



SHIRE OF WOODANILLING

AMENDED ATTACHMENT

BOOKLET

FOR

ORDINARY COUNCIL MEETING

19 December 2023, 4:00 PM

INDEX:

- Attachment 13.1.1 List of Payments - November 23
- Attachment 13.2.1 Monthly Financial Report – 30 November 2023
- Attachment 13.3.1 New Council Policy 114 – Rating Exemption Policy
- Attachment 13.3.2 Rates Exemption Application Form
- Confidential Attachment 14.1.1 Community Citizen of Year over 25 – Nomination 1*
- Confidential Attachment 14.1.2 Community Citizen of Year over 25 – Nomination 2*
- Confidential Attachment 14.1.3 Long Service Award – Nomination 1*
- Confidential Attachment 14.1.4 Long Service Award – Nomination 2*
- Confidential Attachment 14.1.5 Shire of Woodanilling Sports Star of the Year under 25 – Nomination 1*
- Attachment 15.1.1 WWLZ Shire update Nov 2023
- Attachment 15.2.1 Equal Employment Opportunity Management Plan
- Attachment 15.2.2 Current Council Policy 29 -Equal Employment Opportunity
- Attachment 15.2.3 New Council Policy and Procedure – POL-18 – Dealing with Bullying Policy and Procedure
- Attachment 15.2.4 New Council Policy and Procedure – POL-19 – Grievance Policy and Procedure
- Attachment 15.2.5 New Council Policy and Procedure – POL-25 – Equal Opportunity Policy
- Attachment 15.2.6 New Council Policy and Procedure – POL-27 – Psychosocial Safety Policy
- Attachment 15.3.1 CEO Recruitment and selection, performance review and termination
- Attachment 15.3.2 Council Policy – Adopted Standards for CEO Recruitment, Performance and Termination
- Confidential Attachment 15.3.3 Quotes – List of HR Consultants*

**Confidential Attachments under a separate cover*

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

ATTACHMENT 13.1.1

Transaction ID	Date	Name	Description	Amount
Municipal Account				
EFT Payments				
EFT6953	10/11/2023	Hall Electrical & Data Services	Replace 3 lights & replace with LED batteries- Council Chambers, Test tripping GPO-Town Hall	\$542.64
EFT6954	10/11/2023	Shire of Narrogin	Professional Development Training- 10/10/2023, EA, SFO, CSO & LH	\$880.00
EFT6955	10/11/2023	Scavenger Supplies	Wildland Boots 66460- Size 12 & Size 8- PPE	\$561.00
EFT6956	10/11/2023	Geoff John Williamson T/A Katanning Districts Carpet Care	Weekly Cleaning- Pavilion 11/10/2023 & 18/10/2023, Shire Office- 15/10/2023 & 22/10/2023	\$630.00
EFT6957	10/11/2023	The Woody Shop	Groceries including Newspapers & Stamps- September to October 2023	\$210.55
EFT6958	10/11/2023	Hunter Mechanical Services Pty Ltd	Vehicle Service- WO 022, Repair clutch bracket, bleed & adjust clutch- WO 023, free seized front axle brake adjusters- WO 1683, grease and adjust brakes- WO 1682	\$1,599.09
EFT6959	10/11/2023	Gnowangerup Auto Electrics	Carried out 4G AVL change over to truck, completed set up & startup procedure- WO 018	\$220.22
EFT6960	10/11/2023	Katanning Stock & Trading	8 x Various Spray Cans for line marking, 2 x Hasp and Staple- Robinson Road Reseal	\$98.00
EFT6961	10/11/2023	Synergy	Power Usage & Supply Charge- 22/8/2023 to 19/10/2023- Various Shire Owned Properties	\$3,200.30
EFT6962	10/11/2023	Great Southern Fuel Supplies	Monthly Statement- October 2023	\$21,141.90
EFT6963	10/11/2023	Shire of Katanning	CESM Cost Sharing- 1/7/2023 to 30/9/2023	\$5,536.93
EFT6964	10/11/2023	Lincolns	Audit of the acquittal for Local Roads and Community Infrastructure for year ended 30/6/2023	\$3,575.00
EFT6965	10/11/2023	LGISWA	Local Government Insurance Scheme- 2nd Instalment- 30/6/2023 to 30/6/2024	\$62,313.72
EFT6966	10/11/2023	PCS	SFO Adobe software not working, removed and converted back to classic abode view, Expand F: Drive, Installed HP LaserJet Printer onto SFO Computer, Monthly fee for Daily Monitoring, Management and Resolution for Disaster Recovery Options (October 2023)	\$382.50
EFT6967	10/11/2023	BTW Rural Supplies	6 x BPR5ES spark plugs, 6 x 5.5 & 6.5hp PA4820 Air filters including frieght- Mobile Standpipes	\$459.00
EFT6968	10/11/2023	Katanning Hardware	2 x Kwik Swap 8.5kg Gas Only- Lake Queerearrup	\$184.55
EFT6969	10/11/2023	Woodanilling Primary School	Donation- 2023 Book Prize for End of Year School Awards- Woodanilling Primary School	\$50.00
EFT6970	10/11/2023	Katanning Tyrepower	Puncture Repair- WO 029 & WO 024	\$130.00
EFT6971	10/11/2023	Staff Christmas Club	Payroll deductions	\$120.00
EFT6972	23/11/2023	Sheridan's	5 x Staff Badges & 4 x Councillor Badges including postage	\$262.41
EFT6973	23/11/2023	West Australian Newspaper	2023/2024 Bushfire Contact Directory Advertisement- Great Southern Herald	\$240.00
EFT6974	23/11/2023	QFH Multiparts	2 x 20L BAYC Roundup Ultra Max - Fire Mitigation	\$425.42
EFT6975	23/11/2023	Team Global Express Pty Ltd	Freight- Return of State Library Books, Stewart and Heaton PPE	\$228.74
EFT6976	23/11/2023	Geoff John Williamson T/A Katanning Districts Carpet Care	Weekly Cleaning Pavilion- 25/10/2023, Shire Office- 29/10/2023	\$945.00
EFT6977	23/11/2023	Eaton Trophies	1 x Black and White Honour Board Plaque including	\$37.00
EFT6978	23/11/2023	BGL Solutions	Mow Rec Centre Oval- 3/10/2023 & 24/10/2023	\$990.00
EFT6979	23/11/2023	Metal Artwork Badges	3 x Gold Framers Plaque & postage- Woodanilling Art Exhibition 22/9/2023	\$39.60
EFT6980	23/11/2023	Greg Smith	Refund of Candidate fee- 2023 Local Government	\$100.00

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

EFT6981	23/11/2023	Hersey's Safety Pty Ltd	1 x 20L Barc Tar Remover, 12 x pro rigger gloves (S), 12 x pro rigger gloves (M), 12 x rigger gloves (XL) 4 x Nitrile Gloves, 1 x Dust Masks Pro, 12 x Anti Fog Smoke Lens, 6 x spray bottle & trigger including delivery fee- Depot	\$2,140.05
EFT6982	23/11/2023	APPS Plumbing and Gas Wagin	Investigate water metering issues at Wattleville units- labour 2 hours & travel of 60kms included	\$319.00
EFT6983	23/11/2023	ITR Pacific Pty Ltd	10 x Grader Blades and Scarifier Tips- WO 005	\$1,558.54
EFT6984	23/11/2023	Darren Long Consulting	Prepare September Monthly Financial Report & Assist with LRCI Annual Reports- October 2023	\$893.75
EFT6985	23/11/2023	Colin Thorne	Purchase of artwork from Woodanilling Art Exhibition- OCM 253/09/2023	\$100.00
EFT6986	23/11/2023	Rodney David Marshall	Refund of Candidate fee- 2023 Local Government Ordinary Election- Cr Marshall	\$100.00
EFT6987	23/11/2023	Ian Peter Garstone	Refund of Candidate fee- 2023 Local Government Ordinary Election- Cr Garstone	\$100.00
EFT6988	23/11/2023	Katanning Stock & Trading	1 x 15 litre exterior low sheen paint-Woodanilling Railway Project (LRCI)	\$255.00
EFT6989	23/11/2023	Synergy	Street Lighting-25/8/2023 to 24/9/2023, Radio Base 6/9/2023-17/10/2023	\$1,119.03
EFT6990	23/11/2023	WALGA	WALGA Training- Short Course- Introduction to Managing Business Records- 17/11/2023- EA, 2 x CSO	\$2,348.50
EFT6991	23/11/2023	Goodyear Autocare Wagin	1 x 14.00/24 Ascenco 16PR TGB610 Grader Tyre & Tube- WO 004, 2 x Atlas 17.5R25 E3/L3 tyres & Oring- WO 005, Travel to site	\$4,441.60
EFT6992	23/11/2023	Kleenheat Gas	Equipment Service Charge- 2 x 45kg VAP Gas Cylinders- Wattleville Units & Woodanilling Rec Centre	\$319.55
EFT6993	23/11/2023	Stewart & Heaton Clothing Co	1 x R087 Trousers Certified AS4824 Gold- PPE	\$104.58
EFT6994	23/11/2023	PCS	2023 Annual Renewal Fee- Trend Micro- 12 licenses @ \$50.00 each	\$600.00
EFT6995	23/11/2023	DFES	2023/2024 ESL Income Local Government Owned Properties	\$882.00
EFT6996	23/11/2023	Katanning McIntosh & Son	2 x Battery Exide Red Top 810cca- WO 00 & WO 244	\$396.00
EFT6997	23/11/2023	Katanning Hardware	2 x bossweld stainless steel wire brush, 1 x hansa circuit tester (Depot) and 1 x 100mm scraper	\$81.80
EFT6998	23/11/2023	Albany Best Office Systems	Photocopier Count- 20/9/2023 to 20/10/2023, 7721 Black/White prints & 4720 Colour prints	\$778.77
EFT6999	23/11/2023	Staff Christmas Club	Payroll deductions	\$60.00
EFT7000	23/11/2023	Wagin Woodanilling Landcare Zone Inc	2023/2024 Annual Contribution to WWLZ- 1/7/2023 to 30/6/2024	\$15,000.00
EFT7001	23/11/2023	Widespread Contracting	Push Gravel- 3000 cubic metres- Flagstaff Road- Gravel Tender RFT2023-01	\$5,280.00
EFT7002	23/11/2023	Officeworks	Stationery Supplies- Shire Admin & Depot- October 2023	\$789.94
EFT Total Payments				\$142,771.68
Cheque Payments				
15380	23/11/2023	Kahlia Elizabeth Stephens	Refund of Candidate fee- 2023 Local Government Ordinary Election	\$100.00
Total Cheque Payments				\$100.00
Direct Debit Payments				
DD5245.1	01/11/2023	Aware Super	Payroll deductions	\$976.64

