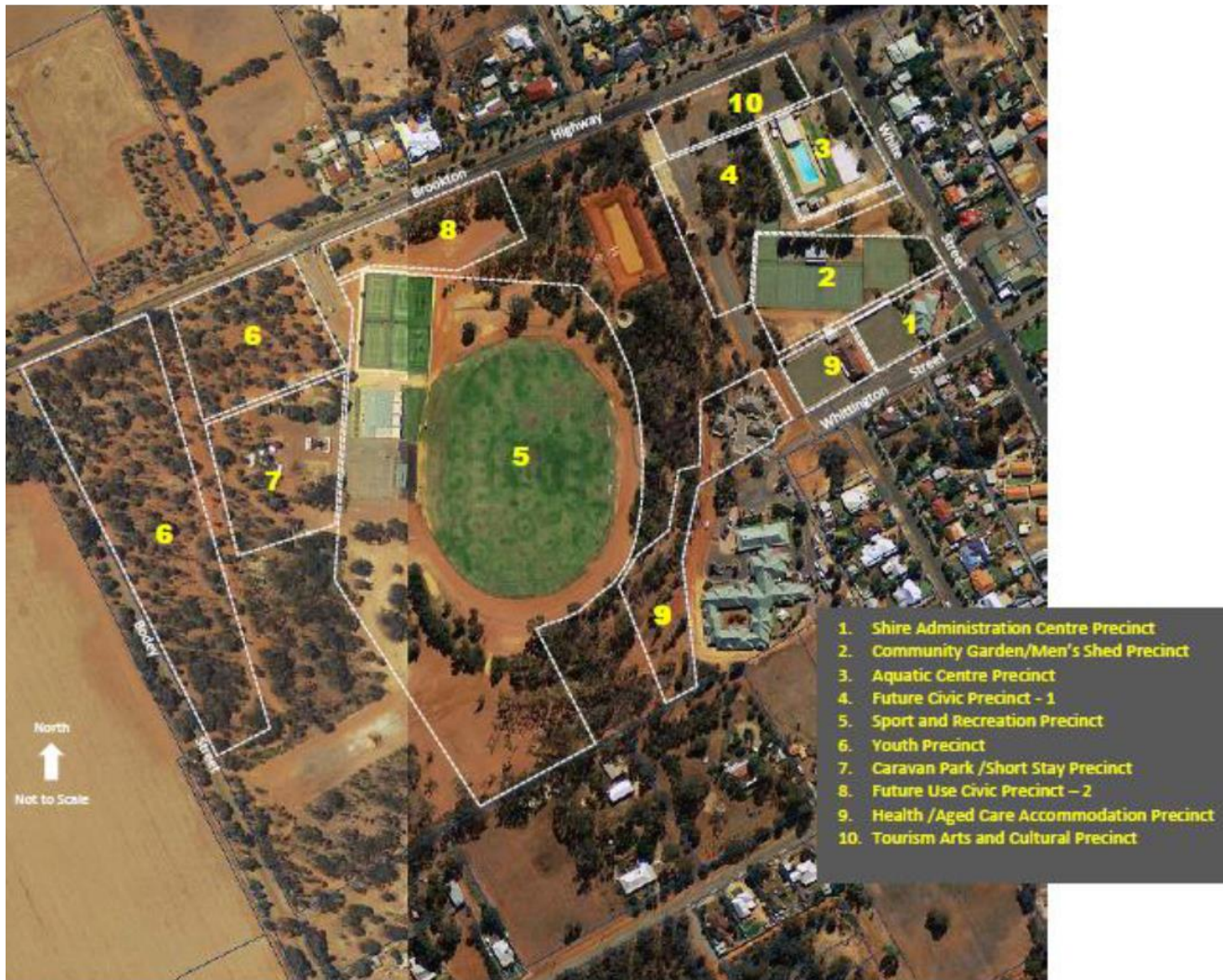


BROOKTON RESERVE 43158 MANAGEMENT PLAN 2020 – 2030



Shire of Brookton

This Plan allocates designated precincts that will assist in guiding future development and use of the Reserve, including the accommodation of some of the ideas filtering through the Innovations Pathway process. An understanding of the designated precincts is presented in the following graphic extracted from the Reserve Management Plan.



Designated Precincts - Reserve 43158 Management Plan

Central to this Plan was the spatial allocation at a 'Precinct' level of various uses, including better definition of a Youth Precinct (No.6), the Caravan Park and Seasonal Workers' Accommodation Precinct (No.7), a new Community Garden and Men's Shed Precinct (No.2), a future Cultural Precinct (No.10), and future expansion of a Wellness Hub/Aged Accommodation Precinct (No.9).

To date, the adoption of this Plan has aided the Shire to secure and allocate grant funding to assist in implementing or enhancing of some of these defined Precincts, such as development of a BMX track, improvements to the Brookton Caravan Park with the addition of self-contained short-stay accommodation, a new Men's Shed and Community Garden building, and a co-located Youth and Girl Guides building, all to be delivered in the 2020-21 financial year.

The 2019-20 financial year has also presented an opportunity to evaluate the effectiveness of the Innovations Pathway process. While this process has proven to be effective, it is subject to further review in the 2020-21 financial year together with realisation of the need to better promote the merits of the Innovations Pathway to the broader community.

Another area of focus, but has been lagging under the IPR framework, is the Shire's Asset Management Framework in 2019-20. Much attention and criticism has been directed at the Shire Council and Administration during the financial year on a lack of attentiveness to its asset management responsibilities, mainly due to the erection of a temporary fence around the old Brookton Railway Station building, and the Memorial Hall in dire need of structural repair and improvement as identified through a structural engineering assessments.

The Shire is cognisant of this shortcoming and is continuing to attend to its asset management responsibilities across all classes, including the road network and bridges, drainage and footpaths, building and other structures, although this process is taking longer and is more resource intensive than expected. It is projected with the process conducted correctly that the asset management should be finalised by the middle of 2021, inclusive of review and update of the Council's Asset Management Policy, Asset Management Strategy and specific Asset Management Plans across respective classes of assets. The following diagram illustrates the integrated framework applicable to the Asset Management processes.

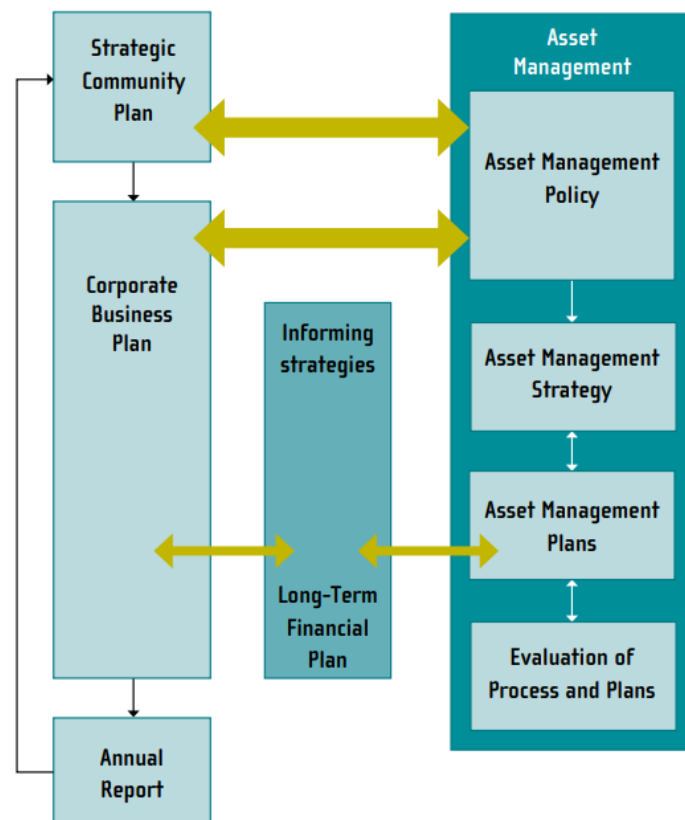


Figure 2-1 sourced from the Western Australian Department of Local Government's Asset Management Framework and Guidelines

The Long-Term Financial Plan that affords a 10 year fiscal projection for the Shire will then be informed by the Asset Management Plan and compiled to guide the compilation of future annual budgets.





Annual Financial Report 2019-20

SHIRE OF BROOKTON
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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COMMUNITY VISION

BROOKTON Vision by 2027

BROOKTON is

a well-recognised business and agricultural hub,
a flourishing stopo-over destination, and
a celebrated place to live.

Principal place of business:

14 White Street (PO Box 42) Brookton WA 6306

Phone: (08) 9642 1106

E-mail: mail@brookton.wa.gov.au

Web: www.brookton.wa.gov.au

**SHIRE OF BROOKTON
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Brookton for the financial year ended 30 June 2020 is based on proper accounts and records to present fairly the financial position of the Shire of Brookton at 30 June 2020 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 EIGHTEENTH day of FEBRUARY 2020



Chief Executive Officer

Ian D'Arcy

Name of Chief Executive Officer



SHIRE OF BROOKTON
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Adjusted \$
Revenue				
Rates	24(a)	2,279,697	2,310,718	2,270,091
Operating grants, subsidies and contributions	2(a)	1,192,147	4,474,690	1,160,885
Fees and charges	2(a)	655,250	1,648,336	682,075
Interest earnings	2(a)	121,464	220,264	157,337
Other revenue	2(a)	143,555	86,323	94,101
		4,392,113	8,740,331	4,364,489
Expenses				
Employee costs		(1,574,632)	(1,649,585)	(1,431,996)
Materials and contracts		(1,668,496)	(6,006,031)	(1,332,930)
Utility charges		(167,962)	(174,264)	(162,249)
Depreciation on non-current assets	10(b)	(2,825,014)	(2,910,437)	(2,953,796)
Interest expenses	2(b)	(107,067)	(94,529)	(102,149)
Insurance expenses		(180,085)	(189,977)	(179,652)
Other expenditure		(8,576)	(9,084)	(197)
		(6,531,832)	(11,033,907)	(6,162,969)
		(2,139,719)	(2,293,576)	(1,798,480)
Non-operating grants, subsidies and contributions	2(a)	542,656	520,880	363,199
Profit on asset disposals	10(a)	47,869	0	3,947
(Loss) on asset disposals	10(a)	(53,638)	(1,100)	(19,546)
		536,887	519,780	347,600
Discontinued Operations				
Profit/(Loss) on discontinued Operations	28	367,523		575,964
Net result for the period		(1,235,309)	(1,773,796)	(874,916)
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	12		0	(2,033,392)
Total other comprehensive income for the period		0	0	(2,033,392)
Total comprehensive income for the period		(1,235,309)	(1,773,796)	(2,908,308)

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

The Shire sold the Kalkarni Aged Care facility in January 2020. Analysis of the financial impact of discontinued operations are stated in Note 28



SHIRE OF BROOKTON
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Adjusted \$
Revenue	2(a)			
Governance		65,328	13,250	22,872
General purpose funding		3,485,408	3,514,662	3,513,906
Law, order, public safety		44,361	29,743	23,363
Health		928	1,100	917
Education and welfare		89,206	4,466,911	92,247
Housing		100,046	87,209	102,609
Community amenities		382,586	414,478	392,247
Recreation and culture		47,298	39,682	42,321
Transport		88,944	88,786	83,744
Economic services		48,301	47,950	46,288
Other property and services		39,707	36,560	43,975
		4,392,113	8,740,331	4,364,489
Expenses	2(b)			
Governance		(528,710)	(574,111)	(462,384)
General purpose funding		(185,315)	(193,796)	(165,263)
Law, order, public safety		(183,481)	(225,507)	(161,115)
Health		(47,700)	(74,104)	(65,980)
Education and welfare		(292,651)	(4,554,518)	(407,038)
Housing		(160,140)	(200,160)	(153,090)
Community amenities		(466,341)	(510,319)	(380,207)
Recreation and culture		(926,852)	(953,660)	(802,703)
Transport		(3,233,529)	(3,450,541)	(3,064,978)
Economic services		(193,640)	(188,442)	(142,404)
Other property and services		(206,406)	(14,220)	(255,658)
		(6,424,765)	(10,939,378)	(6,060,820)
Finance Costs	2(b)			
Governance		(9,461)	(3,307)	(3,491)
General purpose funding		(31,893)	(24,349)	(27,340)
Education and welfare		(4,240)	(4,491)	(4,768)
Housing		(6,996)	(7,409)	(7,867)
Community amenities		(3,825)	(3,144)	(3,338)
Recreation and culture		(43,656)	(44,420)	(47,478)
Other property and services		(6,996)	(7,409)	(7,867)
		(107,067)	(94,529)	(102,149)
		(2,139,719)	(2,293,576)	(1,798,480)
Non-operating grants, subsidies and contributions	2(a)	542,656	520,880	363,199
Profit on disposal of assets	10(a)	47,869	0	3,947
(Loss) on disposal of assets	10(a)	(53,638)	(1,100)	(19,546)
		536,887	519,780	347,600
Discontinued Operations				
Profit/(Loss) on discontinued Operations	28	367,523	0	575,964
Net result for the period		(1,235,309)	(1,773,796)	(874,916)
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	12	0	0	(2,033,392)
Total other comprehensive income for the period		0	0	(2,033,392)
Total comprehensive income for the period		(1,235,309)	(1,773,796)	(2,908,308)

