



SHIRE OF WOODANILLING

ATTACHMENT BOOKLET

FOR

ORDINARY COUNCIL MEETING

17 October 2023, 4:00 PM

INDEX:

Attachment 12.1.1 - Current Policy 98 - Road Making Materials

Attachment 12.1.2 - Revised Council Policy 98 - Road Making Materials

Attachment 13.1.1 - List of Payments - September 2023

Attachment 13.2.1 - Shire of Woodanilling - Monthly Financial Report - 30 September 2023

Attachment 15.1.1 - Wagin Woodanilling Landcare Zone Shire Monthly Report

Attachment 15.2.1 - Current Council Policy 100 - Christmas New Year and Easter arrangements

Attachment 15.4.1 - Current Council Policy 47 - Occupational Safety and Health

Attachment 15.4.2 - Revised Council Policy 47 - Occupational Safety and Health Policy

Attachment 15.4.3 - Current Council Policy 91 - Alcohol and Drug Workplace

Attachment 15.4.4 - Revised Council Policy 91 – Alcohol and Drug Workplace Policy

Attachment 15.4.5 - Fitness for Work (Drugs Alcohol & Impairment) Procedure

POLICY TYPE:	ROADS & TRANSPORT	POLICY NO:	98
DATE ADOPTED:	15/05/2018	DATE LAST REVIEWED:	
LEGAL (PARENT):	Local Government Act 1995	LEGAL (SUBSIDIARY):	
DELEGATION OF AUTHORITY APPLICABLE:		DELEGATION NO.	

ADOPTED POLICY	
TITLE:	Road Making Materials
OBJECTIVE:	To provide guidance for the provision of sand/gravel supplies for road works.

POLICY STATEMENT

IDENTIFYING GRAVEL/SAND

Areas of suitable materials shall be clearly identified and recorded in a register containing title details, landholder details, approximate quantities and life of the pit, details of when the material was accessed including quantities, details of any compensation (see below), and a map of the location.

NEGOTIATING WITH LANDHOLDER

Negotiations with the landholder shall be carried out with both the interests of the landholder and Council in mind. Attempts shall be made to satisfy the concerns of the landholder in order to obtain materials, but it should be noted that Council may invoke the powers of the Land Administration Act 1997 to take land where negotiations have failed.

ACCESSING

Access to pits shall be on an unrestricted basis, and it will be agreed with the landowner the access route to and from the pit.

COMPENSATION

Compensation shall be paid to the landholder to the equivalent of \$1.10 per cubic metre incl. GST. Payment shall be made to the landholder when the material is quarried and heaped.

REHABILITATION

Council will rehabilitate the pit and access tracks once the gravel supply is exhausted at no charge to the landholder. Any additional requirements of the landholder must be approved by Council prior to any works being carried out.

For the purposes of this policy "rehabilitate" means levelling of the quarry floor and the replacement of the topsoil.

EFFECT OF THIS POLICY

Council agrees to maintain the pit in a reasonable condition, and any associated fencing and gates in the same condition as when first accessed. Any damage to fences, gates or property will be remedied by the Shire.



Council Policy 98 – Road Making Materials

Objective

To provide guidance for the establishment of sand or gravel supplies for road works within the Shire of Woodanilling.

Policy Statement

Materials

~~Areas of~~ Suitable materials shall be clearly identified and recorded in a register ~~that contains land~~ title details, landholder details, approximate quantities and ~~anticipated~~ life of the ~~pit~~ gravel quarry. ~~Additionally, records of the material taken, and details of any compensation paid.~~

Negotiating with landholder

Negotiations with the landholder shall be carried out with both the interests of the landholder and the ~~Council~~ Shire of Woodanilling in mind. Attempts shall be made to satisfy the concerns of the landholder in order to obtain materials, but it should be noted ~~that under the Local Government Act 1995, the Shire has powers to enter private land and extract materials for public works.~~

Council may invoke the powers of the *Land Administration Act 1997* to take land where negotiations have failed.

Access

Access to the ~~pit~~ quarry shall be on an unrestricted basis, and it will be agreed with the landowner the access route to and from the quarry ~~pit~~.

Compensation

Compensation ~~shall~~ can, when requested, be paid to the landholder at the rate of \$1.10 per cubic metre inclusive of GST. Payment shall be made to the landholder ~~when the material is quarried and heaped.~~ on completion of the associated works following verification of the volume of material taken.

Rehabilitation

~~Council agrees to maintain the quarry in a reasonable condition, and associated fencing and gates in the same condition as when first accessed. Damage to fences, gates or property as the direct result of operating the quarry will be remediated by the Shire.~~

The ~~Council~~ Shire will rehabilitate the quarry and access tracks once the gravel supply is exhausted at no charge to the landholder. Additional requirements of the landholder must be approved by Council prior to any works being carried out.

For the purposes of this policy “rehabilitate” means levelling of the quarry floor and the replacement of the topsoil.

~~Effects of this Policy~~

~~Council agrees to maintain the pit in a reasonable condition, and any associated fencing and gates in the same condition as when first accessed. Any damage to fences, gates or property will be remedied by the Shire.~~



Document Control/References

Attachment 12.1.2

Name of Policy	Council Policy 98 – Road Making Materials			
Update	Reviewed – September 2023			
Next Review Date	Biennial			
Related Documents	<p><u>Acts/Regulations</u> <i>Local Government Act 1995</i> <i>Land Administration Act 1997</i></p> <p><u>Plans/Strategies</u> Local Government Guidelines for Road Gravel Supplies in Western Australia</p> <p><u>Delegations</u> Nil</p> <p><u>Work Procedures</u> Nil</p>			
Date of Adoption and Resolution Number	October 2023			
Review Dates and Resolution Numbers				
History:				
Version:	Title No.	OCM Date Res No.	Synopsis	Details
1	Council Policy 98 – Road Making Materials	15/05/2018	Policy adoption	
2	Council Policy 98 – Road Making Materials	23/10/2023	Revision	

SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 30 SEPTEMBER 2023

Transaction ID	Date	Name	Description	Amount
Municipal Account				
EFT Payments				
EFT6865	08/09/2023	The Woodanilling Tavern	Catering for OCM 22/8/2023	\$ 100.00
EFT6866	08/09/2023	Southern Rural Fabrication	Fabricate wall panel (1.55mm galvanised pressing steel 1400x800mm x1) for outside wall at security gate on side of building- Golf Club	\$ 553.98
EFT6867	08/09/2023	Watsons Liquid Waste	Pump Out 2 x Septic Tanks, remove tree roots and dispose of materials- 13 Cardigan St	\$ 1,120.00
EFT6868	08/09/2023	BGL Solutions	Mow lawn at Recreation Centre Oval- 28/7/2023	\$ 924.00
EFT6869	08/09/2023	Harcher Distributors SouthWest	Hand Towels, Toilet Rolls, Bin Liners, Toilet Roll Dispenser, 5lt Rain urine Digester, Oates Cleaning Mop Blue & Red)- Lake Queerearup, Centenary Park, Depot and Shire Office	\$ 654.25
EFT6870	08/09/2023	Hunter Mechanical Services Pty Ltd	Vehicle Service- WO 0, WO 00, WO 005, Machine Rollover initial assessment and repairs- WO 027 (Insurance Claim- M0065498) , Repair fuel bleed back- WO 023, Replace hydraulic hose- WO 007	\$ 6,009.06
EFT6871	08/09/2023	Synergy	Power Usage- 23/6/2023 to 21/8/2023, Service Charges- 1/7/2023 to 21/8/2023- Shire Office, Town Hall & Council Chambers	\$ 4,277.64
EFT6872	08/09/2023	WALGA	2023/2024 WALGA Subscriptions	\$ 22,892.30
EFT6873	08/09/2023	Great Southern Fuel Supplies	Monthly Statement- August 2023	\$ 19,677.44
EFT6874	08/09/2023	LGISWA	Motor Vehicle Hire Insurance- Endorsement period 30/6/2022 to 30/6/2023- Multi Tyred Roller & Hino FM2632 Water Truck	\$ 869.04
EFT6875	08/09/2023	PCS	Montly Fee for Daily Monitoring- August 2023, CSO Synergy frozen, CSO2 Synergy add-ins isnt working, tested and made adjustments to firewall and confirmed with CSO2 that is working, Reset WC password and set to generic password	\$ 722.50
EFT6876	08/09/2023	Albany Best Office Systems	Photocopier Count- Black/White & Colour, August 2023	\$ 899.44
EFT6877	08/09/2023	Staff Christmas Club	Payroll deductions	\$ 220.00
EFT6878	22/09/2023	QFH Multiparts	2 x 20ltr Rely Glyphix (Glyphosate) 450- Fire Mitigation	\$ 281.27
EFT6879	22/09/2023	Jessika Lynch	Rates refund for assessment A609 464 BURT ROAD BOYERINE WA 6316	\$ 694.34
EFT6880	22/09/2023	Brooke Dellacqua	Reimbursement- Rates 2023/2024 Stamps	\$ 600.00
EFT6881	22/09/2023	Naballing Grazing	Rates refund for assessment A39 24666 GREAT SOUTHERN HIGHWAY BOYERINE WA 6316	\$ 335.54
EFT6882	22/09/2023	Alan Arnold	Reimbursement- Pine Dressed Standard Grade 64x19mm- 13 Cardigan St	\$ 97.02
EFT6883	22/09/2023	Synergy	Power Usage- 25/7/2023 to 24/8/2023- Street Lighting	\$ 1,180.10
EFT6884	22/09/2023	WALGA	Rates in Local Government- Clerical (2 days) 11th & 12th September 2023- Training course for SFO	\$ 1,089.00
EFT6885	22/09/2023	Goodyear Autocare Wagin	2 x 295/80R22 Goodyear Tyres- WO 028	\$ 2,300.00
EFT6886	22/09/2023	Landgate Valuation & Property Analytics	Mining Tenements Chargable- Schedule No:M2023/5, 7/7/2023 to 3/8/2023	\$ 43.50
EFT6887	22/09/2023	Staff Christmas Club	Payroll deductions	\$ 220.00
EFT6888	27/09/2023	ATO	BAS- August 2023	\$ 30,006.00
EFT Total Payments				95,766.42
Cheque Payments				
Total Cheque Payments				0.00
Transaction ID	Date	Name	Description	Amount
Direct Debit Payments				
DD5140.4	06/09/2023	Water Corporation	Water Use and Service Charges- Townsite & Boyerine Standpipe- 19/6/2023 to 15/8/2023	\$ 2,501.86

SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 30 SEPTEMBER 2023

Transaction ID	Date	Name	Description	Amount
DD5141.1	13/09/2023	Telstra Limited	Mobile Distribution- Call Charges to 24/8/2023, Service Charges- 25/8/2023 to 24/9/2023- CEO Mobile, EMI Mobile, OSH Ipad	\$ 199.21
DD5146.1	21/09/2023	Viva Energy Australia Pty Ltd	Shell Fuel Card Monthly Admin Charge- August 2023	\$ 2.50
DD5147.1	04/09/2023	NAB - Credit Card	NAB Credit Card Statement- August 2023	\$ 910.27
DD5147.2	05/09/2023	NAB - Credit Card	NAB Credit Card Statement- August 2023	\$ 139.00
DD5149.1	06/09/2023	Aware Super	Payroll deductions	\$ 1,036.74
DD5149.2	06/09/2023	Unisuper	Superannuation contributions	\$ 383.09
DD5149.3	06/09/2023	Colonial Select Personnel Super	Superannuation contributions	\$ 125.04
DD5149.4	06/09/2023	REST	Superannuation contributions	\$ 112.06
DD5149.5	06/09/2023	QSuper - Payclear	Payroll deductions	\$ 271.45
DD5149.6	06/09/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$ 260.01
DD5149.7	06/09/2023	MLC Super Fund	Superannuation contributions	\$ 253.85
DD5149.8	06/09/2023	The Trustee for AustralianSuper	Superannuation contributions	\$ 103.14
DD5158.1	13/09/2023	Aware Super	Payroll deductions	\$ 1,040.24
DD5158.2	13/09/2023	QSuper - Payclear	Superannuation contributions	\$ 271.45
DD5158.3	13/09/2023	Unisuper	Superannuation contributions	\$ 383.09
DD5158.4	13/09/2023	Colonial Select Personnel Super	Superannuation contributions	\$ 63.90
DD5158.5	13/09/2023	REST	Superannuation contributions	\$ 109.89
DD5158.6	13/09/2023	TWU Superannuation Fund	Superannuation contributions	\$ 106.35
DD5158.7	13/09/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$ 253.69
DD5158.8	13/09/2023	MLC Super Fund	Superannuation contributions	\$ 296.15
DD5158.9	13/09/2023	The Trustee for AustralianSuper	Superannuation contributions	\$ 103.14
DD5160.1	20/09/2023	Aware Super	Payroll deductions	\$ 978.86
DD5160.2	20/09/2023	QSuper - Payclear	Superannuation contributions	\$ 271.45
DD5160.3	20/09/2023	Unisuper	Superannuation contributions	\$ 500.68
DD5160.4	20/09/2023	Colonial Select Personnel Super	Superannuation contributions	\$ 125.04
DD5160.5	20/09/2023	REST	Superannuation contributions	\$ 106.46
DD5160.6	20/09/2023	TWU Superannuation Fund	Superannuation contributions	\$ 53.17
DD5160.7	20/09/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$ 260.01
DD5160.8	20/09/2023	MLC Super Fund	Superannuation contributions	\$ 253.85
DD5160.9	20/09/2023	The Trustee for AustralianSuper	Superannuation contributions	\$ 82.51
DD5174.2	15/09/2023	3E Advantage Pty Limited	Ricoh IMC3500 MFP- Photocopier Rental-September 2023	\$ 165.00
DD5176.1	27/09/2023	Aware Super	Payroll deductions	\$ 1,038.96
DD5176.2	27/09/2023	QSuper - Payclear	Superannuation contributions	\$ 271.45
DD5176.3	27/09/2023	Unisuper	Superannuation contributions	\$ 500.68
DD5176.4	27/09/2023	Colonial Select Personnel Super	Superannuation contributions	\$ 121.83
DD5176.5	27/09/2023	REST	Superannuation contributions	\$ 106.46
DD5176.6	27/09/2023	TWU Superannuation Fund	Superannuation contributions	\$ 106.35
DD5176.7	27/09/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$ 245.78
DD5176.8	27/09/2023	MLC Super Fund	Superannuation contributions	\$ 277.23
DD5176.9	27/09/2023	The Trustee for AustralianSuper	Superannuation contributions	\$ 82.51
DD5179.1	18/09/2023	ClickSuper	Transaction & Facility Fee- August 2023	\$ 20.79
DD5189.1	15/09/2023	NAB - Credit Card	NAB Credit Card Part Payment- September 2023	\$ 1,016.83

Total Direct Debit Payments **15,512.02**

Municipal Account List of Payments Total **111,278.44**

Transaction ID	Date	Name	Description	Amount
Credit Card Details - DD5147.1 & 2				
		Name	Description	
	01/08/2023	Emu Lane	Refreshments- SCM 29/7/2023	\$ 60.50
	01/08/2023	The Paddy Wagon- Darkan	Refreshments- West Arthur Windfarm Forum- July 2023	\$ 25.50
	02/08/2023	Abode	Abode Subscription- 31/7/2023 to 30/8/2023	\$ 244.94
	07/08/2023	Officeworks	1 box of DLX 500 Envelopes- Rate Notice Distribution	\$ 46.85
	07/08/2023	Starlink	Starlink Subscription- 25/7/2023 to 24/8/2023- 3327 Robinson Road	\$ 139.00

**SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 30 SEPTEMBER 2023**

Attachment 13.1.1

15/08/2023 Message Media	Message Media Montly Access Fee- 1/8/2023 to 31/8/2023	\$ 42.90
15/08/2023 Zoom	Zoom Monthly Access Fee- 14/8/2023 to 13/9/2023	\$ 22.39
22/08/2023 Woolworths	Refreshments- OCM 22/8/2023	\$ 137.49
23/08/2023 IGA Katanning	Refreshments- OCM 22/8/2023	\$ 42.70
24/08/2023 Starlink	Starlink Subscription- 16/8/2023 to 15/9/2023- Shire Office, Depot & Council Chambers	\$ 139.00
29/08/2023 Credit Card Fee	Credit Card Fee- August 2023, Credit Card fee	\$ 9.00

Credit Card TOTAL on DD5147.1 & 2 \$ 1,049.27

Viva Energy Shell Fuel Purchases- DD5146.1

Name	Description	
31/08/2023 Viva Energy Australia Pty Ltd	CEO Shell Fuel Card Purchases- WO-0 August 2023	\$ 2.50

Viva Energy TOTAL on DD5146.1 \$ 2.50

Credit Card Details - DD5189.1 Part Payment- September 2023

Name	Description	
01/09/2023 Johns Bakery	Refreshments- Bloom Fesitval Working Group Morning Tea- 31/8/2023	\$ 8.00
01/09/2023 Woolworths	Refreshments- Bloom Fesitval Working Group Morning Tea- 31/8/2023	\$ 39.20
04/09/2023 WALGA	Roadside Vegetation Management Workshop- 14/9/2023- Leading Hand	\$ 99.50
04/09/2023 Adobe	Adobe Subscription- 31/8/2023 to 29/9/2023	\$ 244.94
04/09/2023 Starlink	Starlink Subscription- 3340 Robinson Road- 25/8/2023 to 24/9/2023	\$ 139.00
06/09/2023 Department of Transport	Department of Transport- Plate Change- WO 011 to 1HAR366	\$ 31.10
06/09/2023 Starlink	Starlink Subscription- 3327 Robinson Road- 25/8/2023 to 24/9/2023	\$ 139.00
11/09/2023 Safety Culture	Safety Culture IAuditor Annual Plan- 10/9/2023 to 10/9/2024	\$ 250.80
15/09/2023 Message Media	Message Media Monthly Access Fee- 1/9/2023 to 30/9/2023	\$ 42.90
15/09/2023 Zoom	Zoom One Pro Monthly Fee- 14/9/2023 to 13/10/2023	\$ 22.39

Credit Card TOTAL on DD5189.1 \$ 1,016.83

Great Southern Fuel Supplies-EFT6873 Fuel Card Purchases


Name	Description	
31/07/2023 Fuel Card Purchase- August 2023	Fuel Card - DCEO WO 011	\$ 187.98
	Fuel Card- EMI WO 00	\$ 62.24
	Fuel Card - WWLZ WO 022	\$ 488.46

Great Southern Fuel Supplies TOTAL on EFT6873 \$ 738.68

CERTIFICATE OF Chief Executive Officer

This schedule of accounts and purchasing card/s to be passed for payment, covering vouchers as above which was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to the prices, computations, and costings and the amounts shown are due for payment.