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

DD5245.2	01/11/2023	QSuper - Payclear	Superannuation contributions	\$271.45
DD5245.3	01/11/2023	Unisuper	Superannuation contributions	\$235.18
DD5245.4	01/11/2023	Colonial Select Personnel Super	Superannuation contributions	\$125.04
DD5245.5	01/11/2023	REST	Superannuation contributions	\$126.46
DD5245.6	01/11/2023	The Trustee for AustralianSuper	Superannuation contributions	\$248.32
DD5245.7	01/11/2023	TWU Superannuation Fund	Superannuation contributions	\$106.35
DD5245.8	01/11/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$260.01
DD5245.9	01/11/2023	MLC Super Fund	Superannuation contributions	\$253.85
DD5253.1	13/11/2023	Telstra Limited	Mobile Call Charges to 24/10/2023, Equipment Billing Account- 25/10/2023 to 24/11/2023	\$199.21
DD5253.2	21/11/2023	Viva Energy Australia Pty Ltd	Monthly Admin Charge- October 2023- WO 0	\$2.50
DD5254.1	02/11/2023	NAB - Credit Card	Monthly Statement- October 2023	\$1,276.83
DD5256.1	08/11/2023	Aware Super	Payroll deductions	\$1,023.48
DD5256.2	08/11/2023	QSuper - Payclear	Superannuation contributions	\$271.45
DD5256.3	08/11/2023	Unisuper	Superannuation contributions	\$222.81
DD5256.4	08/11/2023	Colonial Select Personnel Super	Superannuation contributions	\$125.04
DD5256.5	08/11/2023	REST	Superannuation contributions	\$130.27
DD5256.6	08/11/2023	The Trustee for AustralianSuper	Superannuation contributions	\$248.32
DD5256.7	08/11/2023	TWU Superannuation Fund	Superannuation contributions	\$106.35
DD5256.8	08/11/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$260.01
DD5256.9	08/11/2023	MLC Super Fund	Superannuation contributions	\$253.85
DD5268.1	15/11/2023	Aware Super	Payroll deductions	\$1,013.52
DD5268.2	15/11/2023	QSuper - Payclear	Superannuation contributions	\$271.45
DD5268.3	15/11/2023	Unisuper	Superannuation contributions	\$235.18
DD5268.4	15/11/2023	Colonial Select Personnel Super	Superannuation contributions	\$125.04
DD5268.5	15/11/2023	REST	Superannuation contributions	\$130.27
DD5268.6	15/11/2023	The Trustee for AustralianSuper	Superannuation contributions	\$248.32
DD5268.7	15/11/2023	TWU Superannuation Fund	Superannuation contributions	\$106.35
DD5268.8	15/11/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$260.01
DD5268.9	15/11/2023	MLC Super Fund	Superannuation contributions	\$253.85
DD5278.1	22/11/2023	ClickSuper	Transaction & Facility Fee-October 2023	\$18.48
DD5279.1	15/11/2023	3E Advantage Pty Limited	Ricoh IMP3500 MFP Photocopier Rental- November 2023	\$165.00
DD5285.1	30/11/2023	Telstra Limited	Landline Distribution- Service Charges, 11/11/2023 to 10/12/2023, Call Charges up to 10/11/2023	\$223.70
DD5293.1	22/11/2023	Aware Super	Payroll deductions	\$1,040.04
DD5293.2	22/11/2023	QSuper - Payclear	Superannuation contributions	\$271.45
DD5293.3	22/11/2023	Unisuper	Superannuation contributions	\$176.39
DD5293.4	22/11/2023	Colonial Select Personnel Super	Superannuation contributions	\$125.04
DD5293.5	22/11/2023	REST	Superannuation contributions	\$130.27
DD5293.6	22/11/2023	The Trustee for AustralianSuper	Superannuation contributions	\$227.53
DD5293.7	22/11/2023	TWU Superannuation Fund	Superannuation contributions	\$106.35
DD5293.8	22/11/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$247.36
DD5293.9	22/11/2023	MLC Super Fund	Superannuation contributions	\$253.85
DD5300.1	29/11/2023	Aware Super	Payroll deductions	\$1,048.40
DD5300.2	29/11/2023	QSuper - Payclear	Superannuation contributions	\$271.45
DD5300.3	29/11/2023	Unisuper	Superannuation contributions	\$117.59
DD5300.4	29/11/2023	Colonial Select Personnel Super	Superannuation contributions	\$125.04
DD5300.5	29/11/2023	REST	Superannuation contributions	\$130.27
DD5300.6	29/11/2023	The Trustee for AustralianSuper	Superannuation contributions	\$248.32
DD5300.7	29/11/2023	TWU Superannuation Fund	Superannuation contributions	\$106.35
DD5300.8	29/11/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$260.01
DD5300.9	29/11/2023	MLC Super Fund	Superannuation contributions	\$253.85

Total Direct Debit Payments **\$14,914.15**

Municipal Account List of Payments Total **\$157,785.83**

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

CreditCard Details- DD5254.1



Statement for
NAB Business Visa
NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MRS KELLIE MARRET BARTLEY
Statement Period: 29 September 2023 to 27 October 2023
Cardholder Limit: \$5,000

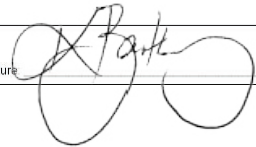
Transaction record for: MRS KELLIE MARGARET BARTLEY

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
29 Sep 2023	\$148.00	WANNEWSADV OSBORNE PARK	Advertisement- Gravel Tender				74564453271
2 Oct 2023	\$244.94	Adobe Systems Pty Ltd Sydney	Subscription- 30/9/2023 to 30/10/2023				74773883273
4 Oct 2023	\$139.00	Starlink Australia PTY LTSydney	Subscription- 25/9/2023 to 24/10/2023- 3327				74773883275
4 Oct 2023	\$139.00	Starlink Australia PTY LTSydney	Subscription- 29/9/2023 to 24/10/2023- 3340				74773883275
16 Oct 2023	\$46.20	MessageMedia Melbourne	Monthly Access Fee- 1/10/2023 to 31/10/2023				74773883286
16 Oct 2023	\$22.39	ZOOM.US 888 799 9666 WWW.ZOOM.US CA	Monthly Access Fee- 14/10/2023 to 13/11/2023				24492163287
16 Oct 2023	\$74.40	COLES 4796 LAKELANDS	Refreshments- OCM 17/10/2023 Art Exhibition Thank you				74363963288
18 Oct 2023	\$214.60	PINJARRA MEAT SUPPLY PINJARRA	Refreshments- OCM 17/10/2023				74564723289
20 Oct 2023	\$23.00	GINA NGUYEN VU PL KATANNING	Refreshments- LGGS Kenmare/Beaufort River Bushfire Brigade				74564723292

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00102789 302046570409010140801 E:30743 6:36588 L:711 06

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
24 Oct 2023	\$29.60	WOOLWORTHS/CLIVE ST KATANNING	Refreshments for Council & Admin				74278243296
25 Oct 2023	\$139.00	Starlink Australia PTY LTSydney	Subscription- 16/10/2023 to 15/11/2023- Shire Office Depot & Council Chambers				74773883296
26 Oct 2023	\$46.70	SHIRE WOODANILLING WOODANILLING	Dept of Transport- Permit to move fast fill trailer to Wagin Mechanical				01549026044
27 Oct 2023	\$9.00	CARD FEE	Credit card fee				74557043300
Total for this period	\$1,276.83		Totals				

Employee declaration
I verify that the above charges are a true and correct record in accordance with company policy
Cardholder signature: 
Date: 02.11.2023