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

The Shire sold the Kalkarni Aged Care facility in January 2020. Analysis of the financial impact of discontinued operations are stated in Note 28



SHIRE OF BROOKTON
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020

	NOTE	2020 \$	2019 Restated \$
CURRENT ASSETS			
Cash and cash equivalents	3	12,944,172	6,517,375
Trade and other receivables	6	127,487	4,153,483
Other financial assets	5(a)	22,801	21,296
Inventories	7	16,298	16,487
TOTAL CURRENT ASSETS		13,110,758	10,708,641
NON-CURRENT ASSETS			
Trade and other receivables	6	40,623	37,819
Other financial assets	5(b)	308,980	331,781
Inventories	7	212,551	212,551
Property, plant and equipment	8	17,107,049	23,737,816
Infrastructure	9	68,915,164	70,270,047
Right of use assets	11(a)	24,426	0
TOTAL NON-CURRENT ASSETS		86,608,794	94,590,014
TOTAL ASSETS		99,719,552	105,298,655
CURRENT LIABILITIES			
Trade and other payables	13	363,250	4,153,822
Lease liabilities	14(a)	1,372	0
Borrowings	15(a)	254,174	136,477
Employee related provisions	16	179,654	147,032
TOTAL CURRENT LIABILITIES		798,450	4,437,331
NON-CURRENT LIABILITIES			
Lease liabilities	14(a)	23,437	0
Borrowings	15(a)	816,371	1,188,242
Employee related provisions	16	83,434	84,913
TOTAL NON-CURRENT LIABILITIES		923,242	1,273,155
TOTAL LIABILITIES		1,721,692	5,710,486
NET ASSETS		97,997,860	99,588,169
EQUITY			
Retained surplus		13,888,208	20,702,254
Reserves - cash backed	4	12,133,250	5,253,474
Revaluation surplus	12	71,976,402	73,632,441
TOTAL EQUITY		97,997,860	99,588,169

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

The Shire has restated Property, Plant and Equipment balances for 2019 to reflect the valuation of Kalkarni obtained in the 18/19 financial year. Refer note 33.



SHIRE OF BROOKTON
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2018		22,556,048	4,274,596	75,665,833	100,734,930
Comprehensive income					
Net result for the period		(874,916)			(874,916)
Other comprehensive income	12			(271,845)	(271,845)
Total comprehensive income		(874,916)		(271,845)	(1,146,761)
Transfers from reserves	4	449,672	(449,672)		0
Transfers to reserves	4	(1,428,550)	1,428,550		0
Correction of error	33			(1,761,547)	(1,761,547)
Restated Balance as at 30 June 2019		20,702,254	5,253,474	73,632,441	99,588,169
Change in accounting policy	27(b)	(355,000)			(355,000)
Transfer from asset Reval Surplus		1,656,039		(1,656,039)	0
Restated total equity at 1 July 2019		22,003,293	5,253,474	71,976,402	99,233,169
Comprehensive income					
Net result for the period		(1,235,309)			(1,235,309)
Total comprehensive income		(1,235,309)			(1,235,309)
Transfers from reserves	4	1,344,695	(1,344,695)		0
Transfers to reserves	4	(8,224,471)	8,224,471		0
Balance as at 30 June 2020		13,888,208	12,133,250	71,976,402	97,997,860

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

The Shire has restated Property, Plant and Equipment balances for 2019 to reflect the valuation of Kalkarni obtained in the 18/19 financial year. Refer note 33.

SHIRE OF BROOKTON
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		2,291,345	2,380,298	2,248,639
Operating grants, subsidies and contributions		3,481,392	4,603,801	4,504,079
Fees and charges		655,250	1,648,336	1,946,853
Service charges		0		
Interest received		121,464	220,264	157,337
Goods and services tax received		504,501	0	(598,947)
Other revenue		143,555	86,323	94,101
		7,197,507	8,939,022	8,352,062
Payments				
Employee costs		(1,595,129)	(1,656,184)	(1,444,461)
Materials and contracts		(3,808,510)	(6,077,974)	(5,561,693)
Utility charges		(167,962)	(174,264)	(162,249)
Interest expenses		(107,067)	(111,823)	(94,603)
Insurance paid		(180,085)	(189,977)	(179,652)
Goods and services tax paid		(516,793)	0	628,651
Other expenditure		(8,576)	(9,084)	(197)
		(6,384,122)	(8,219,306)	(6,814,204)
Net cash provided by (used in) operating activities	17	813,385	719,716	1,537,858
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for financial assets at amortised cost		0	0	0
Payments for financial assets at amortised cost - self supporting loans		0	0	0
Payments for financial assets at fair values through other comprehensive income		0	0	0
Payments for financial assets at fair values through profit and loss		0	0	0
Payments for purchase of property, plant & equipment	8(a)	(819,270)	(822,440)	(578,468)
Payments for construction of infrastructure	9(a)	(1,132,292)	(1,105,471)	(801,349)
Payments for investment property	12	0	0	0
Payments for intangible assets	11(a)	0	0	0
Non-operating grants, subsidies and contributions	2(a)	542,656	520,880	363,199
Proceeds from financial assets at amortised cost - term deposits		0	0	0
Proceeds from financial assets at amortised cost - self supporting loans		21,296	21,296	43,042
Proceeds from financial assets at fair values through other comprehensive income		0	0	0
Proceeds from financial assets at fair values through profit and loss		0	0	0
Proceeds from sale of property, plant & equipment	10(a)	7,256,521	93,000	90,909
Proceeds from sale of infrastructure		0	0	0
Net cash provided by (used in) investment activities		5,868,911	(1,292,735)	(882,667)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	15(b)	(254,174)	(254,174)	(152,941)
Payments for principal portion of lease liabilities	14(b)	(1,324)	0	
Proceeds from new borrowings	15(b)	0	0	0
Net cash provided by (used in) financing activities		(255,498)	(254,174)	(152,941)
Net increase (decrease) in cash held		6,426,798	(827,193)	502,250
Cash at beginning of year		6,517,375	6,517,374	6,015,126
Cash and cash equivalents at the end of the year	17	12,944,173	5,690,181	6,517,375

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

SHIRE OF BROOKTON
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Adjusted \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	25 (b)	1,133,017	1,135,543	1,418,750
		1,133,017	1,135,543	1,418,750
Revenue from operating activities (excluding rates)				
Governance		66,064	13,250	26,021
General purpose funding		1,205,711	1,203,944	1,243,815
Law, order, public safety		44,361	29,743	23,363
Health		928	1,100	917
Education and welfare		89,206	4,466,911	92,247
Housing		100,046	87,209	102,609
Community amenities		382,586	414,478	392,247
Recreation and culture		47,298	39,682	42,321
Transport		88,944	88,786	83,744
Economic services		48,301	47,950	46,288
Other property and services		86,840	36,560	44,773
		2,160,285	6,429,613	2,098,345
Expenditure from operating activities				
Governance		(555,535)	(577,418)	(465,875)
General purpose funding		(217,208)	(218,145)	(192,603)
Law, order, public safety		(183,481)	(225,507)	(161,115)
Health		(47,701)	(74,104)	(65,980)
Education and welfare		(313,173)	(4,559,008)	(411,806)
Housing		(167,136)	(207,569)	(160,957)
Community amenities		(470,166)	(513,463)	(383,545)
Recreation and culture		(970,508)	(998,080)	(850,181)
Transport		(3,233,529)	(3,450,541)	(3,064,978)
Economic services		(193,640)	(188,442)	(142,404)
Other property and services		(233,394)	(22,729)	(283,071)
		(6,585,471)	(11,035,006)	(6,182,515)
Non-cash amounts excluded from operating activities	25(a)	2,826,501	2,911,537	2,966,868
Amount attributable to operating activities		(465,668)	(558,313)	301,448
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	542,656	520,880	363,199
Proceeds from disposal of assets	10(a)	7,256,521	93,000	90,909
Proceeds from financial assets at amortised cost - self supporting loans	15(b)	21,296	21,296	43,042
Purchase of property, plant and equipment	8(a)	(819,270)	(822,440)	(578,468)
Purchase and construction of infrastructure	9(a)	(1,132,292)	(1,105,471)	(801,349)
Amount attributable to investing activities		5,868,911	(1,292,735)	(882,667)
Discontinued Operations				
Profit/(Loss) on discontinued Operations		367,523		575,964
FINANCING ACTIVITIES				
Repayment of borrowings	15(b)	(254,174)	(254,174)	(152,941)
Payments for principal portion of lease liabilities	14(b)	(1,324)	0	0
Transfers to reserves (restricted assets)	4	(8,224,471)	(1,205,975)	(1,428,550)
Transfers from reserves (restricted assets)	4	1,344,695	1,000,479	449,672
Amount attributable to financing activities		(7,135,274)	(459,670)	(1,131,819)
Surplus/(deficit) before imposition of general rates		(1,364,508)	(2,310,718)	(1,137,074)
Total amount raised from general rates	24(a)	2,279,697	2,310,718	2,270,091
Surplus/(deficit) after imposition of general rates	25(b)	915,189	0	1,133,017

This statement is to be read in conjunction with the accompanying notes.
The Shire sold the Kalkarni Aged Care facility in January 2020. Analysis of the financial impact of discontinued operations are stated in Note 28

SHIRE OF BROOKTON
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FOR THE YEAR ENDED 30 JUNE 2020

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SHIRE OF BROOKTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

Prior to 1 July 2019, Regulation (Reg) 16 arbitrarily prohibited a local government from recognising as assets Crown land that is a public thoroughfare, i.e. land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the Shire. This was not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

From 1 July 2019, the Shire has applied AASB 16 Leases which requires leases to be included by lessees in the balance sheet. Also, the FM regs have been amended to specify that vested land is a right of use (ROU) asset to be measured at cost. All ROU assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the balance sheet) rather than at fair value. The exception is 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.

The Shire has accounted for the removal of the vested land values associated with the golf course by removing the land value and associated revaluation reserve as at 1 July 2019. The comparative year amounts have been retained as AASB 16 does not require comparatives to be restated in the year of transition.

Therefore the departure from AASB 1051 and AASB 16 in respect of the comparatives for the year ended 30 June 2019 remains.

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 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.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

On 1 July 2020 the following new accounting standards are to be adopted:

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 Service Concession Arrangements: Grantors is not expected to impact the financial report.

Specific impacts of AASB 2018-7 Amendments to Australian Accounting Standards - Materiality, have not been identified.

CRITICAL ACCOUNTING 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 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.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

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

SHIRE OF BROOKTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES

REVENUE RECOGNITION POLICY

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

Revenue Category	Nature of goods and services	Timing of revenue recognition until 30 June 2019	Timing of revenue recognition from 1 July 2019
Rates	General rates & rates charged for specific defined purposes.	When rates notice is issued.	When rates notice is issued.
Operating Grants, Subsidies and Contributions	Community events, minor facilities, research, design, planning evaluation and services.	On receipt of funds.	Income from grants that are enforceable and with sufficiently specific performance obligations is recognised when the Shire satisfies its obligations in the grant agreement.
	General appropriations and contributions with no reciprocal commitment.		Income from grants without any sufficiently specific performance obligations, or that are not enforceable, is recognised when the Shire has an unconditional right to receive cash which usually coincides with receipt of cash.
Non-Operating Grants, Subsidies and Contributions	Construction or acquisition of recognisable non-financial assets to be controlled by the local government.	On receipt of funds.	Capital grants are recognised as income when the Shire satisfies its obligations in the grant agreement.
Fees and Charges	Building, planning, development and animal management, having the same nature as a licence regardless of naming. Compliance safety check. Regulatory food, health and safety. Kerbside collection service. Waste treatment, recycling and disposal service at disposal sites. Gym and pool membership. Cemetery services, library fees, reinstatements and private works. Fines issued for breaches of local laws.	When fee or charge is raised in relation an event or service occurring, or upon receipt of funds.	At a point in time (or over a relatively short period of time) when the services have been provided and payments are received.
Other Revenue	Miscellaneous Refunds and Reimbursements	When the significant risks and rewards of ownership transfer to the purchaser and can be measured reliably, or upon receipt of funds.	At a point in time when the goods have been transferred and payments are received, or upon receipt of funds.