Signed by


 Kellie Bartley
 Chief Executive Officer



MONTHLY FINANCIAL REPORT

30 SEPTEMBER 2023

TABLE OF CONTENTS

	Page
Statement of Comprehensive Income - by Program	2
Statement of Comprehensive Income - by Nature & Type	3
Statement of Financial Activity by Nature	4
Statement of Financial Activity by Program	5
Net Current Position	6
Variance Report	7-8
Statement of Financial Position	9
Statement of CashFlows	10-11
Capital Expenditure Program	12
Reserve Accounts	13
Detailed Operating & Non-Operating Accounts	14-43

SHIRE OF WOODANILLING
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE PERIOD ENDING 30 SEPTEMBER 2023

Attachment 13.2.1

	2023-24 ANNUAL	2023-24 YTD	2023-24 YTD	
	BUDGET	BUDGET	ACTUAL	VARIANCE
EXPENDITURE (Excluding Finance Costs)	\$		\$	
General Purpose Funding	(51,654)	(11,416)	(9,371)	-18%
Governance	(313,281)	(58,837)	(150,117)	155%
Law, Order, Public Safety	(185,013)	(74,940)	(52,662)	-30%
Health	(80,136)	(18,768)	(10,135)	-46%
Education and Welfare	(72,541)	(14,995)	(5,978)	-60%
Housing	(73,806)	(14,284)	(7,958)	-44%
Community Amenities	(289,506)	(62,273)	(37,098)	-40%
Recreation and Culture	(335,717)	(78,313)	(37,669)	-52%
Transport	(1,734,086)	(415,489)	(299,687)	-28%
Economic Services	(110,396)	(31,965)	(12,974)	-59%
Other Property and Services	(7,165)	(48,823)	11,410	-123%
Operating Expenses	(3,253,301)	(830,103)	(612,238)	
REVENUE				
General Purpose Funding	979,817	970,087	1,000,886	3%
Governance	3,850	12	467	3794%
Law, Order, Public Safety	96,874	28,594	30,706	7%
Health	600	0	0	0%
Education and Welfare	65,465	22,866	48,147	111%
Housing	14,180	3,543	2,963	-16%
Community Amenities	65,919	58,802	51,952	-12%
Recreation and Culture	3,000	2,167	700	-68%
Transport	245,877	131,863	121,983	-7%
Economic Services	12,150	1,174	2,388	103%
Other Property & Services	22,700	8,124	12,306	51%
Operating Revenue	1,510,432	1,227,232	1,272,497	
Sub-Total	(1,742,869)	397,129	660,259	
NON-OPERATING REVENUE				
General Purpose Funding	479,124	0	0	
Community Amenities	90,000	0	49,986	0%
Recreation & Culture	0	0	0	0%
Transport	814,448	130,638	0	-100%
Total Non-Operating Revenue	1,383,572	130,638	49,986	
PROFIT/(LOSS) ON SALE OF ASSETS				
Governance Profit	0		0	
Transport Profit	0		0	
<i>Total Profit/(Loss)</i>	0		0	
NET RESULT	(359,297)	527,767	710,245	
Other Comprehensive Income				
Changes on revaluation of non-current assets	0		0	
<i>Total Abnormal Items</i>	0	0	0	
TOTAL COMPREHENSIVE INCOME	(359,297)	527,767	710,245	

"Traffic Lights" Colour Coding:

For the purposes of identifying "material variances" under Local Government (Financial Management) Regulation 34, the Council has defined a formula to calculate the variance (see also Variance Report in these Statements). To simplify this reporting, a traffic light system is used in the variance column of the Statement of Comprehensive Income and the Rate Setting Statement, as follows:

Revenue:

Green = Actual Revenue is greater than Year-to-Date budgeted revenue

Red = Variance between Actual Revenue and Year-to-Date budget is greater than 10% (lower)

Expenditure:

Green = Actual Expenditure is less than Year-to-Date budgeted expenditure

Red = Variance between Actual Expenditure and Year-to-Date budget is greater than 10% (higher)



SHIRE OF WOODANILLING
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 30 SEPTEMBER 2023

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET	2023-24 YTD ACTUAL	VARIANCE
Expenses				
Employee Costs	(909,264)	(210,920)	(372,565)	77%
Materials and Contracts	(1,012,661)	(205,785)	(107,842)	-48%
Utility Charges	(100,685)	(21,984)	(11,471)	-48%
Depreciation on Non-Current Assets	(865,691)	(216,342)	0	-100%
Interest Expenses	0	0	0	0%
Insurance Expenses	(112,410)	(110,189)	(57,097)	-48%
Other Expenditure	(252,590)	(64,883)	(63,263)	-2%
Operating Expenses	(3,253,301)	(830,103)	(612,238)	
Revenue				
Rates	988,172	987,172	1,002,837	2%
Operating Grants, Subsidies and Contributions	225,116	137,555	184,708	34%
Fees and Charges	276,594	99,191	79,279	-20%
Service Charges	0	0	0	0%
Interest Earnings	9,800	1,577	5,333	238%
Other Revenue	10,750	1,737	340	-80%
Operating Revenue	1,510,432	1,227,232	1,272,497	
Sub-total	(1,742,869)	397,129	660,259	
Non-Operating Grants, Subsidies & Contributions	1,383,572	130,638	49,986	-62%
Profit on Asset Disposals	0	0	0	0%
Loss on Asset Disposals	0	0	0	0%
Non-Operating Revenue	1,383,572	130,638	49,986	
Net Result	(359,297)	527,767	710,245	
Other Comprehensive Income				
Changes on revaluation of non-current assets	0	0	0	
Total Other Comprehensive Income	0	0	0	
TOTAL COMPREHENSIVE INCOME	(359,297)	527,767	710,245	

SHIRE OF WOODANILLING
STATEMENT OF FINANCIAL ACTIVITY BY NATURE/TYPE
FOR THE PERIOD ENDING 30 SEPTEMBER 2023

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET (a)	2023-24 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE						
Rates other than General Rates	\$ 21,237	\$ 21,237	\$ 21,238	Within Threshold	Within Threshold	
Operating Grants, Subsidies and Contributions	225,116	137,555	184,708	47,153	34.28%	▲
Fees and Charges	276,594	99,191	79,279	(19,912)	(20.07%)	▼
Service Charges	0	0	0	Within Threshold	0%	
Interest Earnings	9,800	1,577	5,333	Within Threshold	238.17%	
Other Revenue	10,750	1,737	340	Within Threshold	(80.43%)	
Profit on the disposal of assets	0	0	0	Within Threshold	0%	
	543,497	261,297	290,898			
LESS OPERATING EXPENDITURE						
Employee Costs	(909,264)	(210,920)	(372,565)	(161,645)	76.64%	
Materials and Contracts	(1,012,663)	(205,785)	(107,842)	97,943	(47.59%)	
Utility Charges	(100,685)	(21,984)	(11,471)	10,513	(47.82%)	
Depreciation on Non-Current Assets	(865,691)	(216,342)	0	216,342	(100.00%)	
Interest Expenses	0	0	0	Within Threshold	0%	
Insurance Expenses	(112,410)	(110,189)	(57,097)	53,092	(48.18%)	
Other Expenditure	(252,588)	(64,883)	(63,263)	Within Threshold	Within Threshold	
Loss on the disposal of assets	0	0	0			
	(3,253,301)	(830,103)	(612,238)			
Amount Attributable to Operating Activities	(2,709,804)	(568,806)	(321,340)	0		
OPERATING ITEMS EXCLUDED						
Profit/ on the disposal of assets	0	0	0	0	0%	
(Loss) on the disposal of assets		0	0			
Depreciation Written Back	865,691	216,342	0	(216,342)	(100.00%)	▼
	865,691	216,342	0			
<i>Sub Total</i>	(1,844,113)	(352,464)	(321,340)			
INVESTING ACTIVITIES						
Purchase of Land	0	0	0	Within Threshold	0%	
Purchase Buildings	(90,000)	0	0	Within Threshold	0%	
Purchase Plant and Equipment	(208,100)	(137,600)	(137,600)	Within Threshold	Within Threshold	
Infrastructure Assets - Roads	(1,278,424)	(143,784)	(83,743)	60,041	(41.76%)	
Infrastructure Assets - Footpaths	(50,000)	0	(930)	Within Threshold	0%	
Infrastructure Assets - Drainage	(109,727)	0	(458)	Within Threshold	0%	
Infrastructure Assets - Other	(59,536)	0	(999)	Within Threshold	0%	
Proceeds from Sale of Assets	24,000	0	0	Within Threshold	0%	
Non-Operating Grants, Subsidies for the Development of Assets	1,383,572	130,638	49,986	(80,652)	(61.74%)	▼
Amount Attributable to Investing Activities	(388,215)	(150,746)	(173,744)			
FINANCING ACTIVITIES						
Transfer to Reserves	(110,860)	0	(3,629)	Within Threshold	0%	
Transfer from Reserves	172,100	0	0	0	0%	
Amount Attributable to Financing Activities	61,240	0	(3,629)	0		
Sub Total	(2,171,088)	(503,210)	(498,713)	0		
FUNDING FROM						
Loans Raised	0	0	0	0	0%	
Estimated Opening Surplus at 1 July	1,204,153	1,204,153	1,262,833	58,680	Within Threshold	▲
Closing Surplus/(Deficit) at Reporting Date	0	1,666,878	1,745,721	78,843		
Total Deficiency to be funded from Rates	(966,935)	(965,935)	(981,600)			
AMOUNT RAISED FROM RATES	966,935	965,935	981,600			

SHIRE OF WOODANILLING
STATEMENT OF FINANCIAL ACTIVITY BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 30 SEPTEMBER 2023

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET (a)	2023-24 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE	\$	\$	\$			
General Purpose Funding	12,882	4,152	19,287	15,134	(364.47%)	▲
Governance	3,850	12	467	Within Threshold	(3791.67%)	
Law, Order Public Safety	96,874	28,594	30,706	Within Threshold	Within Threshold	
Health	600	0	0	Within Threshold	0.00%	
Education and Welfare	65,465	22,866	48,147	25,281	(110.56%)	▲
Housing	14,180	3,543	2,963	Within Threshold	16.37%	
Community Amenities	65,919	58,802	51,952	(6,850)	11.65%	▼
Recreation and Culture	3,000	2,167	700	Within Threshold	67.70%	
Transport	245,877	131,863	121,983	(9,880)	Within Threshold	
Economic Services	12,150	1,174	2,388	Within Threshold	(103.41%)	
Other Property and Services	22,700	8,124	12,306	Within Threshold	(51.48%)	
	543,497	261,297	290,899	23,685		
LESS OPERATING EXPENDITURE						
General Purpose Funding	(51,654)	(11,416)	(9,371)	Within Threshold	17.91%	
Governance	(313,281)	(58,837)	(150,116)	(91,279)	(155.14%)	
Law, Order, Public Safety	(185,013)	(74,940)	(52,662)	22,278	29.73%	
Health	(80,136)	(18,768)	(10,135)	8,633	46.00%	
Education and Welfare	(72,541)	(14,995)	(5,978)	9,017	60.13%	
Housing	(73,806)	(14,284)	(7,958)	6,326	44.29%	
Community Amenities	(289,506)	(62,273)	(37,098)	25,175	40.43%	
Recreation and Culture	(335,717)	(78,313)	(37,669)	40,644	51.90%	
Transport	(1,734,086)	(415,489)	(299,687)	115,802	27.87%	
Economic Services	(110,396)	(31,965)	(12,974)	18,991	59.41%	
Other Property & Services	(7,165)	(48,823)	11,410	60,233	123.37%	
	(3,253,301)	(830,103)	(612,238)	215,820		
Amount Attributable to Operating Activities	(2,709,804)	(568,806)	(321,339)	239,505		
OPERATING ITEMS EXCLUDED						
Loss on the disposal of assets	0	0	0			
Profit/(Loss) on the disposal of assets	0	0	0	0	0%	
Depreciation Written Back	865,691	216,342	0	(216,342)	(100.00%)	▼
	865,691	216,342	0	(216,342)		
<i>Sub Total</i>	(1,844,113)	(352,464)	(321,339)	23,163		
INVESTING ACTIVITIES						
Purchase of Land	0	0	0	Within Threshold	0.00%	
Purchase Buildings	(90,000)	0	0	Within Threshold	0.00%	
Purchase Plant and Equipment	(208,100)	(137,600)	(137,600)	Within Threshold	Within Threshold	
Purchase Furniture and Equipment	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Roads	(1,278,424)	(143,784)	(83,743)	60,041	(41.76%)	
Infrastructure Assets - Footpaths	(50,000)	0	(930)	Within Threshold	0.00%	
Infrastructure Assets - Drainage	(109,727)	0	(458)	Within Threshold	0.00%	
Infrastructure Assets - Parks & Ovals	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Solid Waste	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Other	(59,536)	0	(999)	Within Threshold	0%	
Proceeds from Sale of Assets	24,000	0	0	Within Threshold	0%	
Non-Operating Grants, Subsidies for the Development of Assets	1,383,572	130,638	49,986	(80,652)	(61.74%)	▼
Amount Attributable to Investing Activities	(388,215)	(150,746)	(173,744)	(20,611)		
FINANCING ACTIVITIES						
Transfer to Reserves	(110,860)	0	(3,629)	Within Threshold	0.00%	
Transfer from Reserves	172,100	0	0	0	0.00%	
Amount Attributable to Financing Activities	61,240	0	(3,629)	0		
Sub Total	(2,171,088)	(503,210)	(498,712)	2,552		
FUNDING FROM						
Loans Raised	0	0	0	0	0.00%	
Estimated Opening Surplus at 1 July	1,204,153	1,204,153	1,262,833	58,680	Within Threshold	▲
Closing Surplus/(Deficit) at Reporting Date	0	1,666,878	1,745,721	78,843	Within Threshold	▲
Total Deficiency to be funded from Rates	(966,935)	(965,935)	(981,600)	137,523		
AMOUNT RAISED FROM RATES	966,935	965,935	981,600			

SHIRE OF WOODANILLING
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 30 SEPTEMBER 2023

	ACTUAL
<u>Current Assets</u>	
Cash at bank and on Hand	2,333,746
Restricted Cash - Bonds & Deposits	5,000
Restricted Cash Reserves	1,080,677
Trade Receivables	327,117
Co-op Shares	0
Self Supporting Loan	0
Stock on Hand	19,302
Total Current Assets	<u><u>3,765,842</u></u>
<u>Current Liabilities</u>	
Trade Creditors	(\$275,115)
Rates paid in advance	\$0
Bonds and Deposits	(\$13,075)
Accrued Interest on Loans	\$0
Accrued Expense	\$0
ATO Liabilities	(\$21,092)
Contract Liability	(\$569,178)
Loan Liability	\$0
Provisions	(\$121,578)
Total Current Liabilities	<u><u>(\$1,000,037)</u></u>
Sub-Total	2,765,805
Adjustments	
LESS Cash Backed Reserves	(\$1,080,677)
LESS Self Supporting Loan	\$0
ADD: Current Loan Liability	\$0
ADD: LS Leave provision	\$60,591
Rounding	2
Net Current Position	<u><u>1,745,721</u></u>

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 SEPTEMBER 2023**

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Activity' on page 3 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on this page will be reported below.

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances.

For the Shire of Nungarin, material variances are to be reported when exceeding 10%, and a minimum of \$5,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Operating Revenue						
Operating Grants & Contributions	137,555	184,708	47,153	34%	TIMING	Increase in general purpose grant \$6k, increase in local road grant \$5k, Increase in Bushfire brigade grant of \$2k, Increase in Well Aged Housing contributions \$24k, Increase in direct maintenance grant \$2k, Increase in PWO Income for LSL contribution \$8k
Fees & Charges	99,191	79,279	(19,912)	-20%	TIMING	Refuse and recycling charges \$6k less, Transport licensing receipts \$10k less, Private Works hire fees \$4k less.
Operating Expenses						
Employee Costs	(210,920)	(372,565)	(161,645)	77%	TIMING	Increase in wages and overhead expenses allocated to operations for reporting period. Once capital works commence, this expense area will better align with budget estimates. Increase in FBT expenses of \$13k.
Materials & Contracts	(205,785)	(107,842)	97,943	-48%	TIMING	Consulting & relief staff expenses \$48k less, Health preventative services expenses \$7k less, Town Planning expenses \$7k less, Oval & Building maintenance expenses \$8k less, Municipal Fund Road Maintenance expenses \$15k less, Fuels & Oils expenses \$27k less. MAF expenses \$14k increase.
Utility Charges	(21,984)	(11,471)	10,513	-48%	TIMING	Admin telephone expenses \$1k less, Standpipe water \$8k less.
Depreciation on Assets	(216,342)	0	216,342	-100%	TIMING	Depreciation not able to be raised until after audit.
Insurance Expenses	(110,189)	(57,097)	53,092	-48%	TIMING	Workers compensation insurance second instalment due in September of \$27k not yet received, Bushfire insurance \$8k less, Property insurances \$12k less, Vehicle insurance \$6k less.

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 SEPTEMBER 2023**

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Activity' on page 3 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on this page will be reported below.

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For the Shire of Nungarin, material variances are to be reported when exceeding 10%, and a minimum of \$5,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Investing Activities</u>						
Infrastructure Assets - Roads	(143,784)	(83,743)	60,041	-42%	TIMING	Trimmer Road project expenditure lower than anticipated for reporting period.
Non-Operating Grants, Subsidies for the Development of Assets	130,638	49,986	(80,652)	-62%	TIMING	RRG 40% funding not yet claimed.
<u>Financing Activities</u>						
Transfer to Reserves	0	(3,629)	Within Threshold	0%	PERMANENT	Increase in interest earned on Reserves.