CERTIFICATE OF Chief Executive Officer

This schedule of accounts 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 NOVEMBER 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	7-9
Statement of Financial Position	10
Statement of CashFlows	11-12
Capital Expenditure Program	13
Reserve Accounts	14
Detailed Operating & Non-Operating Accounts	15-44

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

	2023-24 ANNUAL	2023-24 YTD	2023-24 YTD	
	BUDGET	BUDGET	ACTUAL	VARIANCE
EXPENDITURE (Excluding Finance Costs)	\$		\$	
General Purpose Funding	(51,654)	(18,639)	(16,002)	-14%
Governance	(313,281)	(134,628)	(180,879)	34%
Law, Order, Public Safety	(185,013)	(98,732)	(81,042)	-18%
Health	(80,136)	(36,308)	(17,305)	-52%
Education and Welfare	(72,541)	(33,763)	(14,806)	-56%
Housing	(73,806)	(33,716)	(15,445)	-54%
Community Amenities	(289,506)	(117,214)	(78,981)	-33%
Recreation and Culture	(335,717)	(133,770)	(71,545)	-47%
Transport	(1,734,086)	(714,600)	(496,043)	-31%
Economic Services	(110,396)	(53,527)	(29,039)	-46%
Other Property and Services	(7,165)	(22,982)	42,125	-283%
Operating Expenses	(3,253,301)	(1,397,879)	(958,964)	
REVENUE				
General Purpose Funding	979,817	972,834	1,011,277	4%
Governance	3,850	3,320	9,772	194%
Law, Order, Public Safety	96,874	70,886	35,321	-50%
Health	600	160	236	48%
Education and Welfare	65,465	32,326	65,886	104%
Housing	14,180	5,905	5,345	-9%
Community Amenities	65,919	60,050	54,292	-10%
Recreation and Culture	3,000	2,477	1,028	-59%
Transport	245,877	157,187	139,961	-11%
Economic Services	12,150	2,500	4,252	70%
Other Property & Services	22,700	12,723	18,390	45%
Operating Revenue	1,510,432	1,320,368	1,345,758	
Sub-Total	(1,742,869)	(77,511)	386,794	
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	213,573	110,110	-48%
Total Non-Operating Revenue	1,383,572	213,573	160,096	
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)	136,062	546,890	
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)	136,062	546,890	

"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 NOVEMBER 2023

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET	2023-24 YTD ACTUAL	VARIANCE
Expenses				
Employee Costs	(909,264)	(338,571)	(575,762)	70%
Materials and Contracts	(1,012,661)	(441,219)	(155,860)	-65%
Utility Charges	(100,685)	(39,142)	(21,408)	-45%
Depreciation on Non-Current Assets	(865,691)	(360,570)	0	-100%
Interest Expenses	0	0	0	0%
Insurance Expenses	(112,410)	(112,424)	(113,746)	1%
Other Expenditure	(252,590)	(105,953)	(92,189)	-13%
Operating Expenses	(3,253,301)	(1,397,879)	(958,964)	
Revenue				
Rates	988,172	987,172	997,693	1%
Operating Grants, Subsidies and Contributions	225,116	183,521	223,360	22%
Fees and Charges	276,594	139,327	114,131	-18%
Service Charges	0	0	0	0%
Interest Earnings	9,800	4,153	9,031	117%
Other Revenue	10,750	6,195	1,542	-75%
Operating Revenue	1,510,432	1,320,368	1,345,758	
Sub-total	(1,742,869)	(77,511)	386,794	
Non-Operating Grants, Subsidies & Contributions	1,383,572	213,573	160,096	-25%
Profit on Asset Disposals	0	0	0	0%
Loss on Asset Disposals	0	0	0	0%
Non-Operating Revenue	1,383,572	213,573	160,096	
Net Result	(359,297)	136,062	546,890	
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)	136,062	546,890	

SHIRE OF WOODANILLING
STATEMENT OF FINANCIAL ACTIVITY BY NATURE/TYPE
FOR THE PERIOD ENDING 30 NOVEMBER 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	183,521	223,360	39,839	21.71%	▲
Fees and Charges	276,594	139,327	114,131	(25,196)	(18.08%)	▼
Service Charges	0	0	0	Within Threshold	0%	
Interest Earnings	9,800	4,153	9,031	Within Threshold	117.46%	
Other Revenue	10,750	6,195	1,542	Within Threshold	(75.11%)	
Profit on the disposal of assets	0	0	0	Within Threshold	0%	
	543,497	354,433	369,302			
LESS OPERATING EXPENDITURE						
Employee Costs	(909,264)	(338,571)	(575,761)	(237,190)	(70.06%)	
Materials and Contracts	(1,012,663)	(441,219)	(155,860)	285,359	64.68%	
Utility Charges	(100,685)	(39,142)	(21,408)	17,734	45.31%	
Depreciation on Non-Current Assets	(865,691)	(360,570)	0	360,570	100.00%	
Interest Expenses	0	0	0	Within Threshold	0%	
Insurance Expenses	(112,410)	(112,424)	(113,746)	Within Threshold	Within Threshold	
Other Expenditure	(252,588)	(105,953)	(92,189)	13,764	12.99%	
Loss on the disposal of assets	0	0	0			
	(3,253,301)	(1,397,879)	(958,964)			
Amount Attributable to Operating Activities	(2,709,804)	(1,043,446)	(589,662)	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	360,570	0	(360,570)	(100.00%)	▼
	865,691	360,570	0			
<i>Sub Total</i>	(1,844,113)	(682,876)	(589,662)			
INVESTING ACTIVITIES						
Purchase of Land	0	0	0	Within Threshold	0%	
Purchase Buildings	(90,000)	(19,000)	0	19,000	100.00%	
Purchase Plant and Equipment	(208,100)	(137,600)	(221,410)	(83,810)	(60.91%)	
Infrastructure Assets - Roads	(1,278,424)	(367,607)	(191,624)	175,983	47.87%	
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	(3,734)	Within Threshold	0%	
Proceeds from Sale of Assets	24,000	0	104,245	104,245	0%	
Non-Operating Grants, Subsidies for the Development of Assets	1,383,572	213,573	160,096	(53,477)	(25.04%)	▼
Amount Attributable to Investing Activities	(388,215)	(310,634)	(153,814)			
FINANCING ACTIVITIES						
Transfer to Reserves	(110,860)	0	(5,996)	(5,996)	0%	
Transfer from Reserves	172,100	0	0	0	0%	
Amount Attributable to Financing Activities	61,240	0	(5,996)	(5,996)		
Sub Total	(2,171,088)	(993,510)	(749,472)	(5,996)		
FUNDING FROM						
Loans Raised	0	0	0	0	0%	
Estimated Opening Surplus at 1 July	1,204,153	1,204,153	1,303,516	99,363	Within Threshold	▲
Closing Surplus/(Deficit) at Reporting Date	0	1,176,578	1,530,499	353,922		
Total Deficiency to be funded from Rates	(966,935)	(965,935)	(976,456)			
AMOUNT RAISED FROM RATES	966,935	965,935	976,456			

SHIRE OF WOODANILLING
STATEMENT OF FINANCIAL ACTIVITY BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 30 NOVEMBER 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	34,821	30,669	738.58%	▲
Governance	3,850	12	9,772	9,760	81333.33%	▲
Law, Order Public Safety	96,874	28,594	35,320	6,726	23.52%	▲
Health	600	0	236	Within Threshold	0.00%	
Education and Welfare	65,465	22,866	65,886	43,020	188.14%	▲
Housing	14,180	3,543	5,345	Within Threshold	50.86%	
Community Amenities	65,919	58,802	54,291	Within Threshold	Within Threshold	
Recreation and Culture	3,000	2,167	1,028	Within Threshold	(52.56%)	
Transport	245,877	131,863	139,961	8,098	Within Threshold	
Economic Services	12,150	1,174	4,252	Within Threshold	262.18%	
Other Property and Services	22,700	8,124	18,390	10,266	126.37%	▲
	543,497	261,297	369,302	108,539		
LESS OPERATING EXPENDITURE						
General Purpose Funding	(51,654)	(11,416)	(16,002)	Within Threshold	(40.17%)	
Governance	(313,281)	(58,837)	(180,880)	(122,043)	(207.43%)	
Law, Order, Public Safety	(185,013)	(74,940)	(81,042)	(6,102)	Within Threshold	
Health	(80,136)	(18,768)	(17,306)	Within Threshold	Within Threshold	
Education and Welfare	(72,541)	(14,995)	(14,806)	Within Threshold	Within Threshold	
Housing	(73,806)	(14,284)	(15,445)	Within Threshold	Within Threshold	
Community Amenities	(289,506)	(62,273)	(78,981)	(16,708)	(26.83%)	
Recreation and Culture	(335,717)	(78,313)	(71,545)	6,768	Within Threshold	
Transport	(1,734,086)	(415,489)	(496,043)	(80,554)	(19.39%)	
Economic Services	(110,396)	(31,965)	(29,039)	Within Threshold	Within Threshold	
Other Property & Services	(7,165)	(48,823)	42,125	90,948	186.28%	
	(3,253,301)	(830,103)	(958,964)	(127,691)		
Amount Attributable to Operating Activities	(2,709,804)	(568,806)	(589,662)	(19,152)		
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	360,570	0	(360,570)	100.00%	▼
	865,691	360,570	0	(360,570)		
<i>Sub Total</i>	(1,844,113)	(208,236)	(589,662)	(379,722)		
INVESTING ACTIVITIES						
Purchase of Land	0	0	0	Within Threshold	0.00%	
Purchase Buildings	(90,000)	(19,000)	0	19,000	100.00%	
Purchase Plant and Equipment	(208,100)	(137,600)	(221,410)	(83,810)	(60.91%)	
Purchase Furniture and Equipment	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Roads	(1,278,424)	(367,607)	(191,624)	175,983	47.87%	
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	(3,734)	Within Threshold	0%	
Proceeds from Sale of Assets	24,000	0	104,245	104,245	0%	
Non-Operating Grants, Subsidies for the Development of Assets	1,383,572	213,573	160,096	(53,477)	(25.04%)	▼
Amount Attributable to Investing Activities	(388,215)	(310,634)	(153,814)	161,941		
FINANCING ACTIVITIES						
Transfer to Reserves	(110,860)	0	(5,996)	(5,996)	0.00%	
Transfer from Reserves	172,100	0	0	0	0.00%	
Amount Attributable to Financing Activities	61,240	0	(5,996)	(5,996)		
Sub Total	(2,171,088)	(518,870)	(749,472)	(223,777)		
FUNDING FROM						
Loans Raised	0	0	0	0	0.00%	
Estimated Opening Surplus at 1 July	1,204,153	1,204,153	1,303,516	99,363	Within Threshold	▲
Closing Surplus/(Deficit) at Reporting Date	0	1,176,578	1,530,499	353,922	30.08%	▲
Total Deficiency to be funded from Rates	(966,935)	(491,294)	(976,456)	453,285		
AMOUNT RAISED FROM RATES	966,935	965,935	976,456			