SHIRE OF BROOKTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES

(a) Grant revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2020 Actual \$	2020 Budget \$	Adjusted 2019 Actual \$
Operating grants, subsidies and contributions			
Governance	0	0	4,000
General purpose funding	1,067,651	1,050,670	1,059,853
Law, order, public safety	41,295	24,793	19,177
Education and welfare	0	3,316,026	0
Transport	83,201	83,201	77,855
	1,192,147	4,474,690	1,160,885
Non-operating grants, subsidies and contributions			
Law, order, public safety	17,056	0	0
Recreation and culture	4,730	0	6,300
Transport	520,870	520,880	356,899
	542,656	520,880	363,199
Total grants, subsidies and contributions	1,734,803	4,995,570	1,524,084
Fees and charges			
Governance	9,740	50	3
General purpose funding	7,695	8,400	8,780
Law, order, public safety	3,066	4,950	4,186
Health	236	300	245
Education and welfare	68,653	1,035,429	65,214
Housing	94,435	86,209	102,005
Community amenities	382,586	414,478	392,248
Recreation and culture	27,511	35,010	36,505
Economic services	48,300	41,950	44,299
Other property and services	13,028	21,560	28,590
	655,250	1,648,336	682,075

The Shire sold the Kalkarni Aged Care facility in January 2020. Analysis of the financial impact of discontinued operations are stated in Note 27

SIGNIFICANT ACCOUNTING POLICIES

Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that relate to the main operating activities of the Shire.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Includes revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

SHIRE OF BROOKTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Contracts with customers and transfers for recognisable non-financial assets

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:

Fees and charges
Non-operating grants, subsidies and contributions

	2020 Actual \$	2020 Budget \$	2019 Actual \$
	655,250	1,648,336	682,075
	542,656	520,880	363,199
	1,197,906	2,169,216	1,045,274
	655,250	1,648,336	682,075
	542,656	520,880	363,199
	1,197,906	2,169,216	1,045,274

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire is comprised of:

Other revenue from contracts with customers recognised during the year
Other revenue from performance obligations satisfied during the year

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Revenue from statutory requirements

Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:

General rates

Other revenue

Other

Interest earnings

Financial assets at amortised cost - self supporting loans
Interest on reserve funds
Rates instalment and penalty interest (refer Note 24(d))
Other interest earnings

	2020 Actual \$	2020 Budget \$	2019 Actual \$
	2,255,968	2,285,718	2,246,793
	2,255,968	2,285,718	2,246,793
	143,555		94,101
	143,555	0	94,101
	16,117	17,864	19,898
	87,987	95,000	112,377
	17,360	13,200	15,227
		94,200	9,835
	121,464	220,264	157,337

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset 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).

Interest earnings (continued)

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

2. REVENUE AND EXPENSES (Continued)

(b) Expenses

Interest expenses (finance costs)

Borrowings
Lease liabilities

Note	2020 Actual \$	2020 Budget \$	2019 Actual \$
15(b)	106,210	94,529	102,149
14(b)	857		
	107,067	94,529	102,149

SHIRE OF BROOKTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

3. CASH AND CASH EQUIVALENTS

NOTE	2020	2019
	\$	\$
Cash at bank and on hand	810,922	1,249,652
Term deposits	12,133,250	5,267,723
Total cash and cash equivalents	12,944,172	6,517,375
Restrictions		
requirements which limit or direct the purpose for which the resources may be used:		
- Cash and cash equivalents	12,133,250	5,253,474
	12,133,250	5,253,474
The restricted assets are a result of the following specific purposes to which the assets may be used:		
Reserves - cash backed	4	
Total restricted assets	12,133,250	5,253,474

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

Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed 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.

SHIRE OF BROOKTON
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FOR THE YEAR ENDED 30 JUNE 2020

4. RESERVES - CASH BACKED

	2020 Actual Opening Balance	2020 Actual Transfer to	2020 Actual Transfer (from)	2020 Actual Closing Balance	2020 Budget Opening Balance	2020 Budget Transfer to	2020 Budget Transfer (from)	2020 Budget Closing Balance	2019 Actual Opening Balance	2019 Actual Transfer to	2019 Actual Transfer (from)	2019 Actual Closing Balance
(a) Leave Reserve	116,698	22,080	0	138,778	116,698	22,180	0	138,878	0	116,698		116,698
(b) Plant and Vehicle Reserve	891,033	305,905	(445,000)	751,938	891,033	305,212	(410,000)	786,245	684,198	226,835		891,033
(c) Land & Housing Redevelopment Reserve	1,188,710	202,496	0	1,391,206	1,188,710	202,996	0	1,391,706	1,024,906	163,804		1,188,710
(d) Furniture & Equipment Reserve	80,392	802	(80,000)	21,194	80,392	21,502	(45,000)	56,894	78,538	1,854		80,392
(e) Municipal Building & Facility Reserve	329,433	55,803	(54,500)	330,736	329,433	54,522	(55,000)	328,955	236,374	93,059		329,433
(f) Townscape & Footpath Reserve	103,203	21,865	0	125,068	103,203	20,989	0	124,192	51,707	51,496		103,203
(g) Sewerage Reserve	388,937	61,489	(20,000)	410,426	388,937	61,895	0	430,832	259,113	109,824		388,937
(h) Road and Bridges Infrastructure Reserve	399,046	228,741	(300,000)	327,787	399,046	228,267	0	627,313	432,175	79,965	(113,094)	399,046
(i) Health and Aged Care Reserve	588,020	65,844	(100,000)	553,864	588,020	69,823	(100,000)	557,843	691,647	80,671	(184,298)	588,020
(l) Community Bus Reserve	80,992	9	(81,001)	0	80,992	11,514	(92,506)	0	72,166	8,826		80,992
(k) Sport & Recreation Reserve	26,206	5,419	0	31,625	26,206	5,490	0	31,696	15,662	10,544		26,206
(l) Rehabilitation & Refuse Reserve	117,955	51,886	0	169,841	117,955	52,204	0	170,159	53,610	64,345		117,955
(m) Saddleback Building Reserve	55,554	0	(55,554)	0	55,554	1,038	(56,592)	0	52,782	2,772		55,554
(n) Caravan Park Reserve	141,635	12,264	0	153,899	141,635	12,647	0	154,282	128,429	13,206		141,635
(o) Brookton Museum/Heritage Reserve	45,421	1,726	0	47,147	45,421	1,850	0	47,271	41,889	3,532		45,421
(p) Kweda Hall Reserve	16,758	1,268	0	18,026	16,758	1,613	0	18,371	29,497	3,152	(15,891)	16,758
(q) Aldersyde Hall Reserve	25,806	0	0	25,806	25,806	0	0	25,806	25,806	0	0	25,806
(r) Railway Satation Reserve	118,053	11,886	0	129,939	118,053	12,206	(35,000)	95,259	29,497	88,556		118,053
(s) Madison Square Units Reserve	25,249	5,404	0	30,653	25,249	5,472	0	30,721	18,703	6,546		25,249
(t) Cemetery Reserve	33,330	10,533	0	43,863	33,330	10,623	0	43,953	22,622	10,708		33,330
(u) Water Harvesting Reserve	44,744	35,372	(32,000)	48,116	44,744	35,808	(32,000)	48,552	42,239	2,505		44,744
(v) Developer Contribution Reserve	2,697	43	0	2,740	2,697	50	0	2,747	2,635	62		2,697
(w) Cash Constingency Reserve	177,498	12,838	(50,000)	140,336	177,498	27,913	0	205,411	97,171	80,327		177,498
(x) Brookton Aquatic Reserve	129,464	26,666	0	156,130	129,464	12,420	0	141,884	66,841	62,623		129,464
(y) Independent Living Reserve	146,640	0	(146,640)	0	146,640	27,741	(174,381)	0	0	146,640		146,640
(z) Capital Investment Reserve	0	7,084,132	0	7,084,132	0	0	0	0	0	0		0
(l) Land Redevelopment Reserve	0	0	0	0	0	0	0	0	136,389	(136,389)		0
	5,253,474	8,224,471	(1,344,695)	12,133,250	5,253,474	1,205,975	(1,000,479)	5,458,970	4,274,596	1,428,550	(449,672)	5,253,474

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

SHIRE OF BROOKTON

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FOR THE YEAR ENDED 30 JUNE 2020

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

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Leave Reserve	Ongoing	This reserve is for the funding of annual and long service leave requirements
(b) Plant and Vehicle Reserve	Ongoing	This reserve is for the purchase of major items in the Shire's plant and vehicle replacement program. Inclusive of the Community Bus
(c) Land & Housing Redevelopment Reserve	Ongoing	This reserve is for the construction, acquisition, renewal or upgrading of housing and land development to meet present and future requirements.
(d) Furniture & Equipment Reserve	Ongoing	This reserve is for the replacement of major items of furniture and equipment.
(e) Municipal Building & Facility Reserve	Ongoing	This reserve is for the construction, demolition, acquisition, renewal or upgrade of Shire owned Public and Community buildings and facilities.
(f) Townscape & Footpath Reserve	Ongoing	This reserve is for the cost of major works to construct and upgrade footpaths and general townscape works
(g) Sewerage Reserve	Ongoing	This reserve is to fund the expansion, ongoing renewal, maintenance and asset management needs of the Brookton Sewerage Scheme.
(h) Road and Bridges Infrastructure Reserve	Ongoing	This reserve is for the construction and upgrade of roads and bridges within the Shire.
(i) Road and Bridges Infrastructure Reserve	Ongoing	This reserve is for funding of initiatives in relation to Community Health & Wellbeing.
(j) Health and Aged Care Reserve	Ongoing	This reserve has been merged with the Plant and Vehicle Reserve
(k) Sport & Recreation Reserve	Ongoing	This reserve is to fund new, renewal, upgrades, or major maintenance of sporting and recreation infrastructure.
(l) Rehabilitation & Refuse Reserve	Ongoing	This reserve is to fund the rehabilitation or major upgrades of the Brookton Refuse Site and or to rehabilitate former Gravel Pits.
(m) Saddleback Building Reserve	Ongoing	This reserve is to be used to fund any upgrades or major maintenance at the Brookton Caravan Park.
(n) Caravan Park Reserve	Ongoing	This reserve has been merged with the Health & Wellbeing reserve
(o) Brookton Museum/Heritage Reserve	Ongoing	This reserve is to be used to fund any upgrades or major maintenance of the Brookton Historical Museum.
(p) Kweda Hall Reserve	Ongoing	This reserve is to be used to fund any upgrades or major maintenance on the Kweda Hall.
(q) Aldersyde Hall Reserve	31/08/2020	This reserve will be transferred to the Aldersyde Committee upon incorporation and the Committee sourcing other funding opportunities through grants.
(s) Madison Square Units Reserve	Ongoing	This reserve is to be used to fund any upgrades or major maintenance on the Madison Square Units.
(t) Cemetery Reserve	Ongoing	This reserve is to be used to fund any upgrades or major maintenance on the Brookton Cemetery.
(u) Water Harvesting Reserve	Ongoing	This reserve is to fund renewal, upgrades or major maintenance of the water scheme infrastructure under the control of the Shire.
(v) Developer Contribution Reserve	Ongoing	This reserve is to hold contributions applied to a development via a Development Application or Subdivision Approval pending determination by Council of its application to the specific works.
(w) Cash Contingency Reserve	Ongoing	This reserve is to cover unexpected shortfalls in operational funding should the need arise.
(x) Brookton Aquatic Reserve	Ongoing	This reserve is to fund the renewal, replacement, upgrades or major maintenance of the Brookton Aquatic Centre.
(y) Independent Living Reserve	Ongoing	This reserve has been merged with the Land & Housing Reserve
(z) Capital Investment Reserve	Ongoing	This reserve is primarily set aside for investment. It is anticipated this fund will be preserved in perpetuity.
(i) Land Redevelopment Reserve	Ongoing	This reserve is to support and complement the Integrated Planning and Reporting (IPR) framework

SHIRE OF BROOKTON
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FOR THE YEAR ENDED 30 JUNE 2020

5. OTHER FINANCIAL ASSETS

(a) Current assets

Financial assets at amortised cost

2020	2019
\$	\$
22,801	21,296
22,801	21,296

Other financial assets at amortised cost

Self supporting loans

22,801	21,296
22,801	21,296

(b) Non-current assets

Financial assets at amortised cost

308,980	331,781
308,980	331,781

Financial assets at amortised cost

Self supporting loans

Financial assets at amortised cost

193,027	215,828
110,953	110,953
303,980	326,781

Investments Account for using the Equity method

Bendigo Bank Shares

5,000	5,000
5,000	5,000

Loans receivable from clubs/institutions have the same terms and conditions as the related borrowing disclosed in Note 15(b) as self supporting loans.