SHIRE OF WOODANILLING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 30 SEPTEMBER 2023

	Note	2022-23 ACTUAL \$	2023-24 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		1,605,032	2,333,746	728,715
Restricted Cash & Cash Equivalents		1,082,048	1,085,677	3,629
Trade and other receivables		81,625	327,117	245,492
Inventories		5,920	19,302	13,382
Land held for Resale		0	0	0
Total current assets		2,774,624	3,765,842	991,218
Non-current assets				
WALGA LG House Unit Trust		40,745	40,745	0
Deferred Rates		13,315	13,315	0
BKW COOP Shares		0	0	0
Land		522,000	522,000	0
Buildings		6,801,875	6,801,875	0
Furniture & Equipment		93,974	93,974	0
Plant & Equipment		409,224	546,824	137,600
Road Infrastructure		52,760,765	52,844,508	83,743
Footpath Infrastructure		127,530	128,460	930
Drainage Infrastructure		6,432,700	6,433,158	458
Parks & Ovals Infrastructure		811,600	1,001,699	190,099
Other infrastructure		189,100	0	-189,100
Total non-current assets		68,202,828	68,426,557	223,729
Total assets		70,977,452	72,192,399	1,214,947
Current liabilities				
Trade and other payables		76,063	275,115	-199,051
ATO Liabilities		-3	21,092	-21,095
Bonds & Deposits		12,538	13,075	-537
Grant Liability		285,158	569,178	-284,019
Provisions		121,578	121,578	0
Total current liabilities		495,335	1,000,037	-504,703
Non-current liabilities				
Interest-bearing loans and borrowings		0	0	0
Provisions		37,863	37,863	0
Total non-current liabilities		37,863	37,863	0
Total liabilities		533,198	1,037,900	-504,703
Net assets		70,444,254	71,154,499	710,245
Equity				
Retained surplus		12,896,822	12,893,193	-3,629
Net Result		0	710,245	710,245
Reserve - asset revaluation		56,470,384	56,470,384	0
Reserve - Cash backed		1,077,048	1,080,677	3,629
Total equity		70,444,254	71,154,499	710,245

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

SHIRE OF WOODANILLING
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 SEPTEMBER 2023

	Note	2022-23 ACTUAL \$	2023-24 BUDGET \$	2023-24 ACTUAL \$
Cash Flows from operating activities				
Payments				
Employee Costs		(1,134,295)	(909,264)	(356,645)
Materials & Contracts		(404,265)	(1,012,661)	63,284
Utilities (gas, electricity, water, etc)		(87,082)	(100,685)	(11,471)
Insurance		(109,490)	(112,410)	(57,097)
Interest Expense		-	0	0
Goods and Services Tax Paid		(95,230)	(150,000)	(16,684)
Other Expenses		(229,459)	(252,590)	(37,058)
		(2,059,821)	(2,537,610)	(415,671)
Receipts				
Rates		887,646	988,172	834,120
Operating Grants & Subsidies		1,499,038	225,116	413,929
Fees and Charges		322,255	276,594	79,162
Interest Earnings		17,122	9,800	5,333
Goods and Services Tax		82,182	150,000	0
Other		-	10,750	(10,785)
		2,808,243	1,660,432	1,321,759
Net Cash flows from Operating Activities		748,422	(877,178)	906,088
Cash flows from investing activities				
Payments				
Purchase of Land		0	0	0
Purchase of Buildings		(42,363)	(90,000)	0
Purchase of Plant and Equipment		0	(208,100)	(137,600)
Purchase of Furniture and Equipment		0	0	0
Purchase of Road Infrastructure Assets		(422,564)	(1,278,424)	(83,743)
Purchase of Footpath Assets		0	(50,000)	(930)
Purchase Drainage Assets		(33,273)	(109,727)	(458)
Purchase of Other Infrastructure Assets		(1,800)	(59,536)	(999)
Receipts				
Proceeds from Sale of Assets		0	24,000	0
Non-Operating grants used for Development of Assets		573,461	1,098,414	49,986
Net Cash Flows from Investing Activities		73,461	(673,373)	(173,743)
Cash flows from financing activities				
Repayment of Debentures		0	0	0
Revenue from Self Supporting Loans		0	0	0
Proceeds from New Debentures		0	0	0
Net cash flows from financing activities		0	0	0
Net increase/(decrease) in cash held		821,883	(1,550,551)	732,344
Cash at the Beginning of Reporting Period		1,865,194	2,687,105	2,687,077
Cash at the End of Reporting Period		2,687,077	1,136,554	3,419,422

SHIRE OF WOODANILLING
BUDGET STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 SEPTEMBER 2023

Notes

	2022-23	2023-24	2023-24
	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$
RECONCILIATION OF CASH			
Cash at Bank - unrestricted	1,604,581	120,746	2,333,296
Cash at Bank - restricted	1,082,046	1,015,808	1,085,676
Cash on Hand	450	0	450
TOTAL CASH	2,687,077	1,136,554	3,419,422
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	374,410	(359,297)	710,245
Add back Depreciation	770,650	865,691	-
(Gain)/Loss on Disposal of Assets	(1,751)	-	-
Adjustments to fair value of financial assets at fair value through profit and loss	-	-	-
Contributions for the Development of Assets	(573,461)	(1,098,414)	(49,986)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	22,451	-	(13,382)
(Increase)/Decrease in Receivables	(24,912)	-	(245,492)
(Increase)/Decrease in Other financial assets	22,100	-	-
Increase/(Decrease) in Accounts Payable	(8,966)	-	504,703
Increase/(Decrease) in Prepayments	-	-	-
Increase/(Decrease) in Employee Provisions	(14,499)	-	-
Increase/(Decrease) in other liabilities	182,400	(285,158)	-
Rounding			
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	748,422	(877,178)	906,088

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 SEPTEMBER 2023

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Total Budget	2023/2024 YTD Actuals	% of Annual Budget
Governance							
042300	CEO Vehicle Replacement	CEO	P&E	Renewal	58,500	0	0%
					58,500	0	
Law, Order & Public Safety							
LRC319	CCTV & Street Lighting	EMI	P&E	Upgrade	12,000	0	0%
					12,000	0	
Housing							
BC003	3347 Robinson Road Capital	EMI	L&B	Renewal	10,000	0	0%
					10,000	0	
Community Amenities							
105300	Woodanilling Railway Station Precinct Phase 2	EMI	L&B	Upgrade	45,000	0	0%
DWER1	Dwer Dam Project	EMI	DRAIN	Upgrade	109,727	458	0%
LRC12	Woodanilling Heritage Trail	EMI	OTHER	Upgrade	9,000	999	11%
LRC323	Playground Equipment Upgrade	EMI	OTHER	Upgrade	25,000	0	0%
LRC320	Walking Trails Phase 3	EMI	OTHER	Upgrade	25,536	0	0%
					214,263	1,457	
Recreation & Culture							
BC002	Mens Shed - Roof restoration	EMI	L&B	Upgrade	19,000	0	0%
LRC321	Lake Q Toilet Block and Signage - LRCI Phase 3	EMI	L&B	Upgrade	16,000	0	0%
					35,000	0	
Transport							
123300	Heavy Plant - Multi Tyre Roller	EMI	P&E	Renewal	137,600	137,600	100%
RRG66	Robinson Reseal - RRG	EMI	ROAD	Renewal	230,633	0	0%
RGA66	Robinson Rd West - Reconstruct, Widen, Seal	EMI	ROAD	Upgrade	295,708	2,562	1%
R2R33	Trimmer Road	EMI	ROAD	Renewal	171,040	3,920	2%
R2R69	River Road	EMI	ROAD	Renewal	75,050	0	0%
R2R32	Ball Road	EMI	ROAD	Renewal	51,535	0	0%
R2R70	Flagstaff Road	EMI	ROAD	Renewal	34,992	0	0%
R2R71	Stronach Road	EMI	ROAD	Renewal	56,827	0	0%
R2R72	Kojonolakan Road	EMI	ROAD	Renewal	33,732	0	0%
LRC312	Oxley Road	EMI	ROAD	Renewal	3,796	0	0%
LRC314	Robinson West	EMI	ROAD	Renewal	34,686	0	0%
LRC315	Onslow Road	EMI	ROAD	Renewal	20,380	0	0%
LRC316	Orchard Road	EMI	ROAD	Renewal	70,681	632	1%
LRC317	Robinson East Road	EMI	ROAD	Renewal	75,367	76,629	102%
LRC350	Leggoe Road	EMI	ROAD	Renewal	123,997	0	0%
LRC318	LRCI Footpaths	EMI	FOOT	Renewal	50,000	930	2%
					1,466,024	222,272	
Total Capital Expenditure					1,795,787	223,729	12%

SUMMARIES:			
Land & Buildings	90,000	0	0.0%
Plant & Equipment	208,100	137,600	66.1%
Furn & Equipment	0	0	0.0%
Infrastructure - Roads	1,278,424	83,743	6.6%
Infrastructure - Footpaths	50,000	930	1.9%
Infrastructure - Drainage	109,727	458	0.4%
Infrastructure - Parks & Ovals	0	0	0.0%
Infrastructure - Other	59,536	999	1.7%
	1,795,787	223,729	12.5%
At No Cost	0	0	0.0%
Asset Renewal	1,238,816	219,711	17.7%
New Asset	0	0	0.0%
Upgrading Asset	556,971	4,019	0.7%
	1,795,787	223,729	12.5%
Chief Executive Officer	58,500	0	0.0%
Executive Manager Infrastructure	1,737,287	223,729	12.9%
Deputy CEO	0	0	0.0%
	1,795,787	223,729	12.5%

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 SEPTEMBER 2023**

	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	2024 Budget Opening Balance	2024 Budget Transfer to	2024 Budget Transfer (from)	2024 Budget Closing Balance
RESERVES - CASH BACKED								
Staff Leave Reserve	45,183	152	0	45,335	45,183	25,020	0	70,203
Plant Reserve	825,154	2,780	0	827,934	825,154	60,660	(172,100)	713,714
Building Reserve	67,478	227	0	67,705	67,477	25,042	0	92,519
Office Equipment Reserve	14,159	48	0	14,207	14,159	14	0	14,173
Road Construction Reserve	21,826	74	0	21,900	21,826	22	0	21,848
Affordable Housing Reserve	103,248	348	0	103,596	103,249	102	0	103,351
	1,077,048	3,629	0	1,080,677	1,077,048	110,860	(172,100)	1,015,808

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure	Income	Expenditure
Proceeds Sale of Assets							
005270	Proceeds On Asset Disposal P&E	\$0	\$0	\$0	\$0	(\$24,000)	\$0
			\$0	\$0	\$0	\$0	\$0
	PROCEEDS FROM SALE OF ASSETS	\$0	\$0	\$0	\$0	(\$24,000)	\$0
	Written Down Value					\$0	\$0
	Written Down Value - Works Plant	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - WDV ON DISPOSAL OF ASSET	\$0	\$0	\$0	\$0	\$0	\$24,000
	Total - GAIN/LOSS ON DISPOSAL OF ASSET	\$0	\$0	\$0	\$0	(\$24,000)	\$24,000
	ABNORMAL ITEMS						
		\$0	\$0			\$0	\$0
	Sub Total - ABNORMAL ITEMS	\$0	\$0			\$0	\$0
	Total - ABNORMAL ITEMS	\$0	\$0	\$0	\$0	\$0	\$0
	Total - OPERATING STATEMENT	\$0	\$0	\$0	\$0	(\$24,000)	\$24,000

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
RATES							
OPERATING EXPENDITURE							
031010	Expenses Relating to Valuations & Title Searches	\$44	\$280	\$0	\$280	\$0	\$8,350
031020	Rates Write Offs	\$0	\$3	\$0	\$3	\$0	\$500
031000	Expenses Relating to Rates	\$6,257	\$4,903	\$0	\$4,903	\$0	\$22,350
Sub Total - GENERAL RATES OP EXP		\$6,301	\$5,186	\$0	\$5,186	\$0	\$31,200
OPERATING INCOME							
031200	General Rates Levied	(\$1,018,935)	(\$1,018,936)	(\$1,018,936)	\$0	(\$1,018,935)	\$0
031210	Ex-Gratia Rates Received	(\$2,087)	(\$2,088)	(\$2,088)	\$0	(\$2,087)	\$0
031220	Non Payment Penalty	(\$315)	(\$1,332)	(\$1,332)	\$0	(\$3,500)	\$0
031230	Rates Discount Allowed	\$53,000	\$37,336	\$37,336	\$0	\$53,000	\$0
031240	Interim Rates Levied	\$0	\$0	\$0	\$0	(\$1,000)	\$0
031250	Instalment Interest Received	(\$276)	(\$372)	(\$372)	\$0	(\$300)	\$0
031260	Rates Administration Fee Received	(\$271)	(\$340)	(\$340)	\$0	(\$295)	\$0
031270	Pens Deferred Rates Interest Grant	\$0	\$0	\$0	\$0	(\$200)	\$0
031280	Other Income Relating to Rates	(\$217)	(\$300)	(\$300)	\$0	(\$700)	\$0
Sub Total - GENERAL RATES OP INC		(\$969,101)	(\$986,031)	(\$986,031)	\$0	(\$974,017)	\$0
Total - GENERAL RATES		(\$962,800)	(\$980,845)	(\$986,031)	\$5,186	(\$974,017)	\$31,200

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
OTHER GENERAL PURPOSE FUNDING							
OPERATING EXPENDITURE							
032000	General Purpose Funding - Admin Allocations	\$5,115	\$4,184	\$0	\$4,184	\$0	\$20,454
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP		\$5,115	\$4,184	\$0	\$4,184	\$0	\$20,454
OPERATING INCOME							
032010	Grants Commission General	\$0	(\$6,371)	(\$6,371)	\$0	\$0	\$0
032020	Grants Commission Grant - Roads	\$0	(\$4,855)	(\$4,855)	\$0	\$0	\$0
032040	Interest on Investments	(\$986)	(\$3,629)	(\$3,629)	\$0	(\$5,800)	\$0
032060	LRCIP Grant funding	\$0	\$0	\$0	\$0	(\$479,124)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC		(\$986)	(\$14,855)	(\$14,855)	\$0	(\$484,924)	\$0
Total - OTHER GENERAL PURPOSE FUNDING		\$4,129	(\$10,671)	(\$14,855)	\$4,184	(\$484,924)	\$20,454
Total - GENERAL PURPOSE FUNDING		(\$958,671)	(\$991,515)	(\$1,000,886)	\$9,371	(\$1,458,941)	\$51,654

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 SEPTEMBER 2023		30 SEPTEMBER 2023		2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
MEMBERS OF COUNCIL							
OPERATING EXPENDITURE							
041010	Members of Council - Conference Expenses	\$540	\$7,159	\$0	\$7,159	\$0	\$9,000
041020	Members of Council - Elections					\$0	\$13,000
041030	Members of Council - President & Deputy Allowances	\$0	\$0	\$0	\$0	\$0	\$7,827
041040	Members of Council - Insurance	\$2,235	\$681	\$0	\$681	\$0	\$4,470
041050	Members of Council - Subscriptions & Publications	\$8,520	\$8,155	\$0	\$8,155	\$0	\$9,120
041070	Members of Council - Councillor Allowances	\$0	\$0	\$0	\$0	\$0	\$28,710
041080	Members of Council - Refreshments & Receptions	\$900	\$2,757	\$0	\$2,757	\$0	\$9,000
041090	Members of Council - Councillor Training	\$0	\$0	\$0	\$0	\$0	\$10,000
041100	Members of Council - Chamber Maintenance	\$238	\$310	\$0	\$310	\$0	\$5,831
041110	Members of Council - Expenses Related to members	\$46,404	\$37,922	\$0	\$37,922	\$0	\$185,441
041130	Members of Council - Integrated Planning & Other	\$0	\$145	\$0	\$145	\$0	\$2,000
041140	Members of Council - Expenses Relating to 4WDL VROC	\$0	\$268	\$0	\$268	\$0	\$15,882
041150	Members of Council - Donations Expenses	\$0	\$0	\$0	\$0	\$0	\$11,000
041400	Members of Council - Travelling	\$0	\$0	\$0	\$0	\$0	\$2,000
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$58,837	\$57,398	\$0	\$57,398	\$0	\$313,281
041230	Income Relating to 4WDL VROC	\$0	\$0	\$0	\$0	(\$3,800)	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	\$0	\$0	\$0	(\$3,800)	\$0
Total - MEMBERS OF COUNCIL		\$58,837	\$57,398	\$0	\$57,398	(\$3,800)	\$313,281

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 SEPTEMBER 2023		30 SEPTEMBER 2023		2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
GOVERNANCE							
OPERATING EXPENDITURE							
042000	Expenses Relating to Administration	\$146,037	\$190,095	\$0	\$190,095	\$0	\$587,146
042010	Governance - Admin Office Maintenance	\$2,300	\$2,334	\$0	\$2,334	\$0	\$14,040
042016	Governance - Insurance	\$34,544	\$18,793	\$0	\$18,793	\$0	\$34,544
042020	Governance - Admin Office Garden Maintenance	\$381	\$111	\$0	\$111	\$0	\$1,630
042030	Governance - Office Equipment Maintenance	\$2,200	\$1,478	\$0	\$1,478	\$0	\$8,800
042040	Governance - Consulting & Relief Staff	\$60,609	\$12,782	\$0	\$12,782	\$0	\$106,342
042050	Governance - Advertising	\$1,140	\$0	\$0	\$0	\$0	\$1,500
042060	Governance - Postage & Freight	\$444	\$130	\$0	\$130	\$0	\$1,305
042070	Governance - Computer Equipment Maintenance	\$33,720	\$33,521	\$0	\$33,521	\$0	\$75,599
042080	Governance - Bank Charges	\$756	\$1,327	\$0	\$1,327	\$0	\$2,800
042090	Governance - Telephone Expenses	\$2,295	\$1,254	\$0	\$1,254	\$0	\$8,500
042110	Governance - Legal Expenses	\$501	\$0	\$0	\$0	\$0	\$2,000
042115	Governance - Valuation Expenses Other than Rates	\$0	\$0	\$0	\$0	\$0	\$42,000
042120	Governance - Administration Staff Training	\$0	\$2,134	\$0	\$2,134	\$0	\$8,275
042121	Governance - Audit Fees	\$0	\$0	\$0	\$0	\$0	\$45,000
042130	Governance - Printing & Stationery	\$900	\$1,022	\$0	\$1,022	\$0	\$5,000
042140	Governance - FBT	\$17,700	\$30,927	\$0	\$30,927	\$0	\$100,000
042160	Governance - Staff Uniforms	\$15	\$81	\$0	\$81	\$0	\$1,500
042165	Governance - Admin Subscriptions	\$14,196	\$14,667	\$0	\$14,667	\$0	\$14,331
042170	Governance - Grants & Workshop Expenses	\$0	\$0	\$0	\$0	\$0	\$3,300
042180	Governance - Admin Costs Recovered	(\$317,738)	(\$217,936)	\$0	(\$217,936)	\$0	(\$1,063,612)
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$0	\$92,719	\$0	\$92,719	\$0	\$0
OPERATING INCOME							
042200	Governance - Reimbursements Administration	\$0	(\$400)	(\$400)	\$0	\$0	\$0
042210	Contributions & Donations	\$0	\$0	\$0	\$0	\$0	\$0
042220	Governance - Photocopies & Misc Cash Sales	(\$24)	(\$67)	(\$67)	\$0	(\$100)	\$0
042703	Governance - Unders & Overs	\$12	\$0	\$0	\$0	\$50	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		(\$12)	(\$467)	(\$467)	\$0	(\$50)	\$0
Total - GOVERNANCE - GENERAL		(\$12)	\$92,252	(\$467)	\$92,719	(\$50)	\$0
Total - GOVERNANCE		\$58,825	\$149,650	(\$467)	\$150,117	(\$3,850)	\$313,281