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

	ACTUAL
<u>Current Assets</u>	
Cash at bank and on Hand	2,173,236
Restricted Cash - Bonds & Deposits	5,000
Restricted Cash Reserves	1,083,044
Trade Receivables	177,480
Co-op Shares	23,350
Self Supporting Loan	0
Stock on Hand	29,493
Total Current Assets	3,491,603
 <u>Current Liabilities</u>	
Trade Creditors	(\$196,614)
Rates paid in advance	\$0
Bonds and Deposits	(\$13,778)
Accrued Interest on Loans	\$0
Accrued Expense	\$0
ATO Liabilities	(\$22,629)
Contract Liability	(\$584,052)
Loan Liability	\$0
Provisions	(\$121,578)
Total Current Liabilities	(\$938,651)
 Sub-Total	 2,552,953
Adjustments	
LESS Cash Backed Reserves	(\$1,083,044)
LESS Self Supporting Loan	\$0
ADD: Current Loan Liability	\$0
ADD: LS Leave provision	\$60,591
Rounding	-1
Net Current Position	1,530,499

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 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 Acitivity' 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
<u>Operating Revenue</u>						
Operating Grants & Contributions	183,521	223,360	39,839	22%	TIMING	Increase in general purpose grant \$12k, increase in local road grant \$10k, increase in Australia Day grant \$8k, decrease in Bushfire brigade grant of \$6k, decrease in MAF grant \$33k, Increase in Well Aged Housing contributions \$33k, Increase in direct maintenance grant \$2k, Increase in PWO Income for LSL contribution \$8k.
Fees & Charges	139,327	114,131	(25,196)	-18%	TIMING	Decrease in Refuse and recycling charges \$4k, decrease in Transport licensing receipts \$17k, decrease in Private Works fees \$6k.
Interest Earnings	4,153	9,031	Within Threshold	117%		Increase in interest earned on Reseve Funds \$5k.
Other Revenue	6,195	1,542	Within Threshold	-75%	TIMING	Decrease in income from 4WD VROC \$2k, decrease in income from transport licensing commision \$2.5k

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 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 Acitivity' 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>Operating Expenses</u>						
Employee Costs	(338,571)	(575,761)	(237,190)	-70%	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 \$25k.
Materials & Contracts	(441,219)	(155,860)	285,359	65%	TIMING	Decrease in Election expenses \$13k, decrease in consulting & relief staff expenses \$61k, decrease in Health preventative services expenses \$11k, decrease in Well Aged Housing expenses \$9k, decrease in 3327 Robinson Rd House maintenance \$6k, decrease in Town Planning expenses \$12k, decrease in Town Hall expenses \$6k, decrease in Oval & Building maintenance expenses \$10k, decrease in Expenses relating to Roads \$36k, decrease in Direct maintenance expenses \$6k, decrease in Municipal Fund Road Maintenance expenses \$33k, decrease in Fuels & Oils expenses \$29k, decrease in Parts & Repairs \$29k, decrease in blades and tynes \$8k.
Utility Charges	(39,142)	(21,408)	17,734	45%	TIMING	Decrease in Admin telephone expenses \$1.5k, decrease in street lighting expense \$1k, decrease in Standpipe water \$13k.
Depreciation on Assets	(360,570)	0	360,570	100%	TIMING	Depreciation not able to be raised until after audit.
Other Expenses	(105,953)	(92,189)	13,764	13%	TIMING	Increase in councillor allowance expenses \$5k, decrease in Grant & Workshop expenses \$1.6k, decrease in Transport licensing payments \$15k, decrease in Works Crew Staff Training expenses \$1.6k.

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 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 Acitivity' 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>						
Purchase Buildings	(19,000)	0	19,000	100%	TIMING	Mens Shed project not yet commenced.
Purchase Plant and Equipment	(137,600)	(221,410)	(83,810)	-61%	TIMING	Additional purchase of Excavator to replace loss of backhoe.
Infrastructure Assets - Roads	(367,607)	(191,624)	175,983	48%	TIMING	Decrease in Trimmer road project expenses; River Road, Ball Road and Onslow Road projects not yet commenced. Flagstaff and Kojonolakan Road projects commenced earlier than anticipated.
Proceeds from Sale of Assets	0	104,245	104,245	0%	TIMING	Insurance claim for backhoe \$104k.
Non-Operating Grants, Subsidies for the Development of Assets	213,573	160,096	(53,477)	-25%	TIMING	RRG 40% funding not yet claimed. Increase in Stormwater drainage grant \$50k, Increase in Roads to Recovery grant \$27k.
<u>Financing Activities</u>						
Transfer to Reserves	0	(5,996)	(5,996)	0%	PERMANENT	Increase in interest earned on Reserves.

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

	Note	2022-23 ACTUAL \$	2023-24 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		1,605,032	2,173,236	568,205
Restricted Cash & Cash Equivalents		1,082,048	1,088,044	5,996
Trade and other receivables		81,625	177,480	95,855
Contract Assets		23,350	23,350	0
Inventories		5,920	29,493	23,573
Land held for Resale		0	0	0
Total current assets		2,797,974	3,491,603	693,629
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	526,389	117,165
Road Infrastructure		52,760,765	52,952,389	191,624
Footpath Infrastructure		127,530	128,460	930
Drainage Infrastructure		6,432,700	6,433,158	458
Parks & Ovals Infrastructure		811,600	1,004,434	192,834
Other infrastructure		189,100	0	-189,100
Total non-current assets		68,202,828	68,516,739	313,911
Total assets		71,000,802	72,008,342	1,007,540
Current liabilities				
Trade and other payables		76,063	196,614	-120,550
ATO Liabilities		-3	22,629	-22,633
Bonds & Deposits		12,538	13,778	-1,240
Grant Liability		267,824	584,052	-316,227
Provisions		121,578	121,578	0
Total current liabilities		478,001	938,651	-460,650
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		515,864	976,514	-460,650
Net assets		70,484,938	71,031,828	546,890
Equity				
Retained surplus		12,937,506	12,931,510	-5,996
Net Result		0	546,890	546,890
Reserve - asset revaluation		56,470,384	56,470,384	0
Reserve - Cash backed		1,077,048	1,083,044	5,996
Total equity		70,484,938	71,031,828	546,890

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

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

	Note	2022-23 ACTUAL \$	2023-24 BUDGET \$	2023-24 ACTUAL \$
Cash Flows from operating activities				
Payments				
Employee Costs		(1,134,295)	(909,264)	(554,560)
Materials & Contracts		(404,265)	(1,012,661)	(68,411)
Utilities (gas, electricity, water, etc)		(87,082)	(100,685)	(21,408)
Insurance		(109,490)	(112,410)	(113,746)
Interest Expense		-	0	0
Goods and Services Tax Paid		(95,230)	(150,000)	(13,198)
Other Expenses		(229,459)	(252,590)	(77,214)
		(2,059,821)	(2,537,610)	(848,537)
Receipts				
Rates		887,646	988,172	914,691
Operating Grants & Subsidies		1,499,038	225,116	541,423
Fees and Charges		322,255	276,594	114,072
Interest Earnings		17,122	9,800	9,031
Goods and Services Tax		82,182	150,000	0
Other		-	10,750	(2,664)
		2,808,243	1,660,432	1,576,554
Net Cash flows from Operating Activities		748,422	(877,178)	728,016
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)	(221,410)
Purchase of Furniture and Equipment		0	0	0
Purchase of Road Infrastructure Assets		(422,564)	(1,278,424)	(191,624)
Purchase of Footpath Assets		0	(50,000)	(929)
Purchase Drainage Assets		(33,273)	(109,727)	(458)
Purchase of Other Infrastructure Assets		(1,800)	(59,536)	(3,734)
Receipts				
Proceeds from Sale of Assets		0	24,000	104,245
Non-Operating grants used for Development of Assets		573,461	1,098,414	160,096
Net Cash Flows from Investing Activities		73,461	(673,373)	(153,814)
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)	574,202
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	3,261,279