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.

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 26.

6. TRADE AND OTHER RECEIVABLES

Current

Rates receivable	
Trade and other receivables (sundry debtors)	
ATO Holding Account	
Aged Care Facility Bonds	
Prepayments and Accrued Income	
ESL Payments to FESA	

Non-current

Pensioner's rates and ESL deferred	
------------------------------------	--

2020	2019
\$	\$
63,188	72,929
26,537	24,521
12,292	0
0	3,954,791
23,567	101,161
1,903	81
127,487	4,153,483
40,623	37,819
40,623	37,819

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 goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

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 26.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore 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 not discounted as the impact of discounting is immaterial.

7. INVENTORIES

Current

Fuel and materials

Non-current

Land held for resale - cost

Cost of acquisition

Development costs

The following movements in inventories occurred during the year:

Carrying amount at beginning of period

Inventories expensed during the year

Additions to inventory

Carrying amount at end of period

	2020	2019
	\$	\$
	16,298	16,487
	16,298	16,487
	72,267	72,267
	140,283	140,283
	212,550	212,550
	229,037	239,944
	(107,425)	(86,826)
	107,236	75,919
	228,848	229,037

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.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Land held for resale (Continued)

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

SHIRE OF BROOKTON
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FOR THE YEAR ENDED 30 JUNE 2020

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Carrying Amounts

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

	Land - freehold land	Land - vested in the control of Council	Total land	Buildings - specialised	Buildings - non-specialised	Buildings - specialised	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Plant & Equipment - Bushfire	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2018	682,800	355,000	1,392,800	1,656,393		20,641,494	22,297,887	23,690,687	118,669	1,558,732	750,590	26,118,679
Additions												
(Disposals)	0	0	0	0	0	85,899	85,899	85,899	170,340	322,229	0	578,468
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	0	(1,761,547)	(1,761,547)	(1,761,547)	0	(106,508)	0	(106,508)
Impairment (losses) / reversals												
Depreciation (expense)						(366,882)	(366,882)	(366,882)				(366,882)
Restated amount at 30 June 2019	682,800	355,000	1,037,800	1,632,902	(23,491)	(251,628)	19,980,238	21,018,038	(16,807)	(147,012)	(25,493)	(464,431)
Comprises:												
Gross carrying amount at 30 June 2019	682,800	355,000	1,037,800	1,679,885		18,644,947	20,324,832	21,362,632	302,419	1,674,575	773,000	24,112,626
Accumulated depreciation at 30 June 2019	0	0	0	(46,983)		(297,611)	(344,594)	(344,594)	(30,216)	0	0	(374,810)
Change in Accounting policy at 1 July 2019	682,800	(355,000)	(355,000)	0	0	0	0	(355,000)				(355,000)
Adjusted Carrying amount at 1 July 2019	33,209	0	682,800	1,632,902		18,347,336	19,980,238	20,663,038	272,203	1,674,575	773,000	23,382,816
Additions												
(Disposals)	(144,800)	0	(144,800)	0	0	(6,179,400)	(6,179,400)	(6,324,200)	(255,344)	(179,359)	0	(6,758,903)
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	0	0	0	0	0	0	0	0
Depreciation (expense)												
Carrying amount at 30 June 2020	571,209	0	571,209	1,609,410	(23,492)	(158,400)	13,666,445	14,237,654	(3,427)	(128,906)	(21,909)	(336,134)
Comprises:												
Gross carrying amount at 30 June 2020	571,209	0	571,209	1,679,885		12,513,046	14,192,931	14,764,140	105,067	2,146,705	773,000	17,788,912
Accumulated depreciation at 30 June 2020	0	0	0	(70,475)		(456,011)	(526,486)	(526,486)	(10,653)	(122,814)	(21,909)	(681,862)
Carrying amount at 30 June 2020	571,209	0	571,209	1,609,410		12,057,035	13,666,445	14,237,654	94,414	2,023,890	751,091	17,107,049

* Refer to Note 28 Change in accounting policy

Refer to Note 33 Correction of Error, the Shire has restated Property, Plant and Equipment balances for 2019 to reflect the valuation of Kalkarni obtained in the 18/19 financial year.

SHIRE OF BROOKTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	2	Market Approach - asset assessed in terms of the factors relevant to a market participant and a value determined after adjusting for difference.	Independent registered valuers	01 June 2017	Available market information
Land - vested in and under the control of Council	2	Cost approach using depreciated replacement cost	Independent registered valuers	01 June 2017	Available market information
Buildings - non-specialised	3	Cost approach using depreciated replacement cost	Independent registered valuers	01 June 2017	Utilising both observable and unobservable inputs being construction costs based on recent contract prices, residual values and remaining useful life assessments.
Buildings - specialised	3	Cost approach using depreciated replacement cost	Independent registered valuers	01 June 2017	Utilising both observable and unobservable inputs being construction costs based on recent contract prices, residual values and remaining useful life assessments.

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.

Following a change to Local Government (Financial Management) Regulation 17A, Plant and equipment (including furniture and equipment) type assets are to be measured using the cost model, rather than fair value. This change is effective from 1 July 2019 and represents a change in accounting policy. Previous revaluations were not reversed as the Shire has determined that fair value approximated cost at the date of change.

9. INFRASTRUCTURE

(a) Movements in Carrying Amounts

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

	Infrastructure - roads	Infrastructure - footpaths	Infrastructure - sewerage	Infrastructure - parks and ovals	Total Infrastructure
	\$	\$	\$	\$	\$
Balance at 1 July 2018	69,627,199	398,640	1,181,200	751,024	71,958,063
Additions	756,384	32,935	12,030		801,349
Depreciation (expense)	(2,386,478)	(10,617)	(39,431)	(52,839)	(2,489,365)
Carrying amount at 30 June 2019	67,997,105	420,958	1,153,799	698,185	70,270,047
Comprises:					
Gross carrying amount at 30 June 2019	70,383,583	431,575	1,193,230	751,024	72,759,412
Accumulated depreciation at 30 June 2019	(2,386,478)	(10,617)	(39,431)	(52,839)	(2,489,365)
Carrying amount at 30 June 2019	67,997,105	420,958	1,153,799	698,185	70,270,047
Comprises:					
Additions	1,011,913	28,535	91,844		1,132,292
Depreciation (expense)	(2,382,728)	(12,932)	(39,978)	(51,536)	(2,487,174)
Transfers		24,227		(24,227)	0
Carrying amount at 30 June 2020	66,626,290	460,788	1,205,665	622,422	68,915,165
Comprises:					
Gross carrying amount at 30 June 2020	71,395,496	485,641	1,285,074	725,494	73,891,705
Accumulated depreciation at 30 June 2020	(4,769,206)	(24,853)	(79,409)	(103,073)	(4,976,541)
Carrying amount at 30 June 2020	66,626,290	460,788	1,205,665	622,422	68,915,164

SHIRE OF BROOKTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

9. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - roads	3	Cost approach using depreciated replacement cost	Management Valuation	June 2018	Construction costs and (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - footpaths	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
Infrastructure - sewerage	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
Infrastructure - parks and ovals	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 BROOKTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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10. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

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

Recognition and Measurement

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, building, infrastructure and investment properties acquired between initial recognition and the next revaluation 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 anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least once 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 valuation 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.

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.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under control prior to 1 July 2019

In accordance with the then *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was previously required to include as an asset (by 30 June 2013), vested Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Refer to Note 12 that details the significant accounting policies applying to leases (including ROU assets).

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Land under roads prior to 1 July 2019

In Western Australia, most land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the then *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16(a)(i)* which arbitrarily prohibited local governments from recognising such land as an asset. This regulation has now been deleted

In respect of land under roads acquired on or after 1 July 2008, as detailed above, the then *Local Government (Financial Management) Regulation 16(a)(i)* prohibited local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, *Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

Land under roads from 1 July 2019

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land including land under roads, are treated as ROU assets measured at zero costs. Therefore, the previous inconsistency with AASB 1051 in respect on non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the balance sheet.

The Shire has accounted for the removal of the vested land valued with the golf course by removing the land value and associated revaluation reserve as at 1 July 2019. The comparatives have not been restated.

Vested Improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related ROU assets at zero cost.

SHIRE OF BROOKTON

10. FIXED ASSETS

(a) Disposals of Assets

	2020			2020			2020			2020			2019			2019		
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual	
	Net Book Value	Proceeds	Loss	Profit	Loss	Net Book Value	Proceeds	Loss	Profit	Net Book Value	Proceeds	Loss	Net Book Value	Proceeds	Loss	Profit	Loss	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Land - freehold land	144,800	123,168	(21,632)															
Buildings - non-specialised	6,179,400	6,742,564	563,164															
Furniture and equipment	255,344	217,198	(38,146)															
Plant and equipment	179,359	173,591	47,869															
	6,758,903	7,256,521	611,033	(113,416)														

The following assets were disposed of during the year.

	2020	2020		2020	2020		2020	2020
	Actual	Actual		Sale	Profit		Actual	Actual
	Net Book Value	Proceeds		\$	\$		Loss	Loss
Plant and Equipment								
Governance								
PAV314 -2014 Mazda CX5	33,727	16,364			0		(17,363)	
Other property and services								
PT11 Isuzu 200 Tipper	13,204	13,573			369		0	
PUC1 Triton 2017 Ute	16,900	16,364			0		(536)	
PUC117 -2018 Mitsubishi GLX Ute	31,425	19,091			0		(12,334)	
PL6 -2011 Caterpillar Loader	55,000	102,500			47,500		0	
PM8 -2009 John Deere Mower	12,821	5,700			0		(7,121)	
Friends of Kalkarni Bus	16,282	0			0		(16,282)	
	179,359	173,592			47,869		(53,636)	
Discontinued Operations Disposal								
Kalkarni Aged Care Facility	6,579,544	7,082,930			563,164		(59,778)	
	6,758,903	7,256,522			611,033		(113,414)	

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10. FIXED ASSETS

(b) Depreciation

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Buildings - non-specialised	23,492	23,479	23,491
Buildings - specialised	158,400	251,544	251,628
Furniture and equipment	3,427	17,519	16,807
Plant and equipment	128,906	107,048	147,012
Plant & Equipment - Bushfire	21,909	22,329	25,493
Infrastructure - roads	2,382,728	2,385,714	2,386,478
Infrastructure - footpaths	12,932	10,613	10,617
Infrastructure - sewerage	39,978	39,380	39,431
Infrastructure - parks and ovals	51,536	52,811	52,839
Right of use assets - Land and Vested Improvem	1,707	0	0
	2,825,015	2,910,437	2,953,796

Revision of useful lives of plant and equipment

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, 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 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	5 to 138 years
Furniture and equipment	4 to 10 years
Plant and equipment	2 to 60 years
Infrastructure - Parks and Gardens	10 to 100 Years
Sealed roads and streets	
Formation/Subgrade	not depreciated
Pavement	15 to 100 years
Surface	4 to 125 Years
Surface Water Channel	5 to 100 Years
Gravel roads	
Pavement	10 to 100 Years
Footpaths - slab	40 to 100 Years
Sewerage piping	1 to 100 Years
Right of use - Land	Based on the remaining Lease

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

11. LEASES

(a) Right of Use Assets

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

	Right of use assets - Land and Vested Improvement \$	Right of use assets Total
Carrying amount at 30 June 2019	0	0
Recognised on initial application of AASB 16	26,133	26,133
Restated total equity at the beginning of the financial year	26,133	26,133
Depreciation (expense)	(1,707)	(1,707)
Carrying amount at 30 June 2020	24,426	24,426
(b) Cash outflow from leases		
Interest expense on lease liabilities	857	857
Lease principal expense	1,372	1,372
Total cash outflow from leases	2,229	2,229

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 the 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 incremental borrowing rate.

Right of use assets are measured at cost. This means all ROU assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the balance sheet).exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value. Refer to Note XX that details the significant accounting policies applying to vested improvements.

Refer to Note 10 that details the significant accounting policies applying to vested improvements.

Leases (continued)

Right of use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. 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.

All contracts that are classified as short-term leases (i.e. a lease with a remaining 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.

Leases for right of use assets are secured over the asset being leased.