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 SEPTEMBER 2023		30 SEPTEMBER 2023		2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
LAW, ORDER AND PUBLIC SAFETY							
FIRE PREVENTION							
OPERATING EXPENDITURE							
051000	Fire Prevention - Expenses Relating to Fire Prevention	\$10,110	\$969	\$0	\$969	\$0	\$43,052
051030	Fire Prevention - Expenses in relation to MAF	\$33,984	\$27,995	\$0	\$27,995	\$0	\$61,144
051040	Fire Prevention - Other Fire Fighting Expenses	\$175	\$135	\$0	\$135	\$0	\$700
051050	Fire Prevention - Expenses Related to ESL	\$18,134	\$15,346	\$0	\$15,346	\$0	\$29,900
Sub Total - FIRE PREVENTION OP/EXP		\$62,403	\$44,445	\$0	\$44,445	\$0	\$134,796
OPERATING INCOME							
051200	Fire Prevention - Income Relating to MAF Projects	(\$28,294)	(\$27,995)	(\$27,995)	\$0	(\$61,144)	\$0
051210	Fire Prevention - LGGS - Bushfire Grant Income	\$0	(\$1,986)	(\$1,986)	\$0	(\$34,580)	\$0
051230	Fire Prevention - Fire Prevention Grants - CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - FIRE PREVENTION OP/INC		(\$28,294)	(\$29,981)	(\$29,981)	\$0	(\$95,724)	\$0
Total - FIRE PREVENTION		\$34,109	\$14,465	(\$29,981)	\$44,445	(\$95,724)	\$134,796
ANIMAL CONTROL							
OPERATING EXPENDITURE							
052000	Animal Control - Expenses Relating to Animal Control	\$2,361	\$872	\$0	\$872	\$0	\$9,499
Sub Total - ANIMAL CONTROL OP/EXP		\$2,361	\$872	\$0	\$872	\$0	\$9,499
OPERATING INCOME							
052200	Animal Control - Fines & Penalties	\$0	\$0	\$0	\$0	\$0	\$0
052210	Animal Control - Dog Registrations	(\$300)	(\$325)	(\$325)	\$0	(\$1,000)	\$0
052220	Animal Control - Dog/Cat Infringement Income	\$0	\$0	(\$400)	\$0	(\$150)	\$0
Sub Total - ANIMAL CONTROL OP/INC		(\$300)	(\$725)	(\$725)	\$0	(\$1,150)	\$0
Total - ANIMAL CONTROL		\$2,061	\$147	(\$725)	\$872	(\$1,150)	\$9,499

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme					
		OTHER LAW ORDER & PUBLIC SAFETY					
		OPERATING EXPENDITURE					
053000	Other Law - Expenses Relating to Other Law, Order & Public Safety	\$10,176	\$7,344	\$0	\$7,344	\$0	\$40,718
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	\$10,176	\$7,344	\$0	\$7,344	\$0	\$40,718
		OPERATING INCOME					
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC	\$0	\$0	\$0	\$0	\$0	\$0
	Total - OTHER LAW ORDER PUBLIC SAFETY	\$10,176	\$7,344	\$0	\$7,344	\$0	\$40,718
	Total - LAW ORDER & PUBLIC SAFETY	\$46,346	\$21,956	(\$30,706)	\$52,662	(\$96,874)	\$185,013

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 SEPTEMBER 2023		30 SEPTEMBER 2023		2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
HEALTH ADMINISTRATION & INSPECTION							
OPERATING EXPENDITURE							
074000	PREV SRVCS - Expenses Relating to Preventative Services	\$8,049	\$992	\$0	\$992	\$0	\$32,209
074020	PREV SRVCS - Analytical Expenses	\$0	\$360	\$0	\$360	\$0	\$378
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP		\$8,049	\$1,352	\$0	\$1,352	\$0	\$32,587
OPERATING INCOME							
074210	Health - Septic Tank Fees	\$0	\$0	\$0	\$0	(\$400)	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC		\$0	\$0	\$0	\$0	(\$400)	\$0
Total - HEALTH ADMIN & INSPECTION		\$8,049	\$1,352	\$0	\$1,352	(\$400)	\$32,587
PREVENTIVE SERVICES- PEST CONTROL							
OPERATING EXPENDITURE							
077000	Pest - Expenses Relating to Other Health	\$10,077	\$8,260	\$0	\$8,260	\$0	\$40,324
077010	Pest - Mosquito Control	\$0	\$0	\$0	\$0	\$0	\$4,650
Sub Total - PEST CONTROL OP/EXP		\$10,077	\$8,260	\$0	\$8,260	\$0	\$44,974
OPERATING INCOME							
077200	Pest - Income Relating to Other Health	\$0	\$0	\$0	\$0	(\$200)	\$0
Sub Total - PEST CONTROL OP/INC		\$0	\$0	\$0	\$0	(\$200)	\$0
Total - PEST CONTROL		\$10,077	\$8,260	\$0	\$8,260	(\$200)	\$44,974

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
	OTHER HEALTH						
	OPERATING EXPENDITURE						
076000	Other Health - Expenses Relating to Other Health	\$642	\$523	\$0	\$523	\$0	\$2,575
	Sub Total - OTHER HEALTH OP/EXP	\$642	\$523	\$0	\$523	\$0	\$2,575
	OPERATING INCOME						
		\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - OTHER HEALTH OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
	Total - OTHER HEALTH	\$642	\$523	\$0	\$523	\$0	\$2,575
	Total - HEALTH	\$18,768	\$10,135	\$0	\$10,135	(\$600)	\$80,136

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24		
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure	
G/L	JOB							
AGED & DISABLED - OTHER								
OPERATING EXPENDITURE								
082000		Aged & Disabled - Allocation of Admin Overheads	\$225	\$196	\$0	\$196	\$0	\$905
084000		Aged & Disabled - Expenses Relating to the Aged	\$6,063	\$0	\$0	\$0	\$0	\$24,265
084010		Aged & Disabled - Expenses relating to Well Aged Housing	\$8,707	\$5,782	\$0	\$5,782		
084010	SGC	Salmon Gums - Common Areas					\$0	\$6,095
084010	SG1	UNIT 1 Salmon Gums					\$0	\$5,235
084010	SG2	UNIT 2 Salmon Gums					\$0	\$4,970
084010	SG3	UNIT 3 Salmon Gums					\$0	\$5,030
084010	SG4	UNIT 4 Salmon Gums					\$0	\$4,870
084010	WVC	WATTLEVILLE COMMON LAND					\$0	\$4,825
084010	WV1	UNIT 1 WATTLEVILLE					\$0	\$4,830
084010	WV2	UNIT 2 WATTLEVIEW					\$0	\$5,330
084010	WV3	UNIT 3 WATTLEVILLE					\$0	\$6,186
		Sub Total - OTHER WELFARE OP/EXP	\$14,995	\$5,978	\$0	\$5,978	\$0	\$72,541
OPERATING INCOME								
084200		Aged & Disabled - Income Relating to Well Aged Housing	(\$22,866)	(\$48,147)	(\$48,147)	\$0	(\$65,465)	\$0
084210		Aged & Disabled - Seniors Week Grants	\$0	\$0	\$0	\$0	\$0	\$0
		Sub Total - OTHER WELFARE OP/INC	(\$22,866)	(\$48,147)	(\$48,147)	\$0	(\$65,465)	\$0
		Total - OTHER WELFARE	(\$7,871)	(\$42,169)	(\$48,147)	\$5,978	(\$65,465)	\$72,541
		Total - EDUCATION & WELFARE	(\$7,871)	(\$42,169)	(\$48,147)	\$5,978	(\$65,465)	\$72,541

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 SEPTEMBER 2023		30 SEPTEMBER 2023		2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
STAFF HOUSING							
OPERATING EXPENDITURE							
091000	Staff Housing - Maintenance 3340 Robinson Road	\$3,387	\$1,044	\$0	\$1,044	\$0	\$15,406
091005	Staff Housing - Administration Allocations	\$5,112	\$4,184	\$0	\$4,184	\$0	\$20,454
091110	Staff Housing - Maintenance 3347 Robinson Road	\$1,816	\$435	\$0	\$435	\$0	\$8,986
091220	Staff Housing - Maintenance 3327 Robinson Road	\$3,116	\$831	\$0	\$831	\$0	\$19,661
091330	Staff Housing - Maintenance 13 Cardigan Street (Other not Staff))	\$853	\$1,463	\$0	\$1,463	\$0	\$9,299
						\$0	\$0
Sub Total - STAFF HOUSING OP/EXP		\$14,284	\$7,958	\$0	\$7,958	\$0	\$73,806
OPERATING INCOME							
091200	Staff Housing - Income 3340 Robinson Road	\$0	\$0	\$0	\$0	\$0	\$0
091210	Staff Housing - Income 3347 Robinson Road	(\$909)	(\$910)	(\$910)	\$0	(\$3,640)	\$0
091230	Staff Housing - Income 13 Cardigan Street	(\$2,409)	(\$2,000)	(\$2,000)	\$0	(\$9,640)	\$0
091500	Staff Housing - Staff Housing Reimbursements - Utilities	(\$225)	(\$53)	(\$53)	\$0	(\$900)	\$0
Sub Total - STAFF HOUSING OP/INC		(\$3,543)	(\$2,963)	(\$2,963)	\$0	(\$14,180)	\$0
Total - STAFF HOUSING		\$10,741	\$4,994	(\$2,963)	\$7,958	(\$14,180)	\$73,806
Total - HOUSING		\$10,741	\$4,994	(\$2,963)	\$7,958	(\$14,180)	\$73,806

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 SEPTEMBER 2023		30 SEPTEMBER 2023		2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
SANITATION - HOUSEHOLD REFUSE							
OPERATING EXPENDITURE							
100000	Sanitation Household - Expenses Relating to Refuse Collection	\$10,356	\$7,547	\$0	\$7,547	\$0	\$41,486
100010	Sanitation Household - Expenses Relating to Recycling	\$6,027	\$5,269	\$0	\$5,269	\$0	\$24,115
100020	Sanitation Household - Tip Maintenance Costs	\$14,931	\$8,274	\$0	\$8,274	\$0	\$83,250
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$31,314	\$21,090	\$0	\$21,090	\$0	\$148,851
OPERATING INCOME							
100200	Sanitation Household - Income Relating to Tip - Refuse & Recycling	(\$56,430)	(\$50,712)	(\$50,712)	\$0	(\$56,430)	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$56,430)	(\$50,712)	(\$50,712)	\$0	(\$56,430)	\$0
Total - SANITATION HOUSEHOLD REFUSE		(\$25,116)	(\$29,622)	(\$50,712)	\$21,090	(\$56,430)	\$148,851
SANITATION OTHER							
OPERATING EXPENDITURE							
101000	Sanitation Other - Expenses Relating to Commercial Refuse Collection	\$1,278	\$1,046	\$0	\$1,046	\$0	\$5,116
Sub Total - SANITATION OTHER OP/EXP		\$1,278	\$1,046	\$0	\$1,046	\$0	\$5,116
OPERATING INCOME							
Sub Total - SANITATION OTHER OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - SANITATION OTHER		\$1,278	\$1,046	\$0	\$1,046	\$0	\$5,116

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PROTECTION OF THE ENVIRONMENT							
OPERATING EXPENDITURE							
106000	Protect Env - Expenses Relating to Protection of the Environment	\$657	\$545	\$0	\$545	\$0	\$2,629
106010	Protect Env - Expenses Relating to WWLZ	\$1,807	\$1,625	\$0	\$1,625	\$0	\$7,489
106020	Protect Env - Council Contribution to WWLZ	\$0	\$0	\$0	\$0	\$0	\$15,750
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$2,464	\$2,170	\$0	\$2,170	\$0	\$25,868
OPERATING INCOME							
106220	Protect Env - Reimbursements WWLZ	(\$1,872)	(\$1,240)	(\$1,240)	\$0	(\$7,489)	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		(\$1,872)	(\$1,240)	(\$1,240)	\$0	(\$7,489)	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$592	\$930	(\$1,240)	\$2,170	(\$7,489)	\$25,868
TOWN PLANNING & REGIONAL DEVELOPMENT							
OPERATING EXPENDITURE							
104000	Town Planning - Allocation of Admin Overheads	\$9,030	\$1,264	\$0	\$1,264	\$0	\$36,138
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$9,030	\$1,264	\$0	\$1,264	\$0	\$36,138
OPERATING INCOME							
104200	Town Planning - Town Planning Application Fee	(\$250)	\$0	\$0	\$0	(\$1,000)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$250)	\$0	\$0	\$0	(\$1,000)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$8,780	\$1,264	\$0	\$1,264	(\$1,000)	\$36,138

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 SEPTEMBER 2023		30 SEPTEMBER 2023		2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER COMMUNITY AMENITIES							
OPERATING EXPENDITURE							
105000	Other Community Amenities - Expenses Relating to Other	\$15,417	\$10,178	\$0	\$10,178	\$0	\$61,691
105020	Other Community Amenities - Maintenance - Cemetery	\$1,426	\$1,177	\$0	\$1,177	\$0	\$6,218
105030	Other Community Amenities - Maintenance - Grave Digging	\$1,143	\$0	\$0	\$0	\$0	\$4,570
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP		\$17,986	\$11,354	\$0	\$11,354	\$0	\$72,479
OPERATING INCOME							
105200	Other Community Amenities - Income Relating to Cemetery	(\$250)	\$0	\$0	\$0	(\$1,000)	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC		(\$250)	\$0	\$0	\$0	(\$1,000)	\$0
Total - OTHER COMMUNITY AMENITIES		\$17,736	\$11,354	\$0	\$11,354	(\$1,000)	\$72,479
STORMWATER DRAINAGE							
OPERATING EXPENDITURE							
102000	Stormwater Drainage - Expenses Relating to Urban Stormwater Drainage	\$201	\$174	\$0	\$174	\$0	\$1,054
Sub Total - URBAN STORMWATER DRAINAGE OP/EXP		\$201	\$174	\$0	\$174	\$0	\$1,054
OPERATING INCOME							
102200	Stormwater Drainage - Income Relating to Urban Stormwater Drainage	\$0	(\$49,986)	(\$49,986)	\$0	(\$90,000)	\$0
Sub Total - URBAN STORMWATER DRAINAGE OP/INC		\$0	(\$49,986)	(\$49,986)	\$0	(\$90,000)	\$0
Total - URBAN STORMWATER DRAINAGE		\$201	(\$49,812)	(\$49,986)	\$174	(\$90,000)	\$1,054
Total - COMMUNITY AMENITIES		\$3,471	(\$64,840)	(\$101,938)	\$37,098	(\$155,919)	\$289,506

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 SEPTEMBER 2023		30 SEPTEMBER 2023		2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
PUBLIC HALL & CIVIC CENTRES							
OPERATING EXPENDITURE							
110000	Expenses Relating to Town Halls & Civic Centres	\$16,209	\$8,567	\$0	\$8,567	\$0	\$59,974
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$16,209	\$8,567	\$0	\$8,567	\$0	\$59,974
OPERATING INCOME							
110200	Public Halls - Income Relating to Town Hall & Other Civic Centres	(\$952)	\$0	\$0	\$0	(\$1,400)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$952)	\$0	\$0	\$0	(\$1,400)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$15,257	\$8,567	\$0	\$8,567	(\$1,400)	\$59,974
OTHER RECREATION & SPORT							
OPERATING EXPENDITURE							
113000	Other Recreation - Expenses Relating to Other Recreation & Sport	\$34,358	\$15,344	\$0	\$15,344	\$0	\$123,496
113010	Other Recreation - Maintenance - Parks & Reserves	\$4,310	\$3,228	\$0	\$3,228	\$0	\$18,666
113020	Other Recreation - Maintenance - Oval & Buildings	\$17,333	\$6,183	\$0	\$6,183	\$0	\$106,170
113030	Other Recreation - Maintenance - Golf Club	\$1,449	\$771	\$0	\$771	\$0	\$6,300
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$57,450	\$25,525	\$0	\$25,525	\$0	\$254,632
OPERATING INCOME							
113200	Other Recreation - Income Relating to Other Recreation & Sport	(\$1,155)	(\$651)	(\$651)	\$0	(\$1,500)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$1,155)	(\$651)	(\$651)	\$0	(\$1,500)	\$0
Total - OTHER RECREATION & SPORT		\$56,295	\$24,874	(\$651)	\$25,525	(\$1,500)	\$254,632

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
SWIMMING AREAS & BEACHES							
OPERATING EXPENDITURE							
111000	Swim Areas - Expenses Relating to Queerearrup Lake	\$2,202	\$1,905	\$0	\$1,905	\$0	\$8,390
Sub Total - SWIMMING AREAS OP/EXP		\$2,202	\$1,905	\$0	\$1,905	\$0	\$8,390
OPERATING INCOME							
Sub Total - SWIMMING AREAS OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - SWIMMING AREAS & BEACHES		\$2,202	\$1,905	\$0	\$1,905	\$0	\$8,390
LIBRARIES							
OPERATING EXPENDITURE							
114000	Library - Administration Allocations	\$819	\$801	\$0	\$801	\$0	\$4,280
Sub Total - LIBRARIES OP/EXP		\$819	\$801	\$0	\$801	\$0	\$4,280
OPERATING INCOME							
Sub Total - LIBRARIES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - LIBRARIES		\$819	\$801	\$0	\$801	\$0	\$4,280