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

Notes

	2022-23 ACTUAL	2023-24 BUDGET	2023-24 ACTUAL
	\$	\$	\$
RECONCILIATION OF CASH			
Cash at Bank - unrestricted	1,604,579	120,746	2,172,786
Cash at Bank - restricted	1,082,048	1,015,808	1,088,043
Cash on Hand	450	0	450
TOTAL CASH	2,687,077	1,136,554	3,261,279
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	374,410	(359,297)	546,890
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)	(160,096)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	22,451	-	(23,573)
(Increase)/Decrease in Receivables	(24,912)	-	(95,855)
(Increase)/Decrease in Other financial assets	22,100	-	-
Increase/(Decrease) in Accounts Payable	(8,966)	-	460,650
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)	728,016

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 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	3,734	41%
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	4,193	
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	221,410	161%
RRG66	Robinson Reseal - RRG	EMI	ROAD	Renewal	230,633	0	0%
RGA66	Robinson Rd West - Reconstruct, Widen, Seal	EMI	ROAD	Upgrade	295,708	2,637	1%
R2R33	Trimmer Road	EMI	ROAD	Renewal	171,040	41,528	24%
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	36,118	103%
R2R71	Stronach Road	EMI	ROAD	Renewal	56,827	0	0%
R2R72	Kojonolakan Road	EMI	ROAD	Renewal	33,732	32,466	96%
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	78,245	104%
LRC350	Leggoe Road	EMI	ROAD	Renewal	123,997	0	0%
LRC318	LRCI Footpaths	EMI	FOOT	Renewal	50,000	930	2%
					1,466,024	413,964	
Total Capital Expenditure					1,795,787	418,157	23%

SUMMARIES:			
Land & Buildings	90,000	0	0.0%
Plant & Equipment	208,100	221,410	106.4%
Furn & Equipment	0	0	0.0%
Infrastructure - Roads	1,278,424	191,624	15.0%
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	3,734	6.3%
	1,795,787	418,157	23.3%
At No Cost	0	0	0.0%
Asset Renewal	1,238,816	411,327	33.2%
New Asset	0	0	0.0%
Upgrading Asset	556,971	6,829	1.2%
	1,795,787	418,157	23.3%
Chief Executive Officer	58,500	0	0.0%
Executive Manager Infrastructure	1,737,287	418,157	24.1%
Deputy CEO	0	0	0.0%
	1,795,787	418,157	23.3%

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

RESERVES - CASH BACKED	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
Staff Leave Reserve	45,183	252	0	45,435	45,183	25,020	0	70,203
Plant Reserve	825,154	4,592	0	829,746	825,154	60,660	(172,100)	713,714
Building Reserve	67,478	376	0	67,854	67,477	25,042	0	92,519
Office Equipment Reserve	14,159	81	0	14,240	14,159	14	0	14,173
Road Construction Reserve	21,826	122	0	21,948	21,826	22	0	21,848
Affordable Housing Reserve	103,248	575	0	103,823	103,249	102	0	103,351
	1,077,048	5,996	0	1,083,044	1,077,048	110,860	(172,100)	1,015,808

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
Proceeds Sale of Assets					
005270	Proceeds On Asset Disposal P&E	\$0	(\$104,245)	(\$24,000)	\$0
			\$0	\$0	\$0
	PROCEEDS FROM SALE OF ASSETS	\$0	(\$104,245)	(\$24,000)	\$0
	Written Down Value			\$0	\$0
	Written Down Value - Works Plant	\$0	\$0	\$0	\$0
	Sub Total - WDV ON DISPOSAL OF ASSET	\$0	\$0	\$0	\$24,000
	Total - GAIN/LOSS ON DISPOSAL OF ASSET	\$0	(\$104,245)	(\$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
	Total - OPERATING STATEMENT	\$0	(\$104,245)	(\$24,000)	\$24,000

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	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	\$430	\$0	\$8,350
031020	Rates Write Offs	\$0	\$26	\$0	\$500
031000	Expenses Relating to Rates	\$10,070	\$8,182	\$0	\$22,350
Sub Total - GENERAL RATES OP EXP		\$10,114	\$8,638	\$0	\$31,200
OPERATING INCOME					
031200	General Rates Levied	(\$1,018,935)	(\$1,018,936)	(\$1,018,935)	\$0
031210	Ex-Gratia Rates Received	(\$2,087)	(\$2,088)	(\$2,087)	\$0
031220	Non Payment Penalty	(\$2,345)	(\$2,599)	(\$3,500)	\$0
031230	Rates Discount Allowed	\$53,000	\$41,834	\$53,000	\$0
031240	Interim Rates Levied	\$0	\$646	(\$1,000)	\$0
031250	Instalment Interest Received	(\$300)	(\$436)	(\$300)	\$0
031260	Rates Administration Fee Received	(\$295)	(\$450)	(\$295)	\$0
031270	Pens Deferred Rates Interest Grant	\$0	\$0	(\$200)	\$0
031280	Other Income Relating to Rates	(\$364)	(\$800)	(\$700)	\$0
Sub Total - GENERAL RATES OP INC		(\$971,326)	(\$982,829)	(\$974,017)	\$0
Total - GENERAL RATES		(\$961,212)	(\$974,191)	(\$974,017)	\$31,200

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
OTHER GENERAL PURPOSE FUNDING					
OPERATING EXPENDITURE					
032000	General Purpose Funding - Admin Allocations	\$8,525	\$7,364	\$0	\$20,454
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP		\$8,525	\$7,364	\$0	\$20,454
OPERATING INCOME					
032010	Grants Commission General	\$0	(\$12,743)	\$0	\$0
032020	Grants Commission Grant - Roads	\$0	(\$9,710)	\$0	\$0
032040	Interest on Investments	(\$1,508)	(\$5,996)	(\$5,800)	\$0
032060	LRCIP Grant funding	\$0	\$0	(\$479,124)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC		(\$1,508)	(\$28,448)	(\$484,924)	\$0
Total - OTHER GENERAL PURPOSE FUNDING		\$7,017	(\$21,084)	(\$484,924)	\$20,454
Total - GENERAL PURPOSE FUNDING		(\$954,195)	(\$995,275)	(\$1,458,941)	\$51,654

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 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
G/L	JOB				
MEMBERS OF COUNCIL					
OPERATING EXPENDITURE					
041010	Members of Council - Conference Expenses	\$9,000	\$7,159	\$0	\$9,000
041020	Members of Council - Elections	\$13,000	\$0	\$0	\$13,000
041030	Members of Council - President & Deputy Allowances	\$0	\$1,143	\$0	\$7,827
041040	Members of Council - Insurance	\$4,470	\$1,362	\$0	\$4,470
041050	Members of Council - Subscriptions & Publications	\$8,520	\$8,155	\$0	\$9,120
041070	Members of Council - Councillor Allowances	\$0	\$5,166	\$0	\$28,710
041080	Members of Council - Refreshments & Receptions	\$4,680	\$3,820	\$0	\$9,000
041090	Members of Council - Councillor Training	\$2,000	\$1,055	\$0	\$10,000
041100	Members of Council - Chamber Maintenance	\$4,970	\$805	\$0	\$5,831
041110	Members of Council - Expenses Related to members	\$77,170	\$67,283	\$0	\$185,441
041130	Members of Council - Integrated Planning & Other	\$0	\$145	\$0	\$2,000
041140	Members of Council - Expenses Relating to 4WDL VROC	\$6,653	\$6,768	\$0	\$15,882
041150	Members of Council - Donations Expenses	\$4,165	\$3,800	\$0	\$11,000
041400	Members of Council - Travelling	\$0	\$0	\$0	\$2,000
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$134,628	\$106,662	\$0	\$313,281
OPERATING INCOME					
041220	Members - Australia Day Grant Income	\$0	(\$8,000)	\$0	\$0
041230	Members - Income Relating to 4WDL VROC	(\$3,300)	(\$1,092)	(\$3,800)	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		(\$3,300)	(\$9,092)	(\$3,800)	\$0
Total - MEMBERS OF COUNCIL		\$131,328	\$97,570	(\$3,800)	\$313,281