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12. REVALUATION SURPLUS

	2020 Opening Balance	2020 Other Adjustments	2020 Revaluation Increment	2020 Revaluation (Decrement)	2020 Total Movement on Revaluation	2020 Closing Balance	2019 Opening Balance	2019 Revaluation Increment	2019 Revaluation (Decrement)	2019 Total Movement on Revaluation	2019 Closing Balance
Revaluation surplus - Land - freehold land	\$ 565,236			0	0	\$ 565,236	\$ 565,236	0	0	0	\$ 565,236
Revaluation surplus - Land - vested in and under the control of Council	237,807	(237,807)		0	0	0	237,807	0	0	0	237,807
Revaluation surplus - Buildings - non-specialised	209,957			0	0	209,957	209,957	0	0	0	209,957
Revaluation surplus - Buildings - specialised	8,685,782			0	0	8,685,782	10,814,211	0	(2,128,429)	(2,128,429)	8,685,782
Revaluation surplus - Furniture and equipment	1,527	(1,527)		0	0	0	1,527	0	0	0	1,527
Revaluation surplus - Plant and equipment	1,368,802	(1,368,802)		0	0	0	1,321,668	47,134	0	47,134	1,368,802
Revaluation surplus - Plant & Equipment - Bushfire	47,903	(47,903)		0	0	0	0	47,903	0	47,903	47,903
Revaluation surplus - Infrastructure - roads	61,860,200			0	0	61,860,200	61,860,200	0	0	0	61,860,200
Revaluation surplus - Infrastructure - footpaths	188,856			0	0	188,856	188,856	0	0	0	188,856
Revaluation surplus - Infrastructure - parks and ovals	466,371			0	0	466,371	466,371	0	0	0	466,371
	73,632,441	(1,656,039)		0	0	71,976,402	75,665,833	95,037	(2,128,429)	(2,033,392)	73,632,441

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

(A) Due to a revision in the Local Government (Financial Management) Regulations 1997, the requirement to revalue plant and equipment has been removed and vested land is now recognised at \$0 value.

(B) 2019 closing balances have been restated to reflect valuation of Kalkami at 30 June 2019.

SHIRE OF BROOKTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

13. TRADE AND OTHER PAYABLES

Current

Sundry creditors
Accrued salaries and wages
ATO liabilities
Building Services Levy
Income in Advance
Accrued Expenses
Aged Care Accommodation Bonds

2020	2019
\$	\$
318,893	49,239
0	45,041
0	6,599
182	0
30,068	22,704
14,107	75,448
0	3,954,791
363,250	4,153,822

SIGNIFICANT ACCOUNTING POLICIES

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 normally paid within 30 days of recognition

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 BROOKTON

14. LEASE LIABILITIES

(a) Lease Liabilities	2020	2019
	\$	\$
Current	1,372	0
Non-current	23,437	0
	24,809	0

(b) Movements in Carrying Amounts

[illegible]

SHIRE OF BROOKTON

15. INFORMATION ON BORROWINGS

	2020	2019
	\$	\$
Current	254,174	136,477
Non-current	816,371	1,188,242
	<u>1,070,545</u>	<u>1,324,719</u>

(b) Repayments - Borrowings

Particulars	Loan Number	Institution	Interest Rate	30 June 2019				30 June 2020				30 June 2021				30 June 2022				30 June 2023			
				Principal 1 July 2019	Actual repayments	Budget Interest	Actual outstanding	Principal 1 July 2019	Actual repayments	Budget Interest	Actual outstanding	Principal 1 July 2020	Actual repayments	Budget Interest	Actual outstanding	Principal 1 July 2021	Actual repayments	Budget Interest	Actual outstanding	Principal 1 July 2022	Actual repayments	Budget Interest	Actual outstanding
Governance																							
Shire Office Renovations	75	WATC	6.46%	47,060	47,060	9,461.00	0	47,061	47,061	3,307	0	51,805	4,745	3,491	47,060								
General purpose funding																							
Senior Citizen Homes - Mokine Cottages	78	WATC	6.74%	89,416	89,416	0.00	0	89,416	89,416	6,485	0	104,011	14,595	7,442	89,416								
Health																							
Multifunctional Family Centre	78	WATC	6.74%	0			0				0			804	0								
Education and welfare	80	WATC	5.63%	72,291	8,689	4,240	63,602	72,291	8,689	4,491	63,602	80,511	8,220	4,768	72,291								
Kalkami Residence	80	WATC	5.63%	119,280	14,337	6,996	104,943	119,280	14,337	7,409	104,943	132,843	13,563	7,867	119,280								
Housing																							
Staff Housing	80	WATC	5.63%	50,605	6,083	2,968	44,522	50,604	6,082	3,144	44,522	56,358	5,753	3,338	50,605								
Community amenities	80	WATC	5.63%	589,663	52,956	43,656	536,707	589,663	52,956	44,420	536,707	639,122	49,459	47,478	589,663								
Sewerage Extension	81	WATC	6.95%																				
Recreation and culture	81	WATC	6.95%	589,663	52,956	43,656	536,707	589,663	52,956	44,420	536,707	639,122	49,459	47,478	589,663								
Transport																							
New Grader	80	WATC	5.63%	119,280	14,337	6,996	104,943	119,280	14,337	7,409	104,943	132,843	13,563	7,867	119,280								
				1,087,595	232,878	74,317	854,717	1,087,595	232,878	76,665	854,717	1,220,647	133,052	83,055	1,087,595								
Self Supporting Loans																							
General purpose funding																							
Country Club - Extend & Refurb Club	82	0	0.00%	237,124	21,296	16,117	215,828	237,124	21,296	17,864	215,828	257,013	19,889	19,094	237,124								
				237,124	21,296	16,117	215,828	237,124	21,296	17,864	215,828	257,013	19,889	19,094	237,124								
				1,324,719	254,174	106,210	1,070,545	1,324,719	254,174	94,529	1,070,545	1,477,660	152,941	102,149	1,324,719								

* WA Treasury Corporation

Self supporting loans are financed by payments from third parties. These are shown in Note 5 as other financial assets at amortised cost. All other loan repayments were financed by general purpose revenue.

15. INFORMATION ON BORROWINGS (Continued)

	2020	2019
	\$	\$
(c) Undrawn Borrowing Facilities		
Credit Standby Arrangements		
Bank overdraft limit		
Bank overdraft at balance date		
Credit card limit	10,000	10,000
Credit card balance at balance date	(70)	
Total amount of credit unused	9,930	10,000
Loan facilities		
Loan facilities - current	254,174	136,477
Loan facilities - non-current	816,371	1,188,242
Lease liabilities - current	1,372	0
Lease liabilities - non-current	23,437	0
Total facilities in use at balance date	1,095,354	1,324,719

Unused loan facilities at balance date

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

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

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

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.

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.

Risk

Information regarding exposure to risk can be found at Note 26.

16. EMPLOYEE RELATED PROVISIONS

(a) Employee Related Provisions

Opening balance at 1 July 2019

Current provisions

Non-current provisions

Additional provision

Amounts used

Balance at 30 June 2020

Comprises

Current

Non-current

	Provision for Annual Leave	Provision for Long Service Leave	Total
	\$	\$	\$
Opening balance at 1 July 2019			
Current provisions	105,179	41,853	147,032
Non-current provisions		84,913	84,913
	105,179	126,766	231,945
Additional provision	82,320	30,220	112,540
Amounts used	(79,648)	(1,750)	(81,398)
Balance at 30 June 2020	107,851	155,236	263,087
Comprises			
Current	107,851	71,803	179,654
Non-current		83,433	83,433
	107,851	155,236	263,087

Amounts are expected to be settled on the following basis:

Less than 12 months after the reporting date

More than 12 months from reporting date

Expected reimbursements from other WA local governments

	2,020	2019
	\$	\$
Less than 12 months after the reporting date	92,797	140,509
More than 12 months from reporting date	170,290	91,436
Expected reimbursements from other WA local governments	0	0
	263,087	231,945

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

Short-term employee benefits

The Shire's obligations for short-term employees benefits are recognised as a provision. 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

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits 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.

Other long-term employee benefits (Continued)

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.

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

17. NOTES TO THE STATEMENT OF CASH FLOWS

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:

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Cash and cash equivalents	12,944,172	5,690,181	6,517,375
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	(1,235,309)	(1,773,796)	(874,916)
Non-cash flows in Net result:			
Adjustments	0	0	0
Assets Donated	(16,282)		
Depreciation on non-current assets	2,825,015	2,910,437	2,953,796
(Profit)/loss on sale of asset	(483,418)	1,100	15,599
Changes in assets and liabilities:			
(Increase)/decrease in receivables	70,223	198,691	217,154
(Increase)/decrease in inventories	189		10,907
Increase/(decrease) in payables	164,481	(95,836)	(396,551)
Increase/(decrease) in provisions	31,143		(24,932)
Non-operating grants, subsidies and contributions	(542,656)	(520,880)	(363,199)
Net cash from operating activities	813,386	719,716	1,537,858

18. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2020	2019
	\$	\$
Governance	8,562,767	2,089,548
General purpose funding	713,283	703,077
Law, order, public safety	751,092	773,000
Education and welfare	1,497,726	12,232,772
Housing	3,434,215	2,648,477
Community amenities	1,608,192	1,860,008
Recreation and culture	10,298,183	10,160,224
Transport	67,632,703	69,040,963
Economic services	365,143	521,844
Other property and services	3,289,776	3,104,491
Unallocated	1,566,472	2,164,251
	99,719,552	105,298,655

19. CONTINGENT LIABILITIES

In addition to the liabilities included in the financial statements, the Shire is aware of a potential contaminated site relating to the sewerage treatment plant. The potential cash outflows and the timing of these outflows can't be estimated at this time.

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20. LEASING COMMITMENTS

2020	2019
\$	\$

(a) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts (short term and low value leases).

Payable:

- not later than one year	3,600	3,600
- later than one year but not later than five years	1,500	5,100
	<u>5,100</u>	<u>8,700</u>

21. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the President.

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Meeting fees	32,242	43,250	30,969
President's allowance	1,500	1,500	1,125
Deputy President's allowance	375	375	281
Travelling expenses	2,012	4,120	2,015
Wheatbelt RRG Chairperson Honorarium	1,800		
	37,929	49,245	34,390

Key Management Personnel (KMP) Compensation Disclosure

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

	2020 Actual	2019 Actual
	\$	\$
Short-term employee benefits	500,182	385,611
Post-employment benefits	52,510	36,032
Other long-term benefits	29,389	25,744
Termination benefits	0	66,706
	582,081	514,093

Short-term employee benefits

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

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

Other long-term benefits

These amounts represent long service benefits 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).

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.

	2020 Actual	2019 Actual
	\$	\$
The following transactions occurred with related parties:	nil	nil

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 elected member, are considered key management personnel.

ii. Other Related Parties

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

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 gained by share ownership, statute or agreement.

22. INVESTMENT IN ASSOCIATE AND JOINT ARRANGEMENTS

(b) Share of joint operations

The Shire together with the State Housing Commission have a joint arrangement with regards to the provision of low cost housing. The only assets are four residential units. The Shire's equity share of the units is 13.40%.

	2020	2019
	\$	\$
Non-current assets		
Land & Buildings	112,566	112,566
Less: accumulated depreciation	(4,722)	(2,903)
Total assets	107,844	109,663

23. MAJOR LAND TRANSACTIONS

Kalkarni Age care Facility and Saddleback Medical Centre

(a) Details

The Council disposed of the above facility and associated land in the 2019/2020 financial year.