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
OTHER CULTURE							
OPERATING EXPENDITURE							
115000	Other Culture - Expenses Relating to Other Culture	\$1,282	\$871	\$0	\$871	\$0	\$7,041
115100	Other Culture - Expenses Relating to War Memorial	\$351	\$0	\$0	\$0	\$0	\$1,400
Sub Total - OTHER CULTURE OP/EXP		\$1,633	\$871	\$0	\$871	\$0	\$8,441
OPERATING INCOME							
115220	Other Culture - Sale of History Books & DVD's	(\$60)	(\$48)	(\$48)	\$0	(\$100)	\$0
Sub Total - OTHER CULTURE OP/INC		(\$60)	(\$48)	(\$48)	\$0	(\$100)	\$0
Total - OTHER CULTURE		\$1,573	\$823	(\$48)	\$871	(\$100)	\$8,441
Total - RECREATION AND CULTURE		\$76,146	\$36,970	(\$700)	\$37,669	(\$3,000)	\$335,717

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION							
OPERATING INCOME							
122240	Transport - Regional Road Group Grants	(\$130,638)	\$0	\$0	\$0	(\$326,596)	\$0
122270	Transport - Roads to Recovery Grant	\$0	\$0	\$0	\$0	(\$487,852)	\$0
122220	Transport - Grant - LCRI	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC		(\$130,638)	\$0	\$0	\$0	(\$814,448)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST		(\$130,638)	\$0	\$0	\$0	(\$814,448)	\$0
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE							
OPERATING EXPENDITURE							
122000	Transport - Expenses Relating to Streets, Roads, Bridges & Depot Maintenance	\$274,158	\$108,384	\$0	\$108,384	\$0	\$1,083,892
122010	Transport - Street Lighting	\$2,073	\$1,821	\$0	\$1,821	\$0	\$8,300
122020	Transport - Maintenance - Direct Grants	\$18,690	\$10,757	\$0	\$10,757	\$0	\$74,798
122030	Transport - Maintenance - Muni Fund Roads	\$68,781	\$142,352	\$0	\$142,352	\$0	\$317,266
122040	Transport - Expenses relating to the Shire Depot	\$12,865	\$6,434	\$0	\$6,434	\$0	\$53,085
122050	Transport - Maintenance - Footpaths	\$0	\$0	\$0	\$0	\$0	\$18,000
122060	Transport - Maintenance - Traffic Signs	\$501	\$0	\$0	\$0	\$0	\$20,000
122070	Transport - Maintenance - Bridges	\$0	\$0	\$0	\$0	\$0	\$5,000
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$377,068	\$269,747	\$0	\$269,747	\$0	\$1,580,341
OPERATING INCOME							
122230	Transport - Grant - RRG Direct	(\$93,877)	(\$96,130)	(\$96,130)	\$0	(\$93,877)	\$0
122299	Transport - Profit on disposal of assets	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$93,877)	(\$96,130)	(\$96,130)	\$0	(\$93,877)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$283,191	\$173,617	(\$96,130)	\$269,747	(\$93,877)	\$1,580,341

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
TRANSPORT LICENSING							
OPERATING EXPENDITURE							
125000	Transport - Expenses Relating to Transport Licensing	\$2,184	\$1,591	\$0	\$1,591	\$0	\$8,745
125010	Transport - Licensing Payments	\$36,237	\$28,349	\$0	\$28,349	\$0	\$145,000
Sub Total - TRANSPORT LICENSING OP/EXP		\$38,421	\$29,940	\$0	\$29,940	\$0	\$153,745
OPERATING INCOME							
125200	Transport - Income Relating to Transport Licensing	(\$1,749)	(\$2,086)	(\$2,086)	\$0	(\$7,000)	\$0
125210	Transport - Licensing Receipts	(\$36,237)	(\$23,766)	(\$23,766)	\$0	(\$145,000)	\$0
Sub Total - TRANSPORT LICENSING OP/INC		(\$37,986)	(\$25,853)	(\$25,853)	\$0	(\$152,000)	\$0
Total - TRANSPORT LICENSING		\$435	\$4,087	(\$25,853)	\$29,940	(\$152,000)	\$153,745
Total - TRANSPORT		\$152,988	\$177,704	(\$121,983)	\$299,687	(\$1,060,325)	\$1,734,086

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
RURAL SERVICES							
OPERATING EXPENDITURE							
131000	Rural Svcs - Administration Allocations	\$840	\$697	\$0	\$697	\$0	\$3,357
Sub Total - RURAL SERVICES OP/EXP		\$840	\$697	\$0	\$697	\$0	\$3,357
OPERATING INCOME							
Sub Total - RURAL SERVICES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - RURAL SERVICES		\$840	\$697	\$0	\$697	\$0	\$3,357
TOURISM AND AREA PROMOTION							
OPERATING EXPENDITURE							
132000	Tourism - Expenses Relating to Tourism & Area Promotion	\$9,831	\$2,009	\$0	\$2,009	\$0	\$16,827
132020	Tourism - Expenses relating to Woody Wongi	\$126	\$114	\$0	\$114	\$0	\$500
Sub Total - TOURISM & AREA PROMOTION OP/EXP		\$9,957	\$2,123	\$0	\$2,123	\$0	\$17,327
OPERATING INCOME							
132220	Tourism - Income relating to Woody Wongi	(\$450)	(\$79)	(\$79)	\$0	(\$500)	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC		(\$450)	(\$79)	(\$79)	\$0	(\$500)	\$0
Total - TOURISM & AREA PROMOTION		\$9,507	\$2,044	(\$79)	\$2,123	(\$500)	\$17,327

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 SEPTEMBER 2023		30 SEPTEMBER 2023		2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
BUILDING CONTROL							
OPERATING EXPENDITURE							
133000	Building - Expenses Relating to Building Control	\$9,051	\$5,695	\$0	\$5,695	\$0	\$36,217
Sub Total - BUILDING CONTROL OP/EXP		\$9,051	\$5,695	\$0	\$5,695	\$0	\$36,217
BUILDING CONTROL OP/INC							
133200	Building - Income Relating to Building Control	\$0	\$0	\$0	\$0	\$0	\$0
133210	Building - Building Permit Application Fee	(\$150)	(\$110)	(\$110)	\$0	(\$1,000)	\$0
133220	Building - Building Services Levy	\$0	\$0	\$0	\$0	\$0	\$0
133221	Building - Building Services Levy Commission	(\$12)	\$0	\$0	\$0	(\$50)	\$0
133230	Building - Building Construction Industry Training Fund (BCITF)	\$0	\$0	\$0	\$0	\$0	\$0
133231	Building - BCITF Commission	(\$12)	\$0	\$0	\$0	(\$50)	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$174)	(\$110)	(\$110)	\$0	(\$1,100)	\$0
Total - BUILDING CONTROL		\$8,877	\$5,585	(\$110)	\$5,695	(\$1,100)	\$36,217
OTHER ECONOMIC SERVICES							
OPERATING EXPENDITURE							
135000	Other Economic - Expenses Relating to Economic Services	\$2,073	\$1,700	\$0	\$1,700	\$0	\$8,295
135010	Other Economic - Expenses Relating to Standpipes	\$10,044	\$2,759	\$0	\$2,759	\$0	\$45,200
Sub Total - OTHER ECONOMIC SERVICES OP/EXP		\$12,117	\$4,459	\$0	\$4,459	\$0	\$53,495
OPERATING INCOME							
135015	Other Economic - Income Relating to Pool Inspections	(\$550)	(\$585)	(\$585)	\$0	(\$550)	\$0
135210	Other Economic - Income Relating to Standpipes	\$0	(\$1,614)	(\$1,614)	\$0	(\$10,000)	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC		(\$550)	(\$2,199)	(\$2,199)	\$0	(\$10,550)	\$0
Total - OTHER ECONOMIC SERVICES		\$11,567	\$2,260	(\$2,199)	\$4,459	(\$10,550)	\$53,495
Total - ECONOMIC SERVICES		\$30,791	\$10,587	(\$2,388)	\$12,974	(\$12,150)	\$110,396

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
PRIVATE WORKS							
OPERATING EXPENDITURE							
141000	Private Works - Expenses	\$2,991	\$0	\$0	\$0	\$0	\$7,165
Sub Total - PRIVATE WORKS OP/EXP		\$2,991	\$0	\$0	\$0	\$0	\$7,165
OPERATING INCOME							
141010	Private Works - Fees & Charges	(\$3,876)	\$0	\$0	\$0	(\$5,700)	\$0
Sub Total - PRIVATE WORKS OP/INC		(\$3,876)	\$0	\$0	\$0	(\$5,700)	\$0
Total - PRIVATE WORKS		(\$885)	\$0	\$0	\$0	(\$5,700)	\$7,165
PUBLIC WORKS OVERHEADS							
OPERATING EXPENDITURE							
143000	Public Works - Expenses Relating to Public Works Overheads	\$9,375	\$7,729	\$0	\$7,729	\$0	\$37,517
143005	Public Works - Supervisor Salaries	\$31,038	\$28,636	\$0	\$28,636	\$0	\$124,200
143011	Public Works - Superannuation	\$16,911	\$17,590	\$0	\$17,590	\$0	\$67,675
143020	Public Works - Public Holidays, Annual & Long Service Leave	\$9,720	\$18,455	\$0	\$18,455	\$0	\$108,000
143030	Public Works - Protective Clothing	\$3,900	\$0	\$0	\$0	\$0	\$15,000
143060	Public Works - Allowances	\$8,550	\$0	\$0	\$0	\$0	\$34,207
143070	Public Works - Works Crew Staff Training	\$11,608	\$885	\$0	\$885	\$0	\$29,020
143080	Public Works - Workers Compensation Insurance	\$23,415	\$12,634	\$0	\$12,634	\$0	\$23,415
143090	Public Works - Expenses Relating to Occ Safety & Health	\$4,000	\$212	\$0	\$212	\$0	\$10,000
143050	Less: Allocation of Public Works Overheads	(\$112,215)	(\$80,003)	\$0	(\$80,003)	\$0	(\$449,034)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		\$6,302	\$6,139	\$0	\$6,139	\$0	\$0
OPERATING INCOME							
143230	Public Works - Income	\$0	(\$7,768)	(\$7,768)	\$0	\$0	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC		\$0	(\$8,257)	(\$8,257)	\$0	\$0	\$0
Total - PUBLIC WORKS OVERHEADS		\$6,302	(\$2,118)	(\$8,257)	\$6,139	\$0	\$0

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 SEPTEMBER 2023		30 SEPTEMBER 2023		2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
PLANT OPERATIONS COSTS							
OPERATING EXPENDITURE							
144000	Plant Operation - Insurances	\$12,499	\$7,033	\$0	\$7,033	\$0	\$12,499
144010	Plant Operation - Fuels & Oils	\$49,500	\$20,387	\$0	\$20,387	\$0	\$150,000
144020	Plant Operation - Tyres & Tubes	\$7,500	\$2,624	\$0	\$2,624	\$0	\$30,000
144030	Plant Operation - Parts & Repairs	\$33,000	\$9,860	\$0	\$9,860	\$0	\$100,000
144040	Plant Operation - Blades & Tynes	\$8,000	\$0	\$0	\$0	\$0	\$8,000
144050	Minor Equipment Purchases			\$0	\$0	\$0	\$7,500
144060	Plant Operation - Repairs - Wages	\$2,499	\$691	\$0	\$691	\$0	\$10,000
144070	Plant Operation - Licences	\$8,000	\$6,420	\$0	\$6,420	\$0	\$8,000
144080	Plant Operation - Depreciation	\$41,616	\$0	\$0	\$0	\$0	\$166,530
144100	Plant Operation - Less Depreciation Allocated	(\$41,616)	(\$27,341)	\$0	(\$27,341)	\$0	(\$166,530)
144090	Plant Operation - Less Allocated to Works/SRVCS	(\$81,468)	(\$43,740)	\$0	(\$43,740)	\$0	(\$325,999)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$39,530	(\$24,066)	\$0	(\$24,066)	\$0	\$0
OPERATING INCOME							
144005	Plant Operation - Diesel Fuel Rebate	(\$4,248)	(\$2,976)	(\$2,976)	\$0	(\$17,000)	\$0
144006	Insurance Refunds on Motor Vehicle Claims	\$0	(\$1,073)	(\$1,073)	\$0		
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$4,248)	(\$4,049)	(\$4,049)	\$0	(\$17,000)	\$0
Total - PLANT OPERATIONS COSTS		\$35,282	(\$28,115)	(\$4,049)	(\$24,066)	(\$17,000)	\$0

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
MATERIALS AND STOCK							
OPERATING EXPENDITURE							
	Stock Allocated to Works and Plant	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - MATERIALS AND STOCK OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME							
145210	Sale of Stock or Scrap	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - MATERIALS AND STOCK OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - MATERIALS AND STOCK		\$0	\$0	\$0	\$0	\$0	\$0
SALARIES AND WAGES							
OPERATING EXPENDITURE							
147000	Gross Salaries & Wages	\$304,926	\$319,429	\$0	\$319,429	\$0	\$1,220,192
147010	Less Salaries & Wages Allocated	(\$304,926)	(\$312,913)	\$0	(\$312,913)	\$0	(\$1,220,192)
	Sub Total - SALARIES AND WAGES OP/EXP	\$0	\$6,517	\$0	\$6,517	\$0	\$0
OPERATING INCOME							
	Sub Total - SALARIES AND WAGES OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - SALARIES AND WAGES		\$0	\$6,517	\$0	\$6,517	\$0	\$0
Total - OTHER PROPERTY AND SERVICES		\$40,699	(\$23,717)	(\$12,306)	(\$11,410)	(\$22,700)	\$7,165

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
TRANSFERS TO/FROM RESERVES							
EXPENDITURE							
	Transfer to Affordable Housing Reserve	\$0	\$348	\$0	\$348	\$0	\$102
	Transfer to Plant Replacement Reserve	\$0	\$2,780	\$0	\$2,780	\$0	\$60,660
	Transfer to Building Reserve	\$0	\$227	\$0	\$227	\$0	\$25,042
	Transfer to Town Development Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	Transfer to Office Equipment Reserve	\$0	\$48	\$0	\$48	\$0	\$14
	Transfer to Road Construction Reserve	\$0	\$74	\$0	\$74	\$0	\$22
	Transfer to Staff Leave Reserve	\$0	\$152	\$0	\$152	\$0	\$25,020
	Sub Total - TRANSFER TO OTHER COUNCIL FUNDS	\$0	\$3,629	\$0	\$3,629	\$0	\$110,860
INCOME							
	Transfer from Affordable Housing Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	Transfer from Plant Replacement Reserve	\$0	\$0	\$0	\$0	(\$172,100)	\$0
	Transfer from Building Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	Transfer from Town Development Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	Transfer from Office Equipment Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	Transfer from Staff Leave Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - TRANSFER FROM RESERVE FUNDS	\$0	\$0	\$0	\$0	(\$172,100)	\$0
	Total - FUND TRANSFER	\$0	\$3,629	\$0	\$3,629	(\$172,100)	\$110,860

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 SEPTEMBER 2023		30 SEPTEMBER 2023		2023-24	
		Budget	Actual	Income	Expenditure	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
	000000 (Surplus) / Deficit - Carried Forward	(\$1,204,153)	(\$1,262,833)	(\$1,262,833)	\$0	(\$1,204,153)	\$0
	000000 adjust to rates levied					\$0	
	Sub Total - SURPLUS C/FWD	(\$1,204,153)	(\$1,262,833)	(\$1,262,833)	\$0	(\$1,204,153)	\$0
	Total - SURPLUS	(\$1,204,153)	(\$1,262,833)	(\$1,262,833)	\$0	(\$1,204,153)	\$0
	OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
	000000 Depreciation Written Back	(\$216,342)	\$0	\$0	\$0	\$0	(\$865,691)
	000000 Book Value of Assets Sold Written Back	\$0	\$0	\$0	\$0	\$0	(\$24,000)
	000000 Profit on Sale of Asset Written Back	\$0	\$0	\$0	\$0	\$0	\$0
	000000 Loss on Sale of Asset Written Back	\$0	\$0	\$0	\$0	\$0	\$0
	000000 LG House Unit Trust	\$0	\$0	\$0	\$0	\$0	\$0
	000000 Movement in LSL Reserve (Added Back)	\$0	\$0	\$0	\$0	\$0	\$0
	000000 Movement in Non-Current Leave Provisions	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - ITEMS EXCLUDED	(\$216,342)	\$0	\$0	\$0	\$0	(\$889,691)
	Total - OPERATING ACTIVITIES EXCLUDED	(\$216,342)	\$0	\$0	\$0	\$0	(\$889,691)

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
BUILDINGS							
HOUSING - CAPITAL EXPENDITURE							
091310		Purchase Land & Buildings - Capital					
091310	BC003	3347 Robinson Road Capital	\$0	\$0	\$0	\$0	\$10,000
		Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$10,000
		Total - HOUSING	\$0	\$0	\$0	\$0	\$10,000
BUILDINGS							
COMMUNITY AMENITIES							
CAPITAL EXPENDITURE							
105300	LRC11	Woodanilling Railway Station Precinct LRCI Phase 2	\$0	\$0	\$0	\$0	\$45,000
		Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$45,000
		Total - COMMUNITY AMENITIES	\$0	\$0	\$0	\$0	\$45,000
BUILDINGS							
RECREATION AND CULTURE - CAPITAL EXPENDITURE							
110300		Public Halls - Hall Building Capital Expenditure					
110300	BC002	Mens Shed - Capital	\$0	\$0	\$0	\$0	\$19,000
111300		Swimming Areas - Building Capital Expenditure					
111300	LRC321	Lake Q Toilet Block and Signage - LRCI Phase 3	\$0	\$0	\$0	\$0	\$16,000
		Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$35,000
		Total - RECREATION AND CULTURE	\$0	\$0	\$0	\$0	\$35,000
		Total - BUILDINGS	\$0	\$0	\$0	\$0	\$90,000