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 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
G/L	JOB				
GOVERNANCE					
OPERATING EXPENDITURE					
042000	Expenses Relating to Administration	\$244,895	\$271,166	\$0	\$587,146
042010	Governance - Admin Office Maintenance	\$5,220	\$3,468	\$0	\$14,040
042016	Governance - Insurance	\$34,544	\$37,586	\$0	\$34,544
042020	Governance - Admin Office Garden Maintenance	\$675	\$256	\$0	\$1,630
042030	Governance - Office Equipment Maintenance	\$3,344	\$2,731	\$0	\$8,800
042040	Governance - Consulting & Relief Staff	\$82,468	\$21,407	\$0	\$106,342
042050	Governance - Advertising	\$1,395	\$0	\$0	\$1,500
042060	Governance - Postage & Freight	\$470	\$442	\$0	\$1,305
042070	Governance - Computer Equipment Maintenance	\$36,738	\$36,297	\$0	\$75,599
042080	Governance - Bank Charges	\$1,456	\$1,660	\$0	\$2,800
042090	Governance - Telephone Expenses	\$3,485	\$2,156	\$0	\$8,500
042110	Governance - Legal Expenses	\$835	\$0	\$0	\$2,000
042115	Governance - Valuation Expenses Other than Rates	\$0	\$0	\$0	\$42,000
042120	Governance - Administration Staff Training	\$0	\$6,013	\$0	\$8,275
042121	Governance - Audit Fees	\$0	\$3,250	\$0	\$45,000
042130	Governance - Printing & Stationery	\$2,100	\$1,185	\$0	\$5,000
042140	Governance - FBT	\$29,500	\$55,074	\$0	\$100,000
042160	Governance - Staff Uniforms	\$15	\$247	\$0	\$1,500
042165	Governance - Admin Subscriptions	\$14,331	\$14,817	\$0	\$14,331
042170	Governance - Grants & Workshop Expenses	\$1,650	\$0	\$0	\$3,300
042180	Governance - Admin Costs Recovered	(\$463,121)	(\$383,538)	\$0	(\$1,063,612)
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$0	\$74,217	\$0	\$0
OPERATING INCOME					
042200	Governance - Reimbursements Administration	\$0	(\$580)	\$0	\$0
042210	Contributions & Donations	\$0	\$0	\$0	\$0
042220	Governance - Photocopies & Misc Cash Sales	(\$40)	(\$100)	(\$100)	\$0
042703	Governance - Unders & Overs	\$20	(\$0)	\$50	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		(\$20)	(\$680)	(\$50)	\$0
Total - GOVERNANCE - GENERAL		(\$20)	\$73,537	(\$50)	\$0
Total - GOVERNANCE		\$131,308	\$171,107	(\$3,850)	\$313,281

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
LAW, ORDER AND PUBLIC SAFETY					
FIRE PREVENTION					
OPERATING EXPENDITURE					
051000	Fire Prevention - Expenses Relating to Fire Prevention	\$16,850	\$8,737	\$0	\$43,052
051030	Fire Prevention - Expenses in relation to MAF	\$40,016	\$33,749	\$0	\$61,144
051040	Fire Prevention - Other Fire Fighting Expenses	\$175	\$135	\$0	\$700
051050	Fire Prevention - Expenses Related to ESL	\$20,746	\$23,961	\$0	\$29,900
Sub Total - FIRE PREVENTION OP/EXP		\$77,787	\$66,582	\$0	\$134,796
OPERATING INCOME					
051200	Fire Prevention - Income Relating to MAF Projects	(\$61,143)	(\$27,995)	(\$61,144)	\$0
051210	Fire Prevention - LGGS - Bushfire Grant Income	(\$8,645)	(\$5,986)	(\$34,580)	\$0
051230	Fire Prevention - Fire Prevention Grants - CAPITAL	\$0	\$0	\$0	\$0
Sub Total - FIRE PREVENTION OP/INC		(\$69,788)	(\$33,981)	(\$95,724)	\$0
Total - FIRE PREVENTION		\$7,999	\$32,602	(\$95,724)	\$134,796
ANIMAL CONTROL					
OPERATING EXPENDITURE					
052000	Animal Control - Expenses Relating to Animal Control	\$3,985	\$1,534	\$0	\$9,499
Sub Total - ANIMAL CONTROL OP/EXP		\$3,985	\$1,534	\$0	\$9,499
OPERATING INCOME					
052200	Animal Control - Fines & Penalties	\$0	\$0	\$0	\$0
052210	Animal Control - Dog Registrations	(\$1,000)	(\$790)	(\$1,000)	\$0
052220	Animal Control - Dog/Cat Infringement Income	(\$98)		(\$150)	\$0
Sub Total - ANIMAL CONTROL OP/INC		(\$1,098)	(\$1,340)	(\$1,150)	\$0
Total - ANIMAL CONTROL		\$2,887	\$194	(\$1,150)	\$9,499

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
	OTHER LAW ORDER & PUBLIC SAFETY				
	OPERATING EXPENDITURE				
053000	Other Law - Expenses Relating to Other Law, Order & Public Safety	\$16,960	\$12,925	\$0	\$40,718
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	\$16,960	\$12,925	\$0	\$40,718
	OPERATING INCOME				
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC	\$0	\$0	\$0	\$0
	Total - OTHER LAW ORDER PUBLIC SAFETY	\$16,960	\$12,925	\$0	\$40,718
	Total - LAW ORDER & PUBLIC SAFETY	\$27,846	\$45,721	(\$96,874)	\$185,013

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
HEALTH ADMINISTRATION & INSPECTION					
OPERATING EXPENDITURE					
074000	PREV SRVCS - Expenses Relating to Preventative Services	\$13,415	\$1,489	\$0	\$32,209
074020	PREV SRVCS - Analytical Expenses	\$378	\$360	\$0	\$378
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP		\$13,793	\$1,849	\$0	\$32,587
OPERATING INCOME					
074210	Health - Septic Tank Fees	(\$160)	(\$236)	(\$400)	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC		(\$160)	(\$236)	(\$400)	\$0
Total - HEALTH ADMIN & INSPECTION		\$13,633	\$1,613	(\$400)	\$32,587
PREVENTIVE SERVICES- PEST CONTROL					
OPERATING EXPENDITURE					
077000	Pest - Expenses Relating to Other Health	\$16,795	\$14,536	\$0	\$40,324
077010	Pest - Mosquito Control	\$4,650	\$0	\$0	\$4,650
Sub Total - PEST CONTROL OP/EXP		\$21,445	\$14,536	\$0	\$44,974
OPERATING INCOME					
077200	Pest - Income Relating to Other Health	\$0	\$0	(\$200)	\$0
Sub Total - PEST CONTROL OP/INC		\$0	\$0	(\$200)	\$0
Total - PEST CONTROL		\$21,445	\$14,536	(\$200)	\$44,974

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
	OTHER HEALTH				
	OPERATING EXPENDITURE				
076000	Other Health - Expenses Relating to Other Health	\$1,070	\$921	\$0	\$2,575
	Sub Total - OTHER HEALTH OP/EXP	\$1,070	\$921	\$0	\$2,575
	OPERATING INCOME				
		\$0	\$0	\$0	\$0
	Sub Total - OTHER HEALTH OP/INC	\$0	\$0	\$0	\$0
	Total - OTHER HEALTH	\$1,070	\$921	\$0	\$2,575
	Total - HEALTH	\$36,148	\$17,069	(\$600)	\$80,136

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24		
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	
G/L	JOB					
AGED & DISABLED - OTHER						
OPERATING EXPENDITURE						
082000		Aged & Disabled - Allocation of Admin Overheads	\$375	\$345	\$0	\$905
084000		Aged & Disabled - Expenses Relating to the Aged	\$10,105	\$0	\$0	\$24,265
084010		Aged & Disabled - Expenses relating to Well Aged Housing	\$23,283	\$14,461		
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	\$33,763	\$14,806	\$0	\$72,541
OPERATING INCOME						
084200		Aged & Disabled - Income Relating to Well Aged Housing	(\$32,326)	(\$65,886)	(\$65,465)	\$0
084210		Aged & Disabled - Seniors Week Grants	\$0	\$0	\$0	\$0
		Sub Total - OTHER WELFARE OP/INC	(\$32,326)	(\$65,886)	(\$65,465)	\$0
		Total - OTHER WELFARE	\$1,437	(\$51,080)	(\$65,465)	\$72,541
		Total - EDUCATION & WELFARE	\$1,437	(\$51,080)	(\$65,465)	\$72,541

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
STAFF HOUSING					
OPERATING EXPENDITURE					
091000	Staff Housing - Maintenance 3340 Robinson Road	\$6,742	\$1,857	\$0	\$15,406
091005	Staff Housing - Administration Allocations	\$8,520	\$7,364	\$0	\$20,454
091110	Staff Housing - Maintenance 3347 Robinson Road	\$4,116	\$869	\$0	\$8,986
091220	Staff Housing - Maintenance 3327 Robinson Road	\$10,111	\$1,552	\$0	\$19,661
091330	Staff Housing - Maintenance 13 Cardigan Street (Other not Staff))	\$4,227	\$3,804	\$0	\$9,299
				\$0	\$0
	Sub Total - STAFF HOUSING OP/EXP	\$33,716	\$15,445	\$0	\$73,806
OPERATING INCOME					
091200	Staff Housing - Income 3340 Robinson Road	\$0	\$0	\$0	\$0
091210	Staff Housing - Income 3347 Robinson Road	(\$1,515)	(\$1,540)	(\$3,640)	\$0
091230	Staff Housing - Income 13 Cardigan Street	(\$4,015)	(\$3,700)	(\$9,640)	\$0
091500	Staff Housing - Staff Housing Reimbursements - Utilities	(\$375)	(\$105)	(\$900)	\$0
	Sub Total - STAFF HOUSING OP/INC	(\$5,905)	(\$5,345)	(\$14,180)	\$0
	Total - STAFF HOUSING	\$27,811	\$10,100	(\$14,180)	\$73,806
	Total - HOUSING	\$27,811	\$10,100	(\$14,180)	\$73,806