(b) Current year transactions

Other revenue

- Sale proceeds

Other expenditure

- Cost of goods sold

	2020 Actual \$	2020 Budget \$	2019 Actual \$
- Sale proceeds	7,084,133	7,950,000	0
- Cost of goods sold	(6,548,949)	(8,494,685)	
	535,184	(544,685)	0

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24. RATING INFORMATION

(a) Rates

RATE TYPE	Differential general rate / general rate															
	Rate in \$	Number of Properties	2019/20		2019/20		2019/20		2019/20		2019/20		2019/20		2018/19	
			Actual Rateable Value \$	Actual Rate \$	Actual Interim Rates \$	Actual Back Rates \$	Actual Revenue \$	Budget Rate \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$	Actual Total Revenue \$				
Gross rental valuations																
GRV Commercial	0.101453	22	668,784	61,474	0	0	61,474	0	0	67,850	0	0	67,850	68,096		
GRV Residential	0.101453	262	3,180,638	299,185	0	0	299,185	0	0	322,685	0	0	322,685	284,541		
GRV Industrial	0.101453	4	68,360	6,935	0	0	6,935	0	0	6,935	0	0	6,935	7,433		
GRV Rural	0.101453	2	302,500	30,690	0	0	30,690	0	0	30,690	0	0	30,690	41,145		
Exempt Property		22	142,620	0	0	0	0	0	0	0	0	0	0	0		
Non-Rateable Property		247	45,268	0	0	0	0	0	0	0	0	0	0	0		
Unimproved valuations																
UV Unimproved Value	0.010299	233	158,281,000	1,630,136	0	0	1,630,136	0	0	1,630,136	0	0	1,630,136	1,655,878		
Sub-Total		792	162,689,170	2,028,420	0	0	2,028,420	0	0	2,058,296	0	0	2,058,296	2,057,093		
Minimum payment																
Minimum \$																
Gross rental valuations																
GRV Commercial	809	10		8,090	0	0	8,090	0	0	8,090	0	0	8,090	7,281		
GRV Residential	809	56		45,304			45,304			45,304	0	0	45,304	59,057		
GRV Industrial	809	2		1,618			1,618			1,618	0	0	1,618	809		
GRV Rural	809	0		0			0			0	0	0	0	0		
Unimproved valuations																
UV Unimproved Value	1,385	126		174,510	0	0	174,510	0	0	174,510	0	0	174,510	124,650		
Sub-Total		194	0	229,522	0	0	229,522	0	0	229,522	0	0	229,522	191,797		
Discounts (Note 24(c))																
Total amount raised from general rate																
Ex-gratia rates (CBH)																
Totals																
		986	162,689,170	2,257,942	0	0	2,257,942	0	0	2,287,818	0	0	2,287,818	2,248,890		
							(1,974)						(2,100)	(2,097)		
							2,255,968						2,285,718	2,246,793		
							23,729						25,000	23,298		
							2,279,697						2,310,718	2,270,091		

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period

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 BROOKTON
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24. RATING INFORMATION (Continued)

(b) Specified Area Rate
 The Shire does not charge Specified Area Rates

24. RATING INFORMATION (Continued)

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

Rates Discounts

Rate or Fee Discount Granted	Discount %	Discount \$	2020 Actual	2020 Budget	2019 Actual	Circumstances in which Discount is Granted
Contiguous Rating Discount		\$	\$ 1,974	\$ 2,100	\$ 2,097	
Total discounts/concessions (Note 24(a))			1,974	2,100	2,097	

24. RATING INFORMATION (Continued)

(d) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option One				
Single full payment	26/09/2019	0.00	0.00%	11.00%
Option Two				
First instalment	26/09/2019	0.00	5.50%	11.00%
Second instalment	3/02/2020	10.00	5.50%	11.00%
Option Three				
First instalment	26/09/2019	0.00	5.50%	11.00%
Second instalment	29/11/2019	10.00	5.50%	11.00%
Third instalment	3/02/2020	10.00	5.50%	11.00%
Fourth instalment	8/04/2020	10.00	5.50%	11.00%

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Interest on unpaid rates	7,883	6,200	8,504
Interest on instalment plan	9,477	7,000	6,723
Charges on instalment plan	3,830	5,200	4,070
	21,190	18,400	19,297

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25. RATE SETTING STATEMENT INFORMATION

		2019/20 Budget	2019/20	2018/19
	(30 June 2020)	(30 June 2020)	(1 July 2019)	(30 June 2019)
Note	Carried Forward)	Carried Forward)	Brought Forward)	Carried Forward
	\$	\$	\$	\$
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .				
Adjustments to operating activities				
Less: Profit on asset disposals	10(a)	(47,869)	0	(3,947)
Movement in pensioner deferred rates (non-current)		(2,804)	(4,388)	(2,001)
Movement in employee benefit provisions (non-current)		(1,478)	1,861	60,711
Add: Loss on disposal of assets	10(a)	53,638	19,546	19,546
Add: Depreciation on non-current assets	10(b)	2,825,014	2,910,437	2,953,796
Non cash amounts excluded from operating activities		2,826,501	2,966,868	3,028,105
(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: Reserves - cash backed	4	(12,133,250)	(5,458,970)	(5,253,474)
Less: Financial assets at amortised cost - self supporting loans	5(a)	(22,801)	(21,296)	(21,296)
Less: Current assets not expected to be received at end of year				
- Discontinued Operations - Sale of Kalkarni		503,385		0
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	15(a)	254,174	136,477	136,477
- Current portion of lease liabilities		1,372	0	0
- Employee benefit provisions		2,527		
Total adjustments to net current assets		(11,397,120)	(5,138,293)	(5,138,293)
Net current assets used in the Rate Setting Statement				
Total current assets		13,110,758	10,708,641	10,708,641
Less: Total current liabilities		(798,450)	(4,437,331)	(4,437,331)
Less: Total adjustments to net current assets		(11,397,120)	(5,138,293)	(5,138,293)
Net current assets used in the Rate Setting Statement		915,188	1,133,017	1,133,017
(c) Adjustments to current assets and liabilities at 1 July 2019 on application of new accounting standards				
Total current assets at 30 June 2019				
- Contract assets	27(a)			10,708,641
Total current assets at 1 July 2019				10,708,641
Total current liabilities at 30 June 2019				
Total current liabilities at 1 July 2019				(4,437,331)

26. 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 rate	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 and term deposits 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
	%	\$	\$	\$	\$
2020					
Cash and cash equivalents	1.40%	12,944,172	12,133,250	810,922	0
2019					
Cash and cash equivalents	1.96%	6,517,375	5,267,723	1,249,652	0
Financial assets at amortised cost	1.96%	0	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.

Impact of a 1% movement in interest rates on profit and loss and equity*

* Holding all other variables constant

	2020	2019
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	8,109	12,497

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 15(b).

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26. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

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.

The Shire has not recognised an allowance for impaired receivable because any expected loss is immaterial.

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
30 June 2020					
Rates receivable					
Expected credit loss	0.00%	0.356%	5.364%	0.969%	
Gross carrying amount	33,377	14,043	5,593	36,137	89,150
Loss allowance	0	50	300	350	700
30 June 2019					
Rates receivable					
Expected credit loss	0.00%	0.143%	1.622%	0.756%	
Gross carrying amount	849	34,950	18,490	46,276	100,565
Loss allowance	0	50	300	350	700

The loss allowance as at 30 June 2020 and 30 June 2019 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2020					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	7,571	803	262	354	8,990
Loss allowance	0	0	0	0	0
30 June 2019					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	100.00%	
Gross carrying amount	10,757	434	0	125	11,316
Loss allowance	0	0	0	125	125

26. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

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
	\$	\$	\$	\$	\$
2020					
Payables	363,252			363,252	363,250
Borrowings	193,638	580,914	582,943	1,357,495	1,070,545
Lease liabilities	1,372	7,590	15,847	24,809	24,809
	<u>558,262</u>	<u>588,504</u>	<u>598,790</u>	<u>1,745,556</u>	<u>1,458,604</u>
2019					
Payables	4,147,223			4,147,223	4,153,822
Borrowings	125,428	907,190	602,190	1,634,808	1,324,719
	<u>4,272,651</u>	<u>907,190</u>	<u>602,190</u>	<u>5,782,031</u>	<u>5,478,541</u>

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27. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

The Shire adopted AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. The new standard did not have an impact on the Shire's financial report.

The Shire adopted AASB 1058 Income for Not-for-Profit Entities (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB 1058 transition requirements.

In applying AASB 1058 retrospectively with the cumulative effect of initially applying the Standard on 1 July 2019 there were no change to previously report balances.

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance gave rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the Shire. When the taxable event occurred, the financial liability was extinguished and the Shire recognised income for the prepaid rates that have not been refunded.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the Shire to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

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27. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

The table below provides details of the amount by which each financial statement line item is affected in the current reporting period by the application of this Standard as compared to AASB 118 and 1004 and related Interpretations that were in effect before the change.

		2020 \$	Adjustment due to application of AASB 15 and AASB 1058	2020 \$ Compared to AASB 118 and AASB 1004
Statement of Comprehensive Income				
Revenue				
Rates	24(a)	2,279,697	0	2,279,697
Operating grants, subsidies and contributions	2(a)	1,192,147	0	1,192,147
Fees and charges	2(a)	655,250	0	655,250
Non-operating grants, subsidies and contributions	2(a)	542,656	0	542,656
Net result		(1,235,309)	0	(1,235,309)
Statement of Financial Position				
Trade and other payables	13	363,250	0	363,250
Net assets		97,997,860	0	97,997,860
Statement of Changes in Equity				
Net result		(1,235,309)	0	(1,235,309)
Retained surplus		13,888,208	0	13,888,208

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB 15 and AASB 1058.

(a) AASB 16: Leases

The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB16 recognised on 1 July 2019. In applying AASB 16, under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods.

On adoption of AASB 16, the Shire recognised right of use lease liabilities in relation to leases which had previously been classified as an 'operating lease' applying AASB117. The right of use asset is deemed to be equal to the lease liability adjusted by the amount of any prepaid or accrued lease payments. Property, plant and equipment and lease liabilities increased by \$10,000 on 1 July 2019 resulting in no impact on retained surplus.

	Note	2020 \$
Operating lease commitments at 30 June 2019 applying AAS 117		26,133
Lease liability recognised as 1 July 2019 discounted using the Shire's incremental borrowing rate of 3.4%	14(b)	26,133
Lease liability - current		1,324
Lease liability - non-current		24,809
Right-of-use assets recognised at 1 July 2019		26,133

In applying AASB 16 for the first time, the Shire will use the following practical expedient permitted by the standard.
- The exclusion of initial direct costs from the measurement of the right-of-use asset at the date of initial application.

27. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

(b) Impact of New Accounting Standards on Retained Surplus

The impact on the Shire's retained surplus due to the adoption of AASB 15, AASB 1058 and AASB 16 as at 1 July 2019 was as follows:

	Note	Adjustments	2019 \$
Retained surplus - 30 June 2019		0	20,702,254
Retained surplus - 1 July 2019		0	22,003,293

28. DISCONTINUED OPERATIONS

The Shire sold the Kalkarni Nursing Home Facility in January 2020

Analysis of the financial impact of discontinued operations and the Nursing Home asset is as follows

Changes to Statement of Comprehensive Income by Nature or Type

	2020	2019
Revenue		
Fees & Charges	522,079	1,264,778
Grants & Subsidies	1,691,588	3,134,292
	<u>2,213,667</u>	<u>4,399,070</u>
Expenses		
Contract Expenses	(2,349,529)	(3,823,106)
Gain from sale of assets from discontinued operations less cost to sell	503,385	-
Profit/(Loss) from discontinued operations	<u>367,523</u>	<u>575,964</u>

Revenues and expenses from the operations of Kalkarni were previously reported under the 'Education and Welfare' Program

Changes to Statement of Comprehensive Income by Program

	2020	2019
Revenue		
Education and Welfare	2,213,667	4,399,070
Expenses		
Education and Welfare	(2,349,529)	(3,823,106)
Gain from sale of assets from discontinued operations less cost to sell	503,385	-
Profit/(loss) from discontinued operations	<u>367,523</u>	<u>575,964</u>

Cashflows from discontinued operations

	2020	2019
Net cash flows from operating activities	<u>367,523</u>	<u>575,964</u>

29. 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 2019	Amounts Received	Amounts Paid	30 June 2020
	\$	\$	\$	\$
Housing Bond	(1,200)		1,200	0
Other Bond	(12,960)	(8,950)	15,770	(6,140)
Rates Incentive Prize	(200)		200	0
Unclaimed Money	(30)	(800)		(830)
Gnulla Child Care Facility	(3,073)		3,073	0
Wildflower Show Funds	(1,240)		1,240	0
Public Open Space Contributions	(13,820)			(13,820)
Developer Contribution	1	(1)		0
	(32,522)	(9,751)	21,483	(20,790)

SHIRE OF BROOKTON

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30. 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) 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.

i) 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 ends of the reporting period.

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31. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES

GOVERNANCE

To provide a decision making process for the efficient allocation of resources.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer community.

HEALTH

To provide an operational framework for good community health..

EDUCATION AND WELFARE

The Shire of Brookton incorporates the operation of Kalkarni Residency, which is an Aged Care facility. Annual contributions are also made to pre-school education through the Early Years Network

HOUSING

Provision and maintenance of rental housing to staff and non-staff tenants.

COMMUNITY AMENITIES

Provision and maintenance of a sewerage overflow system; street; household and commercial refuse collection; refuse disposal site; administration of a town planning scheme; public conveniences and Brookton cemetery.