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
			Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB							
PLANT AND EQUIPMENT								
GOVERNANCE - CAPITAL EXPENDITRE								
042300		Purchase Plant & Equipment - CAPITAL	\$0	\$0	\$0	\$0	\$0	\$58,500
		Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$58,500
		Total - GOVERNANCE	\$0	\$0	\$0	\$0	\$0	\$58,500
PLANT AND EQUIPMENT								
LAW ORDER & PUBLIC SAFETY - CAPITAL EXPENDITURE								
053300	LRC319	Purchase Plant & Equipment - CAPITAL	\$0	\$0	\$0	\$0	\$0	\$12,000
		Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$12,000
		Total - LAW ORDER & PUBLIC SAFETY	\$0	\$0	\$0	\$0	\$0	\$12,000
PLANT AND EQUIPMENT								
TRANSPORT - CAPITAL EXPENDITURE								
123300		Purchase Plant & Equipment - CAPITAL	\$137,600	\$137,600	\$0	\$137,600	\$0	\$137,600
		Sub Total - CAPITAL WORKS	\$137,600	\$137,600	\$0	\$137,600	\$0	\$137,600
		Total - TRANSPORT	\$137,600	\$137,600	\$0	\$137,600	\$0	\$137,600
		Total - PLANT AND EQUIPMENT	\$137,600	\$137,600	\$0	\$137,600	\$0	\$208,100

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
				Budget	Actual	Income	Expenditure	Income	Expenditure
ROAD INFRASTRUCTURE									
ROAD CONSTRUCTION - CAPITAL EXPENDITURE									
Road Construction - Regional Road Group									
121310		Robinson Reseal	\$0	\$0	\$0	\$0	\$0	\$230,633	
121310	RRG66	Robinson Rd West - Reconstruct, Widen & Seal	\$0	\$2,562	\$0	\$2,562	\$0	\$295,708	
121320	x	Road Construction - Roads to Recovery							
121320	R2R33	RTR - Trimmer Road	\$68,416	\$3,920	\$0	\$3,920	\$0	\$171,040	
121320	R2R69	RTR - River Road	\$0	\$0	\$0	\$0	\$0	\$75,050	
121320	R2R32	RTR - Ball Road	\$0	\$0	\$0	\$0	\$0	\$51,535	
121320	R2R70	RTR - Flagstaff Road	\$0	\$0	\$0	\$0	\$0	\$34,992	
121320	R2R71	RTR - Stronach Road	\$0	\$0	\$0	\$0	\$0	\$56,827	
121320	R2R72	RTR - Kojonolakan Road	\$0	\$0	\$0	\$0	\$0	\$33,732	
121340		Road Construction - LRCI Roads							
121340	LRC312	Oxley Road	\$0	\$0	\$0	\$0	\$0	\$3,796	
121340	LRC314	Robinson West	\$0	\$0	\$0	\$0	\$0	\$34,686	
121340	LRC315	Onslow Road	\$0	\$0	\$0	\$0	\$0	\$20,380	
121340	LRC316	Orchard Road	\$0	\$632	\$0	\$632	\$0	\$70,681	
121340	LRC317	Robinson East Road	\$75,368	\$76,629	\$0	\$76,629	\$0	\$75,367	
121340	LRC350	LRCI - Leggoe Road	\$0	\$0	\$0	\$0	\$0	\$123,997	
Sub Total - CAPITAL WORKS			\$143,784	\$83,743	\$0	\$83,743	\$0	\$1,278,424	
Total - ROADS			\$143,784	\$83,743	\$0	\$83,743	\$0	\$1,278,424	
Total - INFRASTRUCTURE ASSETS ROAD RESERVES			\$143,784	\$83,743	\$0	\$83,743	\$0	\$1,278,424	

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme				CURRENT YEAR COMPARATIVES 30 SEPTEMBER 2023		CURRENT YEAR 30 SEPTEMBER 2023		ADOPTED BUDGET 2023-24	
				Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB								
FOOTPATHS									
121370		Footpath Construction							
121370	LRC318	LRCI Footpaths	\$0	\$930	\$0	\$930	\$0	\$50,000	
Sub Total - CAPITAL WORKS			\$0	\$930	\$0	\$930	\$0	\$50,000	
Total - TRANSPORT - FOOTPATHS			\$0	\$930	\$0	\$930	\$0	\$50,000	
Total - FOOTPATH ASSETS			\$0	\$930	\$0	\$930	\$0	\$50,000	
DRAINAGE									
102300		Purchase Drainage Infrastructure - Capital							
102300	DWER1	Dwer Dam Project	\$0	\$458	\$0	\$458	\$0	\$109,727	
Sub Total - CAPITAL WORKS			\$0	\$458	\$0	\$458	\$0	\$109,727	
Total - TRANSPORT - DRAINAGE			\$0	\$458	\$0	\$458	\$0	\$109,727	
Total - DRAINAGE ASSETS			\$0	\$458	\$0	\$458	\$0	\$109,727	
INFRASTRUCTURE - PARKS & OVALS									
COMMUNITY AMENITIES									
105040	LRCI2	Woodanilling Heritage Trail	\$0	\$999	\$0	\$999	\$0	\$9,000	
105040	LRC323	Playground Equipment Upgrade	\$0	\$0	\$0	\$0	\$0	\$25,000	
105330		Town Enhancement - Capital							
105330	LRC320	Walking Trails Phase 3	\$0	\$0	\$0	\$0	\$0	\$25,536	
Sub Total - CAPITAL WORKS			\$0	\$999	\$0	\$999	\$0	\$59,536	
Total - COMMUNITY AMENITIES			\$0	\$999	\$0	\$999	\$0	\$59,536	
Total - INFRASTRUCTURE ASSETS - OTHER			\$0	\$999	\$0	\$999	\$0	\$59,536	
GRAND TOTALS			(\$1,666,878)	(\$1,745,719)	(\$2,585,316)	\$839,597	(\$4,294,257)	\$4,294,257	

WWLZ INFORMATION REPORT – FOR THE PERIOD – SEPT 2023–OCT 2023

GLOSSARY

<i>NRM</i>	- <i>Natural Resource Management</i>
<i>SWCC</i>	- <i>South West Catchments Council</i>
<i>DPIRD</i>	- <i>Department of Primary Industry, Research & Development</i>
<i>DMIRS</i>	- <i>Department of Mining, Industry Regulation & Safety</i>
<i>EOI</i>	- <i>Expression of Interest</i>
<i>FOO</i>	- <i>Food on Offer</i>
<i>TEK</i>	- <i>Traditional Ecological Knowledge</i>

MANAGEMENT COMMITTEE MEETING

Last Meeting: July 26th

Next Meeting: TBC

LANDCARE COORDINATION FUNDING 2022/2023

- SWCC Pollinator Project - \$55,500
- State NRM Community Fauna Education Project - \$133,340
- DPIRD – FEED365 – Satellite trial site – \$60,000
- Protecting threatened species from feral pig impacts in the wheatbelt - \$190,500

STRATEGIC PLANNING

NON-PROJECT COMMUNITY ACTIVITIES

- Snake removal call outs
- Property improvement guidance site visit
- Wildflower location advice
- Associations reporting
- General finance
- Bank account change
- Wagin LCDC wind up – still trying to get the 2 relevant members to attend bank together to process bank transfer to DPIRD. (must attend together to sign off at same time!)
- Woody LCDC wind up – have had council approval – sent documents off to DPIRD with that – as Trevor Young now lives in Perth, will have to organise for him to attend the bank to fill out forms to transfer funds to DPIRD.

COMPLETED EVENTS

- CRC bird house art workshop
- Woolorama
- Fox Shoot
- Tedera Field Walk
- Carbon Farming Information for farmers
- Woodanilling School Incursion – Local Fauna Education
- Wagin DHS School Incursion – Local Fauna Education
- Birds on Farms Workshop – Birdlife Australia

COMING EVENTS

- Presentation to Caravan Club in Wagin
- 2023 Spring field day Feed 365
- 2023 Nightstalk

CURRENT/ONGOING PROJECTS:

STATE NRM – HELPING OUR WAGIN-WOODY COMMUNITY TO UNDERSTAND AND PROTECT OUR SPECIES - \$133,340 (OVER 3 YEARS)

- School education program completed.
- School incursions successfully delivered.
- Nightstalk preparation still underway.
- Final fencing & reveg site visits completed, all works approved.
- Reporting completed in September
- Fauna survey currently underway

DPIRD – FEED 365 PASTURE TRIALS SATELLITE SITE - \$60,000 (OVER 3 YEARS)

- July reporting complete and approved, payment received.
- Visit with animal ethics committee on site this Wednesday.
- Currently 1 site extended grazing of weaned lambs.
- New barley stand still in development phase.

STATE NRM – PROTECTING THREATENED SPECIES FROM FERAL PIG IMPACTS IN THE WHEATBELT – \$190,500 (OVER 3 YEARS)

- Over 300 pigs culled as of end of September.
- New population has been detected at a Wagin site so some work continuing at the moment, final payment for 2023 is due to be paid this week, contractor will then be reducing workload until 2024.

APPLICATION SUBMITTED

- Saving Native Species Federal Funding – In partnership with Katanning Landcare, application for a part time Carnaby's Project Officer for 2 year project. Focus on Carnaby's Black Cockatoo habitat and nesting. Community Engagement, fencing & reveg, production & installation of nesting boxes, increasing citizen science. - \$318,000

APPLICATIONS UNDERWAY

POLICY TYPE:	CIVIC LEADERSHIP GOVERNANCE	POLICY NO:	100
DATE ADOPTED:	20/02/2018	DATE LAST REVIEWED:	15/05/2018
LEGAL (PARENT):	<i>Local Government Act 1995 S2.7(2)(b)</i>	LEGAL (SUBSIDIARY):	Workplace Awards
DELEGATION OF AUTHORITY APPLICABLE:		DELEGATION NO.	
ADOPTED POLICY			
TITLE:	Christmas/New Year and Easter arrangements		
OBJECTIVE:	To ensure equitable and uniform application of the closure of the Shire Depot and Administration office during Christmas/New Year and Easter periods annually.		

POLICY

The purpose of this Policy is to enable the closure of the Shire Depot and Administration Office without the need for annual pre-approval from Council.

SHIRE DEPOT

Closure for the following periods each year:

- Four weeks at Christmas/New Year – usually 12:00noon on the last working day one week before Christmas, and reopens on the Tuesday one week after New Year, provided the closure is no greater than four weeks (average sixteen days closure)(twelve working days);
- Wednesday through to the Friday after Easter (Monday and Tuesday being public holidays)(three working days); and
- Two weeks in August annually (ten days closure)(eight working days).

Subject to:

- Staff taking either time-in-lieu, paid leave or unpaid leave for these periods, excluding public holidays and RDO's; and
- Suitable emergency arrangements being put in place.

ADMINISTRATION OFFICE

Closure for the following periods each year;

- Between Christmas and New Year, reopening after the local government holiday after New Year (three working days).
- Wednesday through to the Friday after Easter (Monday and Tuesday being public holidays)(three working days).

Subject to:

- Staff taking either time-in lieu, paid leave or unpaid leave for these periods, excluding public holidays; and
- Suitable emergency arrangements being put in place.

POLICY TYPE:	CIVIC LEADERSHIP GOVERNANCE	POLICY NO:	47
DATE ADOPTED:	18/02/2014	DATE LAST REVIEWED:	15/05/2018
LEGAL (PARENT):	<i>Occupational Safety and Health Act 1984</i>	LEGAL (SUBSIDIARY):	
DELEGATION OF AUTHORITY APPLICABLE:		DELEGATION NO.	
ADOPTED POLICY			
TITLE:	Occupational Safety and Health		
OBJECTIVE:	To state Council's objectives to ensure OSH compliance.		

POLICY STATEMENT

The Shire of Woodanilling is committed to providing a safe and healthy work environment for all employees, contractors and visitors. To achieve this, the council has allocated responsibilities and accountabilities to all levels of persons within the council to ensure the maintenance of the occupational safety and health programme is optimal.

Continuous improvement incentives have been incorporated into the Occupational Safety and Health Management Plan aimed at achieving the Shire of Woodanilling safety objectives and targets.

The objectives of this policy are to achieve:

- An annual reduction of workplace injury and disease.
- The provision and maintenance of a safe workplace, plant and systems of work.
- The identification, elimination (as far as practicable) and control of workplace hazards.
- The provision of information, supervision and training to employees to ensure work is performed safely and to a high standard
- A safety culture where best practice initiatives are entrenched in daily business activities.
- Compliance with the relevant Occupational Safety and Health legislation, Standards and Codes of Practice.

The Shire of Woodanilling encourages a consultative process to improve safety within the workplace and will provide the time and resources required to minimise the risk of injury, harm or damage to the council's employees and property.

Safety is considered a shared responsibility between the employer and employee and the council will strive to ensure the compliance and integrity of this policy is maintained.

Council Policy 47 – Work Health and Safety

Objective

The Shire of Woodanilling is committed to providing a safe and healthy work environment for all employees, contractors and visitors.

Definitions

Under the *Work Health and Safety Act 2020*, work relationships are defined as:

“PCBU” Person Conducting a Business or Undertaking (For the purpose of this document the Shire of Woodanilling is the PCBU)

“Worker” A person who carries out work in any capacity for a PCBU (E.g., An Employee, Contractor, Work Experience person or Volunteer).

Statement

The PCBU is committed to providing a safe and healthy workplace for all workers and visitors. This means that we aim to avoid or eliminate the causes, which lead to:

- Accidents, injury, incidents, or illness including Psychosocial Hazards in the workplace.
- Damage and downtime of plant, equipment, or infrastructure.
- Unsafe or poor-quality products and environmental damage.

In order to fulfil our aim, the PCBU is committed to:

- Leading by example.
- Providing a safe and healthy working environment for all our workers and visitors.
- Implementation of safe systems of work and maintenance of plant and equipment to a safe standard where associated hazards are identified, assessed and controlled.
- Taking action to eliminate, control or reduce to an acceptable level, hazards to which workers and visitors may be exposed.
- Consulting with workers and other parties to improve decision making on WHS and environmental matters.
- Developing, implementing and review of written safe work procedures.
- The distribution and communication of safety information and safe work procedures.
- Providing information and instruction on matters relating to safety, together with a high standard of supervision.
- Implement ongoing processes to prevent accidents, including performing workplace inspections and hazard/near miss reporting.
- Fostering cooperation and consultation with workers, their representatives (where applicable) through WHS inductions daily prestart safety committee meetings, toolbox meetings and periodic management safety committee meetings.
- Providing or ensuring provision of appropriate personal protective equipment (PPE) to protect all workers and visitors.
- Protecting members of the public, customers and the environment from potential adverse effects that may be associated with our activities or the use of our products.
- Supporting and assisting workers in effective injury management and rehabilitation through the Injury Management System.



- Conforming with the requirements of Legislation and Statutory authorities.
- Conducting regular reviews (at least annually) of our WHS Management System and implement agreed outcomes to continually improve current systems of work.

Workers are expected to:

- Take reasonable care for the health and safety of themselves and others at work.
- Report all hazards, incidents, injuries, near misses to their supervisor/manager.
- Undertake relevant prestart inspections of machinery and equipment and report all faults immediately.
- Cooperate with management in the event of an incident investigation and to enable compliance with WHS legal obligations.
- Participate in consultative arrangements including toolbox, prestart meetings and any site-specific requirements.
- Assist management to meet WHS targets/key performance indicators (where applicable).
- Participate in return-to-work programs (RTW).
- Comply with all reasonable instructions from supervisors/management in relation to work health and safety issues.
- Comply with workplace specific drug and alcohol requirements, including testing.

Name of Policy	Council Policy 47 – Work Health and Safety			
Update	Revision			
Next Review Date	Biennial			
Related Documents	<p>Acts/Regulations <i>Local Government Act 1995</i> <i>Code of Conduct</i> <i>Work Health and Safety Act 2020</i> <i>Work Health and Safety (General) Regulations 2022</i> <i>AS/NZS 4801 Occupational Health and Safety Management Systems</i></p> <p>Plans/Strategies n/a</p> <p>Policies Council Policy 91 – Alcohol and Drug Workplace Policy Code of Conduct</p> <p>Delegations n/a</p> <p>Work Procedures <i>Fitness for Work (Drugs Alcohol & Impairment) Procedure</i></p>			
Date of Adoption and Resolution Number	October 2023			
Review Dates and Resolution Numbers				
History:				
Version:	Title No.	OCM Date Res No.	Synopsis	Details
1	Policy 47 -Occupational Safety and Health	18/02/2014	Policy adoption	
2	Policy 47 -Occupational Safety and Health	15/05/2018	Revision	
3	Council Policy 47 – Work Health and Safety	17/10/2023	Revision	<i>Work Health and Safety Act 202</i>

POLICY TYPE:	OSH	POLICY NO:	91
DATE ADOPTED:	15/05/2018	DATE LAST REVIEWED:	
LEGAL (PARENT):	Local Government Act 1995	LEGAL (SUBSIDIARY):	
DELEGATION OF AUTHORITY APPLICABLE:		DELEGATION NO.	

ADOPTED POLICY	
TITLE:	Alcohol and Drug Workplace Policy
OBJECTIVE:	The following policy is binding on the administration and operations areas of the Shire of Woodanilling, together with contractors and volunteers of the Shire of Woodanilling.

POLICY STATEMENT

Purpose

The purpose of this policy is to implement a fair and proactive alcohol and other drugs screening program that will contribute to the safety and health of all employees, contractors and volunteers of the Shire of Woodanilling.

It is the intention to create an environment where employees, contractors and volunteers recognise the health and safety risks of misusing alcohol and other drugs and thus provide an opportunity for them to obtain assistance to avoid such misuse.

SCOPE

This policy outlines the circumstances and methods for the screening tests of Shire employees, contractors and volunteers for alcohol and other drugs and describes the processes which will be adopted following a positive test and the course of events for the employee or contractor who has tested positive to alcohol or another drug.

This policy has also been formulated so that Shire employees, contractors and volunteers recognise the potential impact of alcohol and drug misuse for both themselves personally and in the work environment for the safety of all.

This policy applies to all staff at corporate functions, events, and meetings including Council, Advisory, Committee and staff meetings, and any other forum of official business of Council and Council Officers on Council premises.

The Alcohol and Drug Workplace Policy is an intrinsic component of the Shire of Woodanilling's commitment to safety.

DEFINITION

While this policy refers specifically to alcohol and illicit drugs, it is intended to apply to all forms of substances affecting the central nervous system.