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme					
SANITATION - HOUSEHOLD REFUSE					
OPERATING EXPENDITURE					
100000	Sanitation Household - Expenses Relating to Refuse Collection	\$17,310	\$14,406	\$0	\$41,486
100010	Sanitation Household - Expenses Relating to Recycling	\$10,045	\$10,567	\$0	\$24,115
100020	Sanitation Household - Tip Maintenance Costs	\$37,885	\$11,842	\$0	\$83,250
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$65,240	\$36,815	\$0	\$148,851
OPERATING INCOME					
100200	Sanitation Household - Income Relating to Tip - Refuse & Recycling	(\$56,430)	(\$52,124)	(\$56,430)	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$56,430)	(\$52,124)	(\$56,430)	\$0
Total - SANITATION HOUSEHOLD REFUSE		\$8,810	(\$15,309)	(\$56,430)	\$148,851
SANITATION OTHER					
OPERATING EXPENDITURE					
101000	Sanitation Other - Expenses Relating to Commercial Refuse Collection	\$2,130	\$1,841	\$0	\$5,116
Sub Total - SANITATION OTHER OP/EXP		\$2,130	\$1,841	\$0	\$5,116
OPERATING INCOME					
Sub Total - SANITATION OTHER OP/INC		\$0	\$0	\$0	\$0
Total - SANITATION OTHER		\$2,130	\$1,841	\$0	\$5,116

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
PROTECTION OF THE ENVIRONMENT					
OPERATING EXPENDITURE					
106000	Protect Env - Expenses Relating to Protection of the Environment	\$1,095	\$959	\$0	\$2,629
106010	Protect Env - Expenses Relating to WWLZ	\$3,325	\$2,656	\$0	\$7,489
106020	Protect Env - Council Contribution to WWLZ	\$0	\$15,000	\$0	\$15,750
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$4,420	\$18,615	\$0	\$25,868
OPERATING INCOME					
106220	Protect Env - Reimbursements WWLZ	(\$3,120)	(\$2,168)	(\$7,489)	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		(\$3,120)	(\$2,168)	(\$7,489)	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$1,300	\$16,447	(\$7,489)	\$25,868
TOWN PLANNING & REGIONAL DEVELOPMENT					
OPERATING EXPENDITURE					
104000	Town Planning - Allocation of Admin Overheads	\$15,050	\$2,225	\$0	\$36,138
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$15,050	\$2,225	\$0	\$36,138
OPERATING INCOME					
104200	Town Planning - Town Planning Application Fee	(\$250)	\$0	(\$1,000)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$250)	\$0	(\$1,000)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$14,800	\$2,225	(\$1,000)	\$36,138

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
OTHER COMMUNITY AMENITIES					
OPERATING EXPENDITURE					
105000	Other Community Amenities - Expenses Relating to Other	\$25,695	\$17,911	\$0	\$61,691
105020	Other Community Amenities - Maintenance - Cemetery	\$2,439	\$1,268	\$0	\$6,218
105030	Other Community Amenities - Maintenance - Grave Digging	\$1,905	\$0	\$0	\$4,570
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP		\$30,039	\$19,179	\$0	\$72,479
OPERATING INCOME					
105200	Other Community Amenities - Income Relating to Cemetery	(\$250)	\$0	(\$1,000)	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC		(\$250)	\$0	(\$1,000)	\$0
Total - OTHER COMMUNITY AMENITIES		\$29,789	\$19,179	(\$1,000)	\$72,479
STORMWATER DRAINAGE					
OPERATING EXPENDITURE					
102000	Stormwater Drainage - Expenses Relating to Urban Stormwater Drainage	\$335	\$307	\$0	\$1,054
Sub Total - URBAN STORMWATER DRAINAGE OP/EXP		\$335	\$307	\$0	\$1,054
OPERATING INCOME					
102200	Stormwater Drainage - Income Relating to Urban Stormwater Drainage	\$0	(\$49,986)	(\$90,000)	\$0
Sub Total - URBAN STORMWATER DRAINAGE OP/INC		\$0	(\$49,986)	(\$90,000)	\$0
Total - URBAN STORMWATER DRAINAGE		\$335	(\$49,679)	(\$90,000)	\$1,054
Total - COMMUNITY AMENITIES		\$57,164	(\$25,296)	(\$155,919)	\$289,506

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		ADOPTED BUDGET	
		30 NOVEMBER 2023		2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
PUBLIC HALL & CIVIC CENTRES					
OPERATING EXPENDITURE					
110000	Expenses Relating to Town Halls & Civic Centres	\$31,645	\$15,828	\$0	\$59,974
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$31,645	\$15,828	\$0	\$59,974
OPERATING INCOME					
110200	Public Halls - Income Relating to Town Hall & Other Civic Centres	(\$952)	(\$260)	(\$1,400)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$952)	(\$260)	(\$1,400)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$30,693	\$15,568	(\$1,400)	\$59,974
OTHER RECREATION & SPORT					
OPERATING EXPENDITURE					
113000	Other Recreation - Expenses Relating to Other Recreation & Sport	\$54,158	\$27,538	\$0	\$123,496
113010	Other Recreation - Maintenance - Parks & Reserves	\$7,185	\$5,171	\$0	\$18,666
113020	Other Recreation - Maintenance - Oval & Buildings	\$29,817	\$15,349	\$0	\$106,170
113030	Other Recreation - Maintenance - Golf Club	\$2,415	\$2,162	\$0	\$6,300
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$93,575	\$50,220	\$0	\$254,632
OPERATING INCOME					
113200	Other Recreation - Income Relating to Other Recreation & Sport	(\$1,425)	(\$720)	(\$1,500)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$1,425)	(\$720)	(\$1,500)	\$0
Total - OTHER RECREATION & SPORT		\$92,150	\$49,501	(\$1,500)	\$254,632

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION					
OPERATING INCOME					
122240	Transport - Regional Road Group Grants	(\$130,638)	\$0	(\$326,596)	\$0
122270	Transport - Roads to Recovery Grant	(\$82,935)	(\$110,110)	(\$487,852)	\$0
122220	Transport - Grant - LCRI	\$0	\$0	\$0	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC		(\$213,573)	(\$110,110)	(\$814,448)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST		(\$213,573)	(\$110,110)	(\$814,448)	\$0
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE					
OPERATING EXPENDITURE					
122000	Transport - Expenses Relating to Streets, Roads, Bridges & Depot Maintenance	\$454,573	\$184,905	\$0	\$1,083,892
122010	Transport - Street Lighting	\$3,455	\$2,443	\$0	\$8,300
122020	Transport - Maintenance - Direct Grants	\$31,150	\$20,217	\$0	\$74,798
122030	Transport - Maintenance - Muni Fund Roads	\$125,146	\$231,293	\$0	\$317,266
122040	Transport - Expenses relating to the Shire Depot	\$25,156	\$9,917	\$0	\$53,085
122050	Transport - Maintenance - Footpaths	\$4,500	\$0	\$0	\$18,000
122060	Transport - Maintenance - Traffic Signs	\$5,335	\$0	\$0	\$20,000
122070	Transport - Maintenance - Bridges	\$1,250	\$0	\$0	\$5,000
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$650,565	\$448,776	\$0	\$1,580,341
OPERATING INCOME					
122230	Transport - Grant - RRG Direct	(\$93,877)	(\$96,130)	(\$93,877)	\$0
122299	Transport - Profit on disposal of assets	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$93,877)	(\$96,130)	(\$93,877)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$556,688	\$352,646	(\$93,877)	\$1,580,341

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	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	\$3,640	\$2,800	\$0	\$8,745
125010	Transport - Licensing Payments	\$60,395	\$44,468	\$0	\$145,000
Sub Total - TRANSPORT LICENSING OP/EXP		\$64,035	\$47,268	\$0	\$153,745
OPERATING INCOME					
125200	Transport - Income Relating to Transport Licensing	(\$2,915)	(\$636)	(\$7,000)	\$0
125210	Transport - Licensing Receipts	(\$60,395)	(\$43,194)	(\$145,000)	\$0
Sub Total - TRANSPORT LICENSING OP/INC		(\$63,310)	(\$43,831)	(\$152,000)	\$0
Total - TRANSPORT LICENSING		\$725	\$3,437	(\$152,000)	\$153,745
Total - TRANSPORT		\$343,840	\$245,973	(\$1,060,325)	\$1,734,086

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	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	\$1,400	\$1,227	\$0	\$3,357
Sub Total - RURAL SERVICES OP/EXP		\$1,400	\$1,227	\$0	\$3,357
OPERATING INCOME					
Sub Total - RURAL SERVICES OP/INC		\$0	\$0	\$0	\$0
Total - RURAL SERVICES		\$1,400	\$1,227	\$0	\$3,357
TOURISM AND AREA PROMOTION					
OPERATING EXPENDITURE					
132000	Tourism - Expenses Relating to Tourism & Area Promotion	\$11,385	\$10,466	\$0	\$16,827
132020	Tourism - Expenses relating to Woody Wongi	\$462	\$295	\$0	\$500
Sub Total - TOURISM & AREA PROMOTION OP/EXP		\$11,847	\$10,762	\$0	\$17,327
OPERATING INCOME					
132220	Tourism - Income relating to Woody Wongi	(\$500)	(\$394)	(\$500)	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC		(\$500)	(\$394)	(\$500)	\$0
Total - TOURISM & AREA PROMOTION		\$11,347	\$10,367	(\$500)	\$17,327