RECREATION AND CULTURE

To establish and manage efficiently infrastructure and resources which will help the social well being of the community

TRANSPORT

Construction and maintenance of RAV network including traffic signs, footpaths, bridges, culverts and other drains, street cleaning and lighting of streets. Townscape projects and the maintenance of a works depot.

ECONOMIC SERVICES

Tourism and promotion of Brookton, operation of Brookton Caravan Park, building control and land care development of the Brookton district

OTHER PROPERTY AND SERVICES

Private works and indirect cost allocation pools for plant operation and public works.

ACTIVITIES

Administration and operations of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services

Rates, general purpose grants and interest revenue.

Supervision of various by-laws, fire prevention, emergency services and animal control.

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance. In addition this program also includes the costs associated with the maintenance of the Saddleback Medical Centre.

Support day care centres and pre school facilities and assistance to senior citizens and retirement villages and other voluntary services

Provision and maintenance of rental housing to staff and non-staff tenants.

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning scheme, cemetery and public conveniences

Maintenance of halls, aquatic centre, recreation centre and reserves, parks and gardens, library service, cultural and heritage services and facilities.

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and stand pipes. Building control.

Private works operations, public works operation, plant operation costs, gross salaries and wages.

32. FINANCIAL RATIOS

	2020 Actual	2019 Restated	2018 Actual
Current ratio	1.48	1.26	1.27
Asset consumption ratio	0.94	0.97	0.99
Asset sustainability ratio	0.51	0.24	1.15
Debt service cover ratio	3.20	7.13	10.69
Operating surplus ratio	(0.57)	(0.40)	0.13
Own source revenue coverage ratio	0.47	0.50	0.60

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$

The Shire has restated Property, Plant and Equipment balances for 2019 to reflect the valuation of Kalkarni obtained in the 18/19 financial year. Refer note 33.

33 CORRECTION OF ERROR

Statement of Financial Position (Extract)	2019 (Restated) \$	2018 Actual \$
PPE	23,737,816	25,499,362
Revaluation Surplus	73,632,441	75,393,988

Statement of Financial Position (Extract)		
Asset sustainability ratio	0.24	0.44
Operating surplus ratio	(0.40)	(0.28)
Own source revenue coverage ratio	0.50	0.45

Balances relating to the 2019 comparative year have been amended due to the correction of a prior period error. This error has been adjusted as shown above and, in accordance with the requirements of AASB101. The adjustment has been made to accurately reflect the value of the Kalkarni aged care facility at 30 June 2019.

SHIRE OF BROOKTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Independent review of reconciliations		✓	
2. Remote IT access		✓	

Prior Year Issues

3. Purchasing policies and procedures	✓		
4. Review of risk register		✓	
5. Asset management plan review	✓		
6. User access management	✓		
7. Information technology security policy		✓	
8. Management of issued infringements		✓	
9. Trust funds		✓	
10. Depreciation policy		✓	

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.

SHIRE OF BROOKTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE AUDIT

1. Independent Review of Reconciliations**Finding**

We noted that the Shire did not have an independent officer reviewing the reconciliations for Rates and Creditor balances for June 2020.

These reconciliations were prepared by the Rates Officer with no subsequent review.

Rating: Moderate**Implication**

Without independent review of reconciliations, any errors in the rates or creditors balances might not be identified in a timely manner, increasing the risk of reputational or monetary loss to the Shire.

Recommendation

We recommend that all monthly reconciliations are reviewed by an independent officer. The Shire should retain appropriate documentation to demonstrate that an independent review has occurred.

Management Comment

The recommendation is acknowledged and accepted. The Manager Corporate and Community or the Senior Finance Officer will be responsible to perform independent reviews of reconciliations with a procedure to be written to guide this process.

Responsible Person: Manager Corporate and Community
Completion Date: March 2021

SHIRE OF BROOKTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE AUDIT

2. Remote IT Access**Finding**

We noted that Shire staff have the ability to remotely access Shire computer systems using 'remote desktop protocol' (RDP) which authenticates using staff network accounts and passwords. Although the RDP connection is secured by requiring connection through a gateway, there is no other form of security or authentication placed over the connection.

Rating: Moderate**Implication**

Due to inherent vulnerabilities in 'remote desktop protocol', there is an increased risk of an unauthorised person gaining access to the Shire's network. This could compromise the Shire's systems and result in loss of information, system downtime or financial loss.

Recommendation

As remote access opens up a level of risk to the Shire's IT systems, the Shire should perform a risk assessment to determine if remote access is necessary.

If necessary, additional layers of security should be considered to mitigate the inherent security risks with RDP.

Suggestions include limiting access to only specific user accounts, placing their RDP gateway behind a VPN or implementing multi-factor authentication for their log in process.

To assist in the Shire's risk assessment, the Shire should consult with their IT service provider to determine the most appropriate solution for their requirements and IT environment.

If the Shire is not utilising remote access, the functionality should be disabled.

Management Comment

The recommendation is acknowledged and accepted. The Shire will liaise with its IT contractor to determine the most appropriate solution including the possibility of implementing multi-factor authentication for remote access.

Responsible Person: Manager Corporate and Community of Senior Finance Officer
Completion Date: March 2021

SHIRE OF BROOKTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE AUDIT

Issues arising from previous audits

3. Purchasing Policies and Procedures**Finding 2020**

The Shire has not yet developed documented procedures over the authorisation and payment of accounts. From a sample purchases selected for testing, seven instances (23% of the sample tested) were noted where evidence that appropriate quotes were obtained could not be provided and verified by audit. In addition, one sample was noted where the PO was not authorised before the purchase was made.

Finding 2019

The Shire has not yet developed documented procedures over the authorisation and payment of accounts. However, we did not note any instances where payments were authorised by a staff member outside of their delegation limit.

Finding 2018

We noted instances where payroll and contractual payments were authorised by a staff member outside of their purchasing delegation limit.

We note that these payments were in line with contracts which were initially approved by Council or the Chief Executive Officer, and therefore appear to be for a valid purpose. However, the approval of the payment to be made from the Shire's bank account, exceeded the officer's threshold in the Shire's delegations.

In addition, we noted that the Shire does not have documented procedures over the authorisation and the payment of accounts. Procedures are largely undocumented and communicated to new staff verbally.

Rating: Significant Implications

If purchases are made without obtaining sufficient quotes, there is a risk of favouritism of suppliers and not obtaining value for money.

Without documented procedures relating to the authorisation and processing of payments, staff may be unclear as to how purchases and payments should be made. This could lead to inappropriate purchases being made, or good practice not being followed.

Recommendation

The Shire should review its purchasing policies and procedures with a view to providing greater guidance over the authorisation of payments and the payment of accounts. This guidance should include the items mentioned in regulation 11 of the Local Government (Financial Management) Regulations 1996.

Management Comment

The recommendation is accepted. A review will be undertaken on the procurement practices with the view to amending the process and authority to pay in consideration of Regulation 11.

Responsible Person: Manager Corporate and Community
Completion Date: February 2021

SHIRE OF BROOKTON**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020****FINDINGS IDENTIFIED DURING THE AUDIT****4. Review of Risk Register****Finding 2020**

We noted that the review of the Shire's risk register is still in progress.

Finding 2018

We noted that the Shire has not reviewed its risk management register since it implemented its new risk management framework in October 2016. The due dates for some treatment actions have passed and it is unclear whether these actions were performed. We also noted that some actions do not have due dates.

In addition, there is no process in place for the audit committee to regularly review the risk register and the progress made in completing required treatment actions.

Rating: Moderate**Implication**

Without an up-to-date risk register, the Shire might not have appropriate or effective processes in place to sufficiently mitigate risks to its operations or to take advantage of opportunities.

In addition, current risk treatment plans may no longer be consistent with the Shire's goals, strategies or objectives.

Recommendation

We recommend that the Shire review and update its risk management register. As part of this review, the Shire should ensure that the items under 5(1) Local Government (Financial Management) Regulations 1996 are considered.

The results of this review and any changes made should be endorsed by the audit committee. In addition, the Shire should consider providing a regular report to the audit committee on the status of the risk management register and associated actions.

Management Comment

The review is presently being performed but has incurred delay due the departure of key employees and other priorities aligned to COVID-19. An attentive approach will be performed to complete the risk management register within the coming months.

Prior-year Management Comments

Risk Register and Risk Management Framework have both been updated. Draft versions are currently with CEO for review.

Responsible Person: Chief Executive Officer
Completion Date: March 2021

SHIRE OF BROOKTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE AUDIT

5. Asset Management Plan Review**Finding 2020**

We noted that the Shire's asset management plan is yet to be updated. Due to the lack of information, the Shire was unable to report its 'asset renewal funding ratio' in its financial statements.

Finding 2019

We noted that whilst the Shire is in the process of reviewing the contents of their asset management plan, a revised plan is unlikely to be endorsed by year-end.

Finding 2018

We noted that the 'asset renewal funding ratio' disclosed by the Shire has been calculated using nine years of planned capital renewal and expenditure figures from the existing 2016/17 asset management plan, with a final year having to be extrapolated from the first nine years as it is not covered by the existing plan.

Rating: Significant**Implication**

The Shire has been unable to report the asset renewal funding ratio in 2019-20 because the asset management plan is out of date. This is inconsistent with the requirements of the Local Government (Financial Management) Regulations 1996.

Recommendation

We recommend that the Shire consider updating their asset management plan annually, or alternatively additional years are endorsed separately by management to ensure that the asset renewal funding ratio is consistent with management's future intentions.

Management Comment

The non-compliance is noted and accepted. There is desire to complete the Asset Management through a structured and meaningful approach that reflects the condition, required maintenance and retention or replacement of each asset that can then accurately inform the Long Term Financial Plan. This process is unfortunately taking considerably longer than initially expected but is progressing. Recurrent review, update and reporting of the asset management framework is partially canvassed in a draft IPR policy being presented to the Audit and Risk Committee at the December 2020 Committee meeting for consideration.

Responsible Person: Manager Infrastructure and Emergency

Completion Date: June 2021

SHIRE OF BROOKTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE AUDIT

6. User Access Management**Finding 2020**

We noted that the Shire has not yet implemented a process to regularly review logs of changes made to rates.

We are aware of an instance where approved rates were changed without authorisation, resulting in incorrect rate statements being issued for the 2020-21 rating year.

Finding 2019

We noted that whilst logging has been enabled on rate changes made by finance employee accounts, there is still no review of these logs.

However, we found that the Shire has removed access to the creditor and debtor module from the shared account for Synergy.

Finding 2018

We observed that an account for the Shire's financial management system (Synergy) is shared among personnel in the Shire Office. This account gives access to the creditors and debtor's module within Synergy - allowing access to modify creditor and debtor details as well as fees charged to clients.

We also noted that individual accounts for finance employees have the ability to make modifications to rates charged for fees and charges. Currently, the Shire does not have a logging process to review changes made to fees and other charges within the Synergy system.

**Rating: Significant
Implication**

Without independent reviews performed of system changes, there is an increased risk of financial loss to the Shire or incorrect fees being charged to customers due to erroneous or fraudulent data entry.

Recommendation

The Shire should implement a regular review of changes made to fees and master files against approved fees and charges listings or other corroborating information. The review should be performed by more than one officer and variances noted from this review should be investigated by management so that appropriate action can be taken in a timely manner.

In regards to incorrect rating statements being issued, the Shire should take steps to identify the unauthorised changes, determine and quantify the impact to the Shire of the unauthorised changes and where possible, attempt to correct the error.

Management Comment

The recommendation is accepted. A procedural process will be implemented to ensure regular review of the rating system is conducted and required performance and appropriate authorisation is granted before changes are implemented.

Responsible Person: Manager Corporate and Community
Completion Date: March 2021

SHIRE OF BROOKTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE AUDIT

7. Information Technology Security Policy**Finding 2020**

We noted that this issue remains unresolved.

Finding 2018

We noted that the Shire does not have any policies or procedures governing the use of its Information Technology (IT) assets and resources. There is no guidance or documentation provided to staff defining information security requirements and objectives, nor the responsibilities required of staff to meet these objectives.

Rating: Moderate**Implication**

A lack of IT security policy may result in inconsistent or inappropriate approaches to IT security being adopted by staff or contractors.

This may increase the risk of unauthorised use of IT assets or compromise the integrity and/or confidentiality of information recorded within IT systems (e.g. transactions in the financial management system, customer banking information stored electronically, contract documentation with suppliers). Breaches in IT security may also result in losses to the Shire due to unavailability of systems and the cost of restoring systems to a pre-breach state.

Recommendation

We recommend that the Shire develops and implements appropriate security policies covering its IT systems.

The policies should cover the following points:

- objectives and scope
- specific goals
- responsibilities for compliance and actions to be taken in the event of noncompliance.