For the purpose of this policy, "under the influence" is a situation in which the influence of alcohol or drugs, or the combination of alcohol and drugs, may affect personnel in any detectable manner. **This workplace policy shall form part of each employee's, contractors and volunteer's induction into the Shire workforce and shall be reinforced by management. Fairness and dignity will be an absolute priority in the implementation of the policy.**

Safety in the Workplace and Fitness for Work

Employees, contractors and volunteers are obliged to present themselves for work in a fit state so that when undertaking normal work activities, they do not expose themselves, their co-workers or the public to unnecessary risks to health and safety.

It is the employee's or contractor's or volunteer's responsibility to advise their supervisor if they are taking any prescribed drug or medication that may affect their fitness for duty or work performance. The individual should also find out from their doctor or pharmacist what the effects of any prescribed drugs are on their work performance.

Welfare of the Individual

The welfare of employees, contractors and volunteers, as well as being the responsibility of the Council as the employer, is also the responsibility of each individual. It is therefore each employee's or contractor's or volunteer's responsibility to ensure that they do not place themselves or any other person or member of the public in an unsafe work environment. The health and safety of all people is paramount.

If a manager or supervisor has justifiable cause to doubt a person's fitness for duty, they may be removed from the workplace and the employer may initiate any reasonable action considered necessary as detailed in the Shire of Woodanilling Fitness for Work Procedure.

If it is believed that the use of alcohol or drugs renders risk to the health or safety of the employee, contractor, co-workers or the public, the employer reserves the right to remove the employee from duty pending an urgent medical examination to determine fitness for duty.

ALCOHOL AND DRUGS IN THE WORKPLACE

During normal business hours, the use of alcohol and drugs in the workplace, including Council premises, parks, reserves, vehicles, plant or any other Council building or physical asset, is prohibited.

During normal business hours, the employer may permit the consumption of alcohol where circumstances warrant such as a social event like a Christmas Party, or special organised functions such as the retirement of an employee. Consumption of alcohol for gatherings of employees as part of the staff social club, for team building, will also be permissible. The provision of low percentage alcohol beverages will be served as a preference at all functions and soft drink, water and substantial food will also be provided.

TESTING OF EMPLOYEES FOR THE PRESENCE OF DRUGS AND/OR ALCOHOL

Testing will be undertaken under the following circumstances:

- As part of an Employee's Pre-Employment medical by a medical practitioner appointed by the Shire of Woodanilling.
- Where there is the suspicion of an employee, contractor or volunteer being under the influence of alcohol or other drugs.
- If any employee, contractor or volunteer suspects that another employee, contractor or volunteer is under the influence of alcohol or other drugs, they should contact their immediate supervisor.
- The employee, contractor or volunteer should be advised that they are suspected to be under the influence of alcohol or other drugs and screening tests will be carried out.
- The employee, contractor or volunteer undertaking the testing may ask for an independent witness, who must be immediately available. If their witness is not immediately available, the tester will organise a witness.
- At random for employees.
- All results of any tests will be recorded.

TESTING FOLLOWING ANY TRAFFIC INCIDENT/ACCIDENT

Following any traffic accident, the employee driving a motor vehicle or heavy equipment vehicle, or an individual associated with the accident, may be alcohol and drug tested.

TESTING FOLLOWING ANY INCIDENT/ACCIDENT AT THE SHIRE WORKS DEPOT, ADMINISTRATION OFFICE OR SITE WORKS

Following any incident/accident within the areas mentioned above, the employee, or an individual associated with the incident/accident, may be alcohol and drug tested.

FAILURE TO UNDERTAKE TESTING

- Should an employee refuse to undertake a test, they shall be counselled that refusal supports the suspicion being under the influence of alcohol or other drugs and should refusal persist, the employee will be sent home without pay and be required to undergo testing before resuming work.
- Should a contractor refuse to undertake a test, they shall be counselled that refusal supports the suspicion being under the influence of alcohol or other drugs and should refusal persist, the contractor will be asked to leave the worksite for a minimum of 24 hours.
- Should volunteer refuse to undertake a test, they shall be counselled that refusal supports the suspicion of being under the influence of alcohol or other drugs and should refusal persist, the volunteer will be asked to leave the worksite for a minimum of 48 hours.



Council Policy 91 – Alcohol and Drug Workplace Policy

Objective

This policy applies to:

- All workers engaged in work for or on behalf of the PCBU.
- All visitors to our workplaces.
- All workplace-sponsored functions.

Definitions

Under the *Work Health and Safety Act 2020*, work relationships are defined as:

“PCBU” Person Conducting a Business or Undertaking. *(For the purpose of this document the Shire of Woodanilling is the PCBU)*

“Worker” A person who carries out work in any capacity for a PCBU *(e.g., An Employee, Contractor, Work Experience person or Volunteer)*.

The PCBU is dedicated to ensuring a secure, healthy, and efficient workplace for all workers who are engaged in work for or on behalf of the PCBU. The ability to perform work effectively can be negatively impacted by fatigue, stress, injury/illness, alcohol, or drugs. These factors can lead to impaired worker performance and contribute to workplace accidents or incidents.

The Shire has a zero-tolerance strategy towards workers attending the workplace or performing work under the influence of, or in possession of, alcohol or drugs.

The objective of this policy is to:

- Establish a safe work environment and system for workers and visitors.
- Minimise the risk of injury to workers or visitors in the workplace.
- Minimise the risk of property damage.
- Minimise the risk of operational disruptions and decreased productivity due to illness, injury, or property damage caused by drug or alcohol consumption.
- Provide a framework for addressing fitness for work.

Statement:

It is mandatory for all workers to be fit for work at all times. If the Shire determines that a worker is unfit for work, they will not be allowed to start or continue work and will be required to leave the workplace immediately. Failure to adhere to the policy will result in appropriate disciplinary action being taken.

The Shire will take reasonable measures to ensure that workers are in a condition to work safely and to minimise risks to themselves and others in the workplace through consultation, information sharing, observation, and testing.

Instances in which the Shire may reasonably conclude that a worker is unfit for work include, but are not limited to:



1. Displaying a physical, mental, or emotional state that potentially compromises a safe work environment.
2. Reporting for work with a level of alcohol and/or drugs (prescription or otherwise) in their system that exceeds the cut-off concentrations for drugs, as defined by AS/NZS 4308 and AS/NZS 4760, or exceeds the legal alcohol limit for driving.

This policy is supported by the Fitness for Work (Drugs Alcohol & Impairment) Procedure

Document Control/References

Name Of Policy	Council Policy 91 – Alcohol and Drug Workplace Policy			
Update	Revision			
Next Review Date	Biennial			
Related Documents	<u>Acts/Regulations</u> <i>Local Government Act 1995</i> <i>Code of Conduct</i> <i>Work Health and Safety Act 2020</i> <u>Plans/Strategies</u> N/A <u>Policies</u> N/A <u>Delegations</u> N/A <u>Work Procedures</u> <i>Fitness for Work (Drugs Alcohol & Impairment) Procedure</i>			
Date Of Adoption And Resolution Number	October 2023			
Review Dates And Resolution Numbers				
History:				
Version:	Title No.	OCM Date Res No.	Synopsis	Details
1	Council Policy 91 – Alcohol and Drug Workplace Policy	15/5/2018	Policy adopted	
2	Council Policy 91 – Alcohol and Drug Workplace Policy	17/10/2023	Revision	<i>Work Health and Safety Act 2020</i>

Attachment 15.4.4



Fitness for Work - Drugs Alcohol & Impairment Procedure

Attachment 15.4.5

Scope

Under the *Work Health and Safety Act 2020*, work relationships are defined as:

“PCBU” Person Conducting a Business or Undertaking (*For the purpose of this document [Entity] is the PCBU*)

“Worker” A person who carries out work in any capacity for a PCBU (*E.g., An Employee, Contractor, Work Experience person or Volunteer*).

This procedure applies to:

- a) All workers performing work for/or on behalf of the PCBU.
- b) All visitors to business workplaces, and;
- c) All workplace sponsored functions.


Objective

This procedure aims to:

- Provide a safe work environment and a safe system of work for workers and visitors.
- Minimise the risk of injury to workers and visitors at the workplace.
- Minimise the risk of damage to property.
- Minimise the risk of disruption to operations and productivity as a result of illness, injury or damage to property caused by impairment due to drugs or alcohol.
- Provide a framework for dealing with the issue of fitness for work.

Responsibilities

- The PCBU has a primary duty of care under the *Work Health and Safety Act 2020* to ensure, so far as is reasonably practicable, the health and safety of workers and other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- The PCBU must provide a work environment:
 - (a) without risks to health and safety; and
 - (b) the provision and maintenance of safe plant and structures; and
 - (c) the provision and maintenance of safe systems of work; and
 - (d) the safe use, handling and storage of plant, structures and substances; and
 - (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities.
- The PCBU must eliminate or minimise risks to work health and safety as far as reasonably practicable.
- PCBU Management or other authorised person/s are responsible for ensuring the confidentiality as to the nature of any drug/alcohol suspected incidents and subsequent testing.
- All workers have a primary duty of care to take reasonable care for their own health and safety; and
 - (b) take reasonable care that the worker’s acts or omissions do not adversely affect the health and safety of other persons; and
 - (c) comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU; and
 - (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Workers are responsible for advising the PCBU of drug (including prescription or over the counter medication) or alcohol use that may impair or hinder performance, adhering to this policy and following directions with regard to drug/alcohol testing procedures as outlined.

Document Title: PRC-03 Fitness for Work (Drugs, Alcohol and Impairment) Procedure	 Prompt Safety Solutions (PSS) Document	Publish Date: August 2023 Doc No: PRC-03	Review Date: September 2024 Revision: 02
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Definitions

Alcohol	Alcohol means ethyl alcohol or ethanol.
Drug	Any substance that may result in psychological or behavioral changes that cause impaired work performance. In this context, the term 'substance' includes, but is not limited to, alcohol, intoxicating products, Prescription Drugs, Non-Prescription Drugs, legal and illegal/illicit Drugs, whether naturally occurring or synthetic.
Duty Holder	Duty Holder refers to any person who owes a work health and safety duty under the WHS Act including a PCBU, designer, manufacturer, importer, supplier, installer of products or plant used at work (upstream duty holders), an officer and workers. More than one person can concurrently have the same duty in which case the duty is shared. Duties cannot be transferred.
Duty of Care	A responsibility owed to another person because of a relationship between the two people.
Fatigue	Extreme tiredness resulting from mental or physical exertion or illness.
Fitness for work	Refers to an individual's functional capacity (physically, mentally and behaviorally) to perform assigned tasks competently and in a manner, which does not compromise or threaten the safety or health of themselves or others.
Illicit or illegal Drugs	Illegal / Illicit Drugs includes all drugs identified as such by AS/NZS 4308 and AS 4760 or drugs which have been synthetically designed to be outside the detection limits of AS/NZS 4308 and AS 4760 and are not considered Prescription Drugs or Non-Prescription Drugs.
Impairment	The alteration of an individual's normal physical and/or mental function which results in diminished ability to safely undertake tasks at the normal level of concentration and performance.
Non-Negative Result	A result equal to or above the cut off level or target used in work premises testing e.g. (BAC) level above 0.00%
Non-prescription Drugs or Over the Counter (OTC)	Non-Prescription Drugs include medications and other substances, both naturally occurring and synthetic, as sold legally over the counter, by a registered medical practitioner (i.e., pharmacist) without a physician's prescription.
Person conducting a business or undertaking (PCBU)	A person conducting a business or undertaking alone or with others, whether or not for profit or gain. A PCBU can be a sole trader (for example, a self-employed person), each partner within a partnership, company, unincorporated association, government department or public corporation (including a local or regional government). A local government member acting in that capacity is not a PCBU. A 'volunteer association' that does not employ anyone is not a PCBU. If it becomes an employer, it also becomes a PCBU for purposes of the WHS Act. A 'strata company' responsible for any common areas used only for residential purposes is not a PCBU, unless it engages a worker as an employee. Persons excluded: For the purposes of section 5(6) of the Act, an incorporated association may be taken not to be a person conducting a business or undertaking if the incorporated association consists of a group of volunteers working together for 1 or more community purposes where — (a) the incorporated association, either alone or jointly with any other similar incorporated association, does not employ any person to carry out work for the incorporated association; and (b) none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the incorporated association.
Prescription Drugs	Prescription Drugs includes medications and other substances, both naturally occurring and synthetic, that cannot be legally purchased without a prescription from a registered medical practitioner.
Worker	Any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

Assessment of fitness for work

A worker's fitness for work may be assessed by any or all of the following methods:

Attachment 15.4.5

- **Pre-Employment Testing**

Prior to appointment of certain positions, a Pre-Employment Medical Assessment may be required. This may include a Drug and Alcohol Test and will be performed at the cost of the PCBU. Should a positive test be returned, the appointment may not proceed.

- **Random Testing**

Management and workers engaged acknowledge that the PCBU may conduct random, blanket testing of workers for alcohol and drugs in order to maintain a safe and healthy working environment.

Testing methods will be by urine sample or mouth/saliva swab and will be conducted by an independent and approved tester, in accordance with relevant Australian Standards.

- **Reasonable Cause testing**

Workers may be directed to attend drug and/or alcohol testing where there are reasonable grounds to believe the worker's fitness for work may be impaired by drugs and/or alcohol, or there is a work-related incident. Reasonable Cause Testing should be taken as soon as is practicable after an incident, or reasonable grounds are identified.

These include but are not limited to the following:

- a) Reasonable suspicion of impairment
- b) Vehicle accidents
- c) Property damage
- d) Dangerous near miss events

The testing for any drug will be via any available, valid and reliable National Association of Testing Authorities (NATA) approved drug test.

Suspected Impairment of Workers

Where the PCBU has a reasonable suspicion that a worker may be impaired by the use of drugs or alcohol (see below for further information), the worker will not be permitted to commence or resume work until they have undergone testing and the test indicates that they are not under the influence of drugs or alcohol and not in breach of this procedure.

A worker directed by the PCBU to undertake an alcohol and/or drug test must comply with the direction. Any refusal to comply with a direction to undertake testing will be treated as a breach of this procedure and will be considered a Non-Negative Result (Refusal to Test). The worker will be suspended immediately without pay and not allowed to return to work until the refusing worker supplies a clear D&A result from an independent testing lab (at the worker's expense). Disciplinary action may result from a refusal to test.

The PCBU is responsible for ensuring that a worker who is suspected of breaching this procedure is provided with transport to and from the testing location (if required) and/or is provided with appropriate assistance to return home safely, where necessary.

Where a worker is directed to undertake an alcohol and/or drug test, the PCBU will meet the costs of the initial test, regardless of the test results.

The devices used for testing for Blood Alcohol Concentration (BAC) should be a Breathalyser Unit in accordance with operational training in Unit of Competency HLTPAT005 or Urine Test in accordance with AS/NZS 4309, or saliva test in accordance with AS/NZS 4760.


A worker who vexatiously reports another worker for breaching this policy (for example; without reasonable grounds or for personal gain) may be subject to disciplinary action.

The PCBU is committed to ensuring confidentiality and privacy of workers' personal information. Accordingly, access to information that is retained on a worker's personnel file regarding breaches of this procedure and individual test results is strictly controlled and will be restricted to relevant, authorised supervisor/s and management.

Non-Negative drug / alcohol test - Unfit for work

In the event that a breathalyser (BAC) test result indicates a test result higher than 0.00%;

- a second, confirmatory breathalyser (BAC) test will be undertaken after 20 minutes. The donor will be instructed not to eat, drink or smoke and must be supervised for the 20-minute period.

Document Title: PRC-03 Fitness for Work (Drugs, Alcohol and Impairment) Procedure	 Prompt Safety Solutions (PSS) Document	Publish Date: August 2023 Doc No: PRC-03	Review Date: September 2024 Revision: 02
---	--	---	---

The second (BAC) test is final and must be witnessed by an authorised PCBU representative. The donor, tester and official witness must print their names and sign the request form. The worker will not be permitted to commence or continue work and will be required to leave the premises. (Refer to Appendix 2 - Secondary breath alcohol content confirmatory test request form.)

If the worker returns a Non-Negative urine or saliva swab drug test result, the independent and approved tester, in accordance with relevant Australian Standards will, in conjunction with the worker, fill out all relevant sections/details on the Chain of Custody Request Form and sign samples split for laboratory testing. The worker will not be permitted to commence or continue work and will be required to leave the premises.

- In the instance of a Non-Negative alcohol or drug test, the worker will be advised that this is a serious breach and may be subject to disciplinary action. Any further instances will lead to further disciplinary action, including potential dismissal.
- All details and documentation related to the test and circumstances will be retained on the worker's personal file with confidentiality maintained.
- The worker will be required to undergo a subsequent test at their own expense to establish their fitness prior to returning to work; and
- The worker will be required to undergo training/education regarding the effects of alcohol and/or drugs on their health and at the workplace, provided internally by the PCBU or through an external provider.

Breaches of this procedure will be regarded as a serious matter by the PCBU and multiple breaches will result in disciplinary action, which may include termination of employment.

Any time off work as a consequence of a breach of this procedure may be treated as unpaid leave.

Non-Negative Test Results

In the event that a Non-Negative test result is returned, the PCBU will:

- Ensure that any details and documentation regarding the test is confidential.
- Ensure this procedure is followed.

Random Fitness for Work Testing

- Drugs to be screened for include alcohol, cannabis, opiates, methamphetamines or other drugs as per Table 1 below.
- Unacceptable levels will be as per AS/NZS 4308 and AS 4760.

Workers will be chosen at random, several times per year (up to four [4]).

Testing will be undertaken as per this procedure and/or a relevant EBA document. Testing will be carried out by an impartial person trained to administer the chosen test (urine or mouth swab) and Breathalyser. The tester will be tested prior to each random set of worker testing.

If the tester is impaired, another suitable person (agreed by the PCBU and worker) will be chosen (Breathalyser testing only). Test results will remain confidential and will be dealt with on an individual basis with each worker at the time the confirmed impairment is determined.

Consequences of impairment will be:

- Removal from the workplace (until proven fit for duty, at the worker's expense).
- Discussion with the worker (with representation if required) to determine reasons for impairment.
- Disciplinary action, education, or counselling as required.

If a worker tests positive for drugs/alcohol on multiple occasions, the worker may be referred for medical assistance and will receive disciplinary action, including the possibility of termination.

Possession of Drugs or Alcohol at the Workplace

A worker must not attend work while impaired by any illicit drugs or alcohol. All testing conducted on workers must not exceed the drug levels as specified by AS/NZS 4308 and AS 4760.