Obligations under the information security policy should be communicated to users of the Shire's IT systems.

When drafting a policy, the following standards and guidelines may be helpful guidance:

ISO/IEC 27000 - Information Security Management Systems - Requirements

ISO/IEC 27001 - Code of Practice for Information Security Management

NIST Cybersecurity Framework

ASD - Information Security Manual

COBIT5 for Information Security

Management Comment

The Council's 'Policy 2.35 – Information Security' has been changed (in draft) to 'Policy 2.35 - Information Communications Technology – Security and Use' for consideration by the Audit and Risk Committee at its December 2020 meeting.

Responsible Person: Process & Compliance Officer

Completion Date: December 2021

SHIRE OF BROOKTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE AUDIT

8. Management of Issued Infringements**Finding 2020**

This issue has not been resolved.

Finding 2018

We noted that there is no register of infringements issued by the Shire and there are no processes to track or follow up on infringements issued. In addition, we observed that the mail is only opened by one person and if cash and cheques are received for infringements, there is a greater risk of misappropriation.

We acknowledge that the monetary value of infringements issued is not likely to be material.

Rating: Moderate**Implication**

Without a process to review and follow up on infringements issued, there is a risk of infringements being unenforced and uncollected or funds from fines being fraudulently misappropriated.

This will also diminish the effectiveness of infringements as a deterrent for non-compliance with the Shire's laws and regulations.

Recommendation

We recommend the Shire review its processes for recording and following up on issued infringements with a view to ensuring all issued infringements are appropriately recorded and there is a follow up process for the collection of unpaid infringements.

Management Comment

This recommendation is accepted acknowledging the Shire does not issue many infringement notices. Notwithstanding an Infringement Register and follow-up procedure will be implemented in the coming months.

Responsible Person: Manager Corporate and Community
Completion Date: March 2021

SHIRE OF BROOKTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE AUDIT

9. Trust Funds

Finding 2020

We noted that whilst the majority of funds have now been removed from trust, there are still some residual housing and other bonds being held in trust.

Finding 2019

We noted that the Shire is holding money in its trust fund for the Gnulla Child Care Facility and Wildflower Show Funds. However, we were unable to ascertain if requirements exist for these moneys to be held in trust.

We also noted that the Shire has included housing and other bonds as trust moneys in its annual financial report. This is inconsistent with the OAG position paper on 'Accounting for Work Bonds, Building Bonds and Hire Bonds'. An advantage of having bonds included within the Municipal Fund is that the Shire is able to earn interest on the bonds.

Rating: Moderate**Implication**

If there is no requirement for money or assets to be credited to the trust fund in accordance with s6.9(1) of the *Local Government Act 1995*, they should not be held in the Shire's trust fund.

In addition, as these moneys are not in the Shire's Municipal Fund, assets and liabilities for the Shire are understated.

Recommendation

We recommend that any money not required to be held in trust is transferred to the Shire's Municipal Fund. These funds should be recognised as assets in the Statement of Financial Position, with a corresponding liability to recognise the moneys that are owed.

Where agreements exist requiring moneys to be held in trust, the Shire should retain records of the agreements to ensure that these moneys are correctly accounted for and are used for the correct purpose.

Management Comment

The recommendation is accepted. The moneys presently held in trust, being planning/building bonds, do not adequately cover conditioned works on respective approvals and arguably should not have been applied and be held in trust by the Shire. A request will be tabled with Council to refund these moneys to the respective property owners.

Responsible Person: Senior Finance Officer

Completion Date: March 2021

SHIRE OF BROOKTON**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020****FINDINGS IDENTIFIED DURING THE AUDIT****10. Depreciation Policy****Finding 2020**

We noted that the issue has not yet been addressed as a revised asset management plan has not yet been finalised.

Finding 2019

We noted that the useful lives of assets in the Shire's depreciation policy appear excessive and may not reflect the actual useful lives allocated in the asset register.

Rating: Moderate**Implication**

If the useful lives of assets in the Shire's depreciation policy are incorrect, there is a greater risk of errors in the annual financial report.

Recommendation

The Shire should review the depreciation policy to ensure that the useful lives are consistent with the actual useful lives of assets in the asset register.

Management Comment

The assigned value and condition assessment for some assets is questionable placing a strong emphasis on the Asset Management being completed that accurately reflects the true value and condition of each asset. It is viewed that a review of the depreciation policy should be aligned to the asset management process.

Responsible Person: Manager Corporate and Community
Completion Date: June 2021



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Brookton

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the Shire of Brookton which comprises the Statement of Financial Position as at 30 June 2020, and the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, as well as notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the Shire of Brookton:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2020 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Notes 1 and 10 to the annual financial report, which describes the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's financial reporting responsibilities under the Act, including the Local Government (Financial Management) Regulations 1996 (Regulations). My opinion is not modified in respect of these matters:

- (i) Regulation 17A requires a local government to measure vested improvements at fair value and the associated vested land at zero cost. This is a departure from AASB 16 Leases which would have required the entity to measure the vested improvements also at zero cost.
- (ii) In respect of the comparatives for the previous year ended 30 June 2019, Regulation 16 did not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report.

Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of the annual financial report that is free from material misstatement, whether due to fraud or error. In preparing the annual financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire. The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Report

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

A further description of my responsibilities for the audit of the annual financial report is located on the Auditing and Assurance Standards Board website at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This includes the identification and assessment of the risk of material misstatement due to fraud arising from management override of controls. This description forms part of my auditor's report.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
 - a. The Operating Surplus Ratio has been below the Department of Local Government Sport and Cultural Industries' standard for 2 years. The financial ratios are reported in Note 32 of the annual financial report.
- (ii) The following material matters indicating non-compliance with Part 6 of the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of my audit:
 - a. For 23% of the purchasing transactions we sampled, there was no evidence that the Shire obtained a sufficient number of quotations to test the market in line with its procurement policy.
 - b. There was no process in place to review changes made to approved rates. Consequently, there was an unauthorised change to approved rates which resulted in the Shire issuing incorrect rate statements for the 2020-21 rating year.
 - c. The Shire has not reported the Asset Renewal Funding Ratio for 2019-20, as planned capital renewals and required expenditure were not estimated in the long term financial plan and asset management plan respectively as required by the Local Government (Financial Management) Regulations 1996.
- (iii) All required information and explanations were obtained by me.
- (iv) All audit procedures were satisfactorily completed.
- (v) In my opinion, the Asset Consumption Ratio included in the annual financial report was supported by verifiable information and reasonable assumptions.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Brookton for the year ended 30 June 2020 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.

Aloha Morrissey.

ALOHA MORRISSEY
ASSISTANT AUDITOR GENERAL FINANCIAL AUDIT
Delegate of the Auditor General for Western Australia
Perth, Western Australia
22 February 2021



Our Ref: 7887

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Dear President

ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

The Office has completed the audit of the annual financial report for your local government. In accordance with section 7.12AD (2) of the *Local Government Act 1995*, we enclose the Auditor General's auditor's report, together with the audited annual financial report.

We have also forwarded the reports to the CEO and the Minister, as required by the Act. The CEO is required to publish the annual report, including the auditor's report and the audited financial report, on your Shire's official website within 14 days after the annual report has been accepted by your Council.

Matters of regulatory non-compliance and adverse trends in the financial position are reported on page 2 of the auditor's report.

Management Control Issues

I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the audit. These matters have been discussed with management and their comments have been included in the attachment.

Please note that the purpose of our audit was to express an opinion on the financial report. The audit included consideration of internal control relevant to the preparation of the financial report in order to design audit procedures that were appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.

An audit is not designed to identify all internal control deficiencies that may require management attention. The matters being reported are limited to those deficiencies that have been identified during the audit that are of sufficient importance to warrant being reported. It is possible that other irregularities and deficiencies may have occurred and not been identified as a result of our audit.

This letter has been provided for the purposes of the Shire and the Minister for Local Government and may not be suitable for other purposes.

I would like to take this opportunity to thank you, the management and the staff of the Shire for their cooperation with the audit team during our audit.

Feel free to contact me on 6557 7609 if you would like to discuss these matters further.

Yours faithfully

JORDAN LANGFORD-SMITH
SENIOR DIRECTOR FINANCIAL AUDIT
22 February 2021

Attach



Department of
**Local Government, Sport
and Cultural Industries**

Brookton - Compliance Audit Return 2020

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Kellie Bartley
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Kellie Bartley
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Kellie Bartley
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Kellie Bartley
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Kellie Bartley



Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A		Kellie Bartley
2	s5.16	Were all delegations to committees in writing?	N/A		Kellie Bartley
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Kellie Bartley
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Kellie Bartley
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	N/A		Kellie Bartley
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Kellie Bartley
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	January Council Meeting 16.01.2020 Min Ref: OCM15.01.20.02	Kellie Bartley
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Kellie Bartley
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Kellie Bartley
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	August 20 Council Meeting Min Ref: OCM08.20-05	Kellie Bartley
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Kellie Bartley
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes	Delegation Register reviewed at January 2020 Council Meeting Min Ref: OCM01.20-17	Kellie Bartley
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Kellie Bartley

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	N/A		Kellie Bartley



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No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Kellie Bartley
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Kellie Bartley
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	1 Elected Member submitted 7 days late	Kellie Bartley
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	No	1 Elected Member did not submit within this time frame	Kellie Bartley
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Kellie Bartley
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Kellie Bartley
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Kellie Bartley
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Kellie Bartley
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Kellie Bartley
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Kellie Bartley
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Kellie Bartley
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Kellie Bartley



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No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Kellie Bartley
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Kellie Bartley
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Kellie Bartley
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Kellie Bartley
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Kellie Bartley
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Kellie Bartley
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes	Adopted at December 2019 Council Meeting Elected Members - Min Ref: OCM12.19-17 Employees - Min Ref: OCM12.19-17	Kellie Bartley
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Kellie Bartley



Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	N/A		Kellie Bartley
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Kellie Bartley

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	N/A		Kellie Bartley
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A		Kellie Bartley
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	N/A		Kellie Bartley

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	Endorsed at 21 November 2019 Council Meeting Min Ref: OCM15.11.19.04	Kellie Bartley
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	Advisory Only	Kellie Bartley
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	Office of the Auditor General has been appointed	Kellie Bartley



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No	Reference	Question	Response	Comments	Respondent
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	N/A	Appointed by Legislation	Kellie Bartley
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	Yes	OAG presented to 10 December 2020 Audit Committee	Kellie Bartley
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	Presented to the Audit Committee 10 December 2020 by the OAG	Kellie Bartley
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	No	Final Report not yet received from OAG for the Shire to report to Council	Kellie Bartley
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	No	Final Report not yet received from OAG for the Shire to report to Council	Kellie Bartley
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	No	Final Report not yet received from OAG for the Shire to report to Council	Kellie Bartley
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	N/A		Kellie Bartley
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		Kellie Bartley



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	SCP adopted by Council 19 April 2018 Min Ref: OCM 04.18-13	Kellie Bartley
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	CBP adopted by Council 19 April 2018 Min Ref: OCM 04.18-13 Review CBP adopted by Council 19 November 2020 Min Ref: OCM11.20-08	Kellie Bartley
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Kellie Bartley

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Kellie Bartley
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Kellie Bartley
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Kellie Bartley
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Kellie Bartley
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Kellie Bartley
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Kellie Bartley



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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes	CEO is appointed under Delegation Number 1.47	Kellie Bartley
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Kellie Bartley
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes		Kellie Bartley
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Kellie Bartley

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	Presented to Council 18 June 2020 Min Ref: OCM06.20-14 Included in the Office of Auditor General Annual and interim audits	Kellie Bartley
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	Included in the Office of Auditor General Annual and interim audits. Presented to quarterly Audit Committees in a Status report and supported by OAG.	Kellie Bartley
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes		Kellie Bartley
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		Kellie Bartley
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes	Endorsed by Council August 2020 Min Ref: OCM08.20-18 Council Policy 1.24	Kellie Bartley



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No	Reference	Question	Response	Comments	Respondent
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		Kellie Bartley
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Kellie Bartley
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	No	Adopted by Council December 2020 Min Ref: OCM 12.19-20 Note: Adopted by Simple Majority vote however carried by 6/0 vote	Kellie Bartley
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes	Council Policy 1.6 reviewed by Council at December 2019 Min Ref: OCM07.20-12	Kellie Bartley
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		Kellie Bartley

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Council Policy 2.36	Kellie Bartley
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Kellie Bartley
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley



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No	Reference	Question	Response	Comments	Respondent
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	WALGA prequalified suppliers (Equotes system)	Kellie Bartley

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Brookton

Signed CEO, Brookton