Workers who are taking over the counter or prescription medication are required to consult with their medical practitioner or pharmacist about possible side effects of the drugs and the potential impact on their ability to work safely prior to use.

Where there are side effects of prescription medication that may affect a worker's fitness for work, the worker is required to advise the PCBU of the potential effect on workplace performance. The PCBU will take any necessary action to assess and minimise any identified risk to worker safety.

A worker must not have any alcohol or illegal drugs in their possession on any work premises or consume alcohol or drugs (prescription drugs or otherwise that potentially could cause impairment) while at work unless it is a prescribed or over the counter drug and the worker has established with their medical practitioner or pharmacist and the PCBU that the drug does not impair their fitness for work.

Any worker who has illicit/illegal drugs in their possession will be required to leave the work place immediately and their employment may be in jeopardy (including summary dismissal).

Where there is reasonable cause to suspect that a worker is in possession of, or affected by drugs or alcohol, the PCBU may instigate a police search of the workplace including lockers or other personal spaces within the workplace.

Test tampering – Sample Substitution, damage or Dilution

A worker found to have, or having attempted to, dilute, damage or substitute a sample will be removed from the workplace immediately.

The incident will be reported directly to the PCBU, who will give the worker the opportunity to show cause as to why their employment should not be immediately terminated. The PCBU views this practice to be a serious breach. Without reasonable cause being shown by the worker, the PCBU may terminate the worker, effective immediately.

Workers unable to provide a sample at a random testing time for drugs will be required to wait (supervised) for up to one (1) hour to give the opportunity to provide a sample. If still unable to provide a sample, the worker will be required to attend a further testing within 24 hours at a service provider of the PCBU's choice, at the worker's cost. Failure to provide a second sample will be deemed as evasive behaviour and will result in the following:

- Discussion with the worker (with representation if required) to determine reasons for behaviour.
- Disciplinary action, education, referral to counselling if required (e.g., Holyoake).
- Disciplinary action if multiple offender which may include termination of employment.
- Removal from the workplace (transport arranged if suspicion of impairment).
- Worker will not be allowed to return to work until proven fit for duty (at the worker's expense).

Workplace functions


The PCBU, while not responsible for the private lives of workers, carries the primary responsibility for safety at work through creating and maintaining a safe working environment. The impact of unsafe behaviour potentially caused by alcohol consumption at workplace functions is emphasised in the creation and communication of this procedure.

At times, the PCBU may make alcohol available to workers over the age of 18 at work functions. The PCBU will minimise risks of that consumption causing harm to workers or others by ensuring non-alcoholic and low-alcohol beverages are readily available. Food will also be made available.

Prior to attending a workplace function, workers will be reminded that the responsibility to limit the amount of alcohol to safe levels of consumption at a workplace function is the responsibility of the worker.

Driving over the legal blood alcohol limit or under the influence of illicit drugs is illegal and is not condoned by the PCBU.

Prior Planning – Worker

Document Title: PRC-03 Fitness for Work (Drugs, Alcohol and Impairment) Procedure	 Prompt Safety Solutions (PSS) Document	Publish Date: August 2023 Doc No: PRC-03	Review Date: September 2024 Revision: 02
---	--	---	---

Where there is potential that alcohol consumption at a workplace function may result in a worker driving over the legal blood alcohol limit, workers are encouraged to organise alternative transport prior to any workplace function where alcohol is available, to minimise the risk of them driving under the influence.

Prior Planning – PCBU

In the event that a worker becomes intoxicated at a workplace function or, if management believes that there is the potential for workers to drive under the influence of alcohol after a workplace function, the PCBU must ensure that workers are able to return home safely by following normal procedures for managing intoxicated workers e.g., taxi, bus or designated driver.

Self-Referral

Where a worker believes that they have a problem with drug or alcohol use, they are encouraged to discuss the matter with their PCBU Leader. The worker may be supported in such instances with referral to counselling (e.g., Holyoake), time off work to attend drug and alcohol rehabilitation and an ongoing rehabilitation contract where regular discussions with the PCBU and ongoing testing can occur in an environment of absolute confidentiality.

Multiple Drug/Alcohol breaches

Where a worker has breached this procedure on more than one occasion, the worker will be removed from the workplace, pending further investigation. The worker will be advised that their employment may be in jeopardy which may include termination of employment.

If a dependency issue is apparent, they may be referred to appropriate medical assistance or counselling service e.g., Holyoake.

Worker Education

Education and awareness information can be made available if required, and run in conjunction with this procedure, ensuring that workers understand the effects of drugs and alcohol in the workplace, in order to make an informed choice about their actions and behaviour. Workers may be provided with educational material about the effects of different drugs and the potential consequences in the workplace at their induction. Annual inductions will be conducted to reinforce the information.

Signs of Impairment

Impairment can be caused by a range of factors, including alcohol and other drug use. It should not be assumed that any observed impairment is caused by alcohol and/or other drug use. Other impairment factors may include fatigue, medical conditions, chemicals, heat, noise and symptoms of work-related stress.

Some work-specific signs that a worker may be impaired by drugs, alcohol or other factors such as fatigue are:


- Repeated accidents, near misses or mistakes.
- Altered, uncharacteristic behavior in the workplace or with colleagues.
- Aggressive behavior or defensive attitude.
- Poor concentration, impaired memory, inattention or carelessness in work duties.

Where the ability to work safely is impaired, the worker and the PCBU should respond in a respectful manner, based on the information available.

If a worker suspects that a person is impaired in the workplace, they should immediately advise the PCBU.

Any action taken by the PCBU toward any person with a suspected impairment should be brief, firm, calm, clear and confidential.

Attachment 15.4.5

Document Title: PRC-03 Fitness for Work (Drugs, Alcohol and Impairment) Procedure		Prompt Safety Solutions (PSS) Document	Publish Date: August 2023 Doc No: PRC-03	Review Date: September 2024 Revision: 02
---	---	--	---	---

PCBU REPRESENTATIVE		SIGNED		DATE	
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***Table 1**

Cut off Levels for specimen collection and the detection and quantitation of drugs of abuse in urine and oral fluid

AS/NZS 4308 (Urine)

The drug *screening* cut-off levels per drug class for urine testing – **AS/NZS 4308**:

- Amphetamine Type Stimulants (300 ug/L)
- Benzodiazepines (200 ug/L)
- Cannabis Metabolites (50 ug/L)
- Cocaine Metabolites (300 ug/L)
- Opiates (300 ug/L)

AS 4760 (Oral Fluid)

The drug *screening* cut-off levels per drug class for oral fluid testing – **AS/ 4760**:

- Opiates (50 ng/mL)
- Amphetamine Type Stimulants (50 ng/mL)
- Δ9 Tetrahydrocannabinol – THC (25 ng/mL)
- Cocaine and Metabolites (50 ng/mL)

Source: Alcolizer technology [What are the Australian Standard Drug Class Screening Cut-off Levels - Alcolizer](#)

RELEVANT LEGISLATION/DOCUMENTS

	Work Health and Safety Act 2020
	Work Health and Safety (General) Regulations 2022
AS 3547	Breath alcohol testing devices for personal use
AS/NZS 4308	Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine
AS 4760	Procedures for specimen collection and the detection and quantitation of drugs in oral fluid

REFERENCES

Guidance Note Alcohol and Other Drugs at The Workplace
 WA Government, Alcohol Think Again - Fitness-for-work-alcohol-policy-development
 WA Government, Alcohol Think Again - Fitness-for-work-alcohol-policy-inclusion

Workplace Health and Safety Queensland, Department of Justice and Attorney- General Framework for alcohol and drug management in the workplace _Source:

[Framework for alcohol and drug management in the workplace \(worksafe.qld.gov.au\)](https://www.worksafe.qld.gov.au)

<https://www.commerce.wa.gov.au/worksafe/alcohol-and-drugs-frequently-asked-questions>

SCHEDULE A - REASONABLE CAUSE


When determining “reasonable cause”, physical symptoms and/or unusual or out of character observable or reported behaviours must be considered.

Examples of physical symptoms or behaviours include, but are not limited to:

- Excessive lateness
- Absences often on Monday or Friday or in conjunction with holidays
- Increased health problems or complaints about health
- Emotional signs –outbursts, anger or aggression
- Changes in personality
- Changes in alertness – clothing, hair, personal hygiene
- Less energy
- Involvement in various minor accidents
- Feigning sickness or emergencies to get out of work early
- Going to the bathroom more than normal
- Defensive when confronted about behaviour
- Dizziness
- Slurred speech
- Hangovers
- Violent behaviour
- Impaired motor skills
- Bloodshot eyes
- Impaired or reduced short term memory
- Reduced ability to perform tasks requiring concentration and coordination
- Intense anxiety or panic attacks
- Impairment to learning and memory, perception and judgement
- Irritability
- Depression
- Odour of alcohol or drugs

Reasonable grounds testing may also take place where the PCBU learns from a credible source, that a worker is at risk of impairment of drugs and/or alcohol, or where a worker is observed (whether by the PCBU or a credible source) using, possessing, distributing or consuming drugs or alcohol during work time.

Attachment 15.4.5

Document Title: PRC-03 Fitness for Work (Drugs, Alcohol and Impairment) Procedure		Prompt Safety Solutions (PSS) Document	Publish Date: August 2023 Doc No: PRC-03	Review Date: September 2024 Revision: 02
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SCHEDULE A - REASONABLE CAUSE - ALCOHOL AND DRUG TESTING REQUEST FORM

Date:	Worker Name:	Authorised PCBU Representative Name:
PCBU's reason/s for reasonable cause alcohol or drug testing:		
Worker comments:		
DETERMINING REASONABLE CAUSE		
Do you believe that there is a risk to the safety and health of this person or others?	YES	NO
Are you satisfied that it is reasonably possible that the risk is a result of the possible use of drugs or alcohol?	YES	NO
DO NOT proceed with reasonable cause testing unless the answer to both of these questions is YES		
Reasonable Cause established?	YES	NO
at (time):		Date:
Action Taken:		
Signed Requester:	Date:	Time:
Signed PCBU Management:	Date:	Time:

SCHEDULE B - SAFETY SENSITIVE ROLES AND POSITIONS

The following is a non-exhaustive list of the types of positions and roles that are classed as safety sensitive positions or roles and which are subject to random testing under this procedure.

- Any worker who uses a motor vehicle or heavy machinery such as trucks or heavy mobile plant in the course of their employment or engagement, High risk licence activities e.g., Forklift operation;
- Any worker who is working within the confines of a warehouse or depot facility;
- Any worker working in a marked HAZCHEM area or has cause to work with dangerous chemicals or materials;
- Any worker working at height or in confined spaces;
- Any worker operating machinery or power tools;
- Any worker working in trenches or excavations;
- Any worker working in or over water or on boats;
- Any worker working with dangerous animals;
- Any worker working at high risk sites, for example, active construction or road maintenance sites, or conducts regular visits to such sites;
- Any worker who works in a supervisory role.



SCHEDULE C - HEALTH REHABILITATION CONTRACT

Attachment 15.4.5

I, _____ acknowledge and agree to enter into the Shire of Woodanilling
 (Worker Full Name)

Rehabilitation Plan, and that my continued employment with Shire of Woodanilling is subject to the following:

My commitment to full participation in the plan with the service provider(s) specified by Shire of Woodanilling].

I understand that I may be required to contribute to part or all of the cost of the plan.

I authorise the service provider(s) to release the following information to Shire of Woodanilling:

- Whether I have kept my appointments;
- Whether the service provider(s) has recommended a course of treatment;
- Whether I am following that course of treatment;
- Whether a return to work is appropriate and within what timeframe; and
- Whether I have completed the required course of treatment.

I understand that Shire of Woodanilling may disclose this information as a proof of action where it is appropriate, to defend the worker or Shire of Woodanilling with regard to the worker's rehabilitation.

I agree to take this course of treatment outside work hours or use leave entitlements, if required and approved, to participate during work hours. I agree to take up to six (6) drug and alcohol tests (at my own expense) in the 12 months following treatment and agree to the release of the results to the PCBU.

I accept that I may be suspended from my duties with or without pay or be allocated alternative duties while I participate in the programme.

I accept that if I do not attend or complete the required course of treatment, or if I refuse to take any of the six (6) subsequent tests referred to above or, if during those tests or any other future tests, I return a positive drug or alcohol test, the consequence may be dismissal without notice.

I accept the terms of this contract, which I acknowledge may be in addition to, or vary the terms of my current employment agreement.

Worker Name:	Signature:	Date:
Authorised PCBU Representative Name:	Signature:	Date:

Appendix 1 - BREATH ALCOHOL CONTENT (BAC) TEST RECORD

Attachment 15.4.5

Date:	Location:
Name of person performing testing:	AQTF Certification No:
Instrument serial number:	Instrument Calibration Date:

NAME:	SIGNATURE:	TIME:	BAC RESULT:

Appendix 2 - SECONDARY BREATH ALCOHOL CONTENT CONFIRMATORY TEST REQUEST FORM

Worker Name:	Date:
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Initial Reading (BAC)	Time	Secondary Reading (BAC)	Time
Instrument serial number:		Instrument serial number:	
Calibration due date:		Calibration due date:	
Donor's Name:		Signature:	
Tester's Name:		Signature:	
Official Witness Name:		Signature:	

PERFORMING A CONFIRMATORY BREATHALYSER TEST

- If the initial screening breathalyser test presents a breath alcohol concentration higher than 0.00%, then a second confirmatory test must be conducted 20 minutes following the first test.
- The donor should be instructed to abstain from eating, drinking or smoking for the 20-minute period.
- The donor should be supervised during this period.
- The second test is performed in the same manner as the initial test.
- A new, sealed mouthpiece is to be used.
- The second test must be witnessed by an authorised PCBU representative e.g., supervisor.
- The second test is final.
- All parties to the collection (including the donor) must print their names and sign the request form.

NOTES

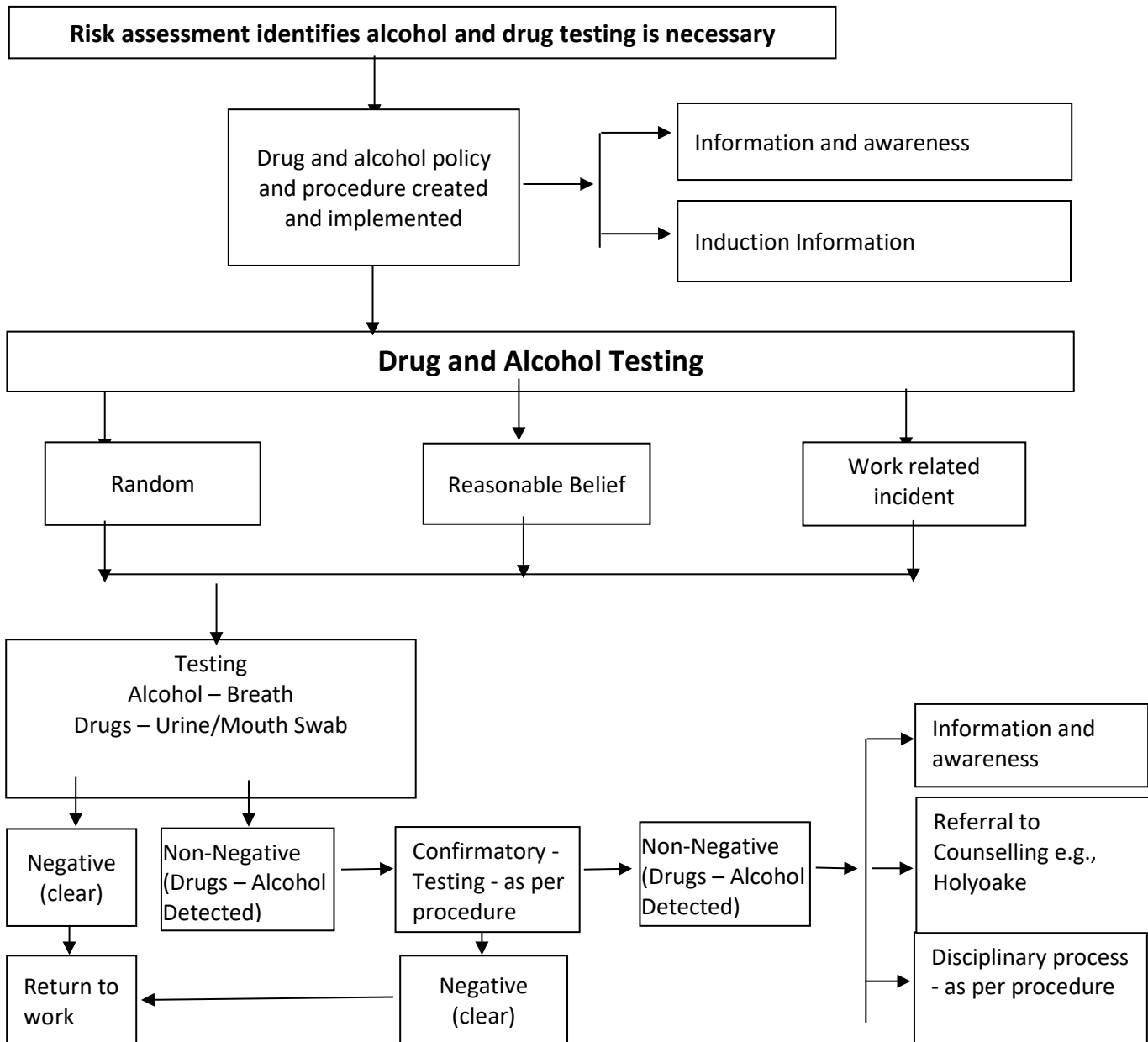
- The breathalyser serial number must be recorded on the request form.
- Always record the breathalyser reading to two decimal points, i.e. 0.00%.

Appendix 3 - Fitness for Work Procedure Flowchart

Developed in consultation with workers, Health and Safety Committees and Health and Safety Representatives (where these exist).

Aim - To prevent drug and alcohol-related incidents and foster safe behaviours at work.

Objective - To prevent or minimise the potential for alcohol and drugs to contribute to work-related injury or damage.



+ Note: the procedure should be assessed and evaluated on an ongoing basis.

+ Note: Flowchart template adapted from Workplace Health and Safety Queensland, Department of Justice and Attorney-General Framework for alcohol and drug management in the workplace.