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme					
BUILDING CONTROL					
OPERATING EXPENDITURE					
133000	Building - Expenses Relating to Building Control	\$15,085	\$9,769	\$0	\$36,217
Sub Total - BUILDING CONTROL OP/EXP		\$15,085	\$9,769	\$0	\$36,217
BUILDING CONTROL OP/INC					
133200	Building - Income Relating to Building Control	\$0	\$0	\$0	\$0
133210	Building - Building Permit Application Fee	(\$610)	(\$852)	(\$1,000)	\$0
133220	Building - Building Services Levy	\$0	\$0	\$0	\$0
133221	Building - Building Services Levy Commission	(\$20)	\$0	(\$50)	\$0
133230	Building - Building Construction Industry Training Fund (BCITF)	\$0	\$0	\$0	\$0
133231	Building - BCITF Commission	(\$20)	\$0	(\$50)	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$650)	(\$852)	(\$1,100)	\$0
Total - BUILDING CONTROL		\$14,435	\$8,918	(\$1,100)	\$36,217
OTHER ECONOMIC SERVICES					
OPERATING EXPENDITURE					
135000	Other Economic - Expenses Relating to Economic Services	\$3,455	\$2,991	\$0	\$8,295
135010	Other Economic - Expenses Relating to Standpipes	\$21,740	\$4,290	\$0	\$45,200
Sub Total - OTHER ECONOMIC SERVICES OP/EXP		\$25,195	\$7,281	\$0	\$53,495
OPERATING INCOME					
135015	Other Economic - Income Relating to Pool Inspections	(\$550)	(\$585)	(\$550)	\$0
135210	Other Economic - Income Relating to Standpipes	(\$800)	(\$2,421)	(\$10,000)	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC		(\$1,350)	(\$3,006)	(\$10,550)	\$0
Total - OTHER ECONOMIC SERVICES		\$23,845	\$4,275	(\$10,550)	\$53,495
Total - ECONOMIC SERVICES		\$51,027	\$24,788	(\$12,150)	\$110,396

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
	PRIVATE WORKS				
	OPERATING EXPENDITURE				
141000	Private Works - Expenses	\$5,105	(\$242)	\$0	\$7,165
	Sub Total - PRIVATE WORKS OP/EXP	\$5,105	(\$242)	\$0	\$7,165
	OPERATING INCOME				
141010	Private Works - Fees & Charges	(\$5,643)	\$0	(\$5,700)	\$0
	Sub Total - PRIVATE WORKS OP/INC	(\$5,643)	\$0	(\$5,700)	\$0
	Total - PRIVATE WORKS	(\$538)	(\$242)	(\$5,700)	\$7,165
	PUBLIC WORKS OVERHEADS				
	OPERATING EXPENDITURE				
143000	Public Works - Expenses Relating to Public Works Overheads	\$15,625	\$13,845	\$0	\$37,517
143005	Public Works - Supervisor Salaries	\$51,730	\$48,559	\$0	\$124,200
143011	Public Works - Superannuation	\$28,185	\$30,768	\$0	\$67,675
143020	Public Works - Public Holidays, Annual & Long Service Leave	\$11,880	\$28,130	\$0	\$108,000
143030	Public Works - Protective Clothing	\$7,950	\$1,668	\$0	\$15,000
143060	Public Works - Allowances	\$14,250	\$0	\$0	\$34,207
143070	Public Works - Works Crew Staff Training	\$11,608	\$1,285	\$0	\$29,020
143080	Public Works - Workers Compensation Insurance	\$23,415	\$24,340	\$0	\$23,415
143090	Public Works - Expenses Relating to Occ Safety & Health	\$4,000	\$403	\$0	\$10,000
143050	Less: Allocation of Public Works Overheads	(\$187,025)	(\$144,936)	\$0	(\$449,034)
	Sub Total - PUBLIC WORKS O/HEADS OP/EXP	(\$18,382)	\$4,062	\$0	\$0
	OPERATING INCOME				
143230	Public Works - Income	\$0	(\$7,768)	\$0	\$0
	Sub Total - PUBLIC WORKS O/HEADS OP/INC	\$0	(\$8,257)	\$0	\$0
	Total - PUBLIC WORKS OVERHEADS	(\$18,382)	(\$4,195)	\$0	\$0

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
PLANT OPERATIONS COSTS					
OPERATING EXPENDITURE					
144000	Plant Operation - Insurances	\$12,499	\$13,167	\$0	\$12,499
144010	Plant Operation - Fuels & Oils	\$75,000	\$45,756	\$0	\$150,000
144020	Plant Operation - Tyres & Tubes	\$12,500	\$8,638	\$0	\$30,000
144030	Plant Operation - Parts & Repairs	\$50,000	\$21,387	\$0	\$100,000
144040	Plant Operation - Blades & Tynes	\$8,000	\$0	\$0	\$8,000
144050	Minor Equipment Purchases	\$1,875	\$0	\$0	\$7,500
144060	Plant Operation - Repairs - Wages	\$4,165	\$1,190	\$0	\$10,000
144070	Plant Operation - Licences	\$8,000	\$6,420	\$0	\$8,000
144080	Plant Operation - Depreciation	\$69,360	\$0	\$0	\$166,530
144100	Plant Operation - Less Depreciation Allocated	(\$69,360)	(\$57,671)	\$0	(\$166,530)
144090	Plant Operation - Less Allocated to Works/SRVCS	(\$135,780)	(\$91,350)	\$0	(\$325,999)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$36,259	(\$52,462)	\$0	\$0
OPERATING INCOME					
144005	Plant Operation - Diesel Fuel Rebate	(\$7,080)	(\$6,641)	(\$17,000)	\$0
144006	Insurance Refunds on Motor Vehicle Claims	\$0	(\$3,492)		
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$7,080)	(\$10,133)	(\$17,000)	\$0
Total - PLANT OPERATIONS COSTS		\$29,179	(\$62,595)	(\$17,000)	\$0

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	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
	Sub Total - MATERIALS AND STOCK OP/EXP	\$0	\$0	\$0	\$0
OPERATING INCOME					
145210	Sale of Stock or Scrap	\$0	\$0	\$0	\$0
	Sub Total - MATERIALS AND STOCK OP/INC	\$0	\$0	\$0	\$0
Total - MATERIALS AND STOCK		\$0	\$0	\$0	\$0
SALARIES AND WAGES					
OPERATING EXPENDITURE					
147000	Gross Salaries & Wages	\$508,210	\$498,198	\$0	\$1,220,192
147010	Less Salaries & Wages Allocated	(\$508,210)	(\$491,681)	\$0	(\$1,220,192)
	Sub Total - SALARIES AND WAGES OP/EXP	\$0	\$6,517	\$0	\$0
OPERATING INCOME					
	Sub Total - SALARIES AND WAGES OP/INC	\$0	\$0	\$0	\$0
Total - SALARIES AND WAGES		\$0	\$6,517	\$0	\$0
Total - OTHER PROPERTY AND SERVICES		\$10,259	(\$60,515)	(\$22,700)	\$7,165

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	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	\$575	\$0	\$102
	Transfer to Plant Replacement Reserve	\$0	\$4,592	\$0	\$60,660
	Transfer to Building Reserve	\$0	\$376	\$0	\$25,042
	Transfer to Town Development Reserve	\$0	\$0	\$0	\$0
	Transfer to Office Equipment Reserve	\$0	\$81	\$0	\$14
	Transfer to Road Construction Reserve	\$0	\$122	\$0	\$22
	Transfer to Staff Leave Reserve	\$0	\$252	\$0	\$25,020
	Sub Total - TRANSFER TO OTHER COUNCIL FUNDS	\$0	\$5,996	\$0	\$110,860
INCOME					
	Transfer from Affordable Housing Reserve	\$0	\$0	\$0	\$0
	Transfer from Plant Replacement Reserve	\$0	\$0	(\$172,100)	\$0
	Transfer from Building Reserve	\$0	\$0	\$0	\$0
	Transfer from Town Development Reserve	\$0	\$0	\$0	\$0
	Transfer from Office Equipment Reserve	\$0	\$0	\$0	\$0
	Transfer from Staff Leave Reserve	\$0	\$0	\$0	\$0
	Sub Total - TRANSFER FROM RESERVE FUNDS	\$0	\$0	(\$172,100)	\$0
	Total - FUND TRANSFER	\$0	\$5,996	(\$172,100)	\$110,860

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		ADOPTED BUDGET	
		30 NOVEMBER 2023		2023-24	
		Budget	Actual	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)	(\$1,303,516)	(\$1,204,153)	\$0
	000000 adjust to rates levied			\$0	
	Sub Total - SURPLUS C/FWD	(\$1,204,153)	(\$1,303,516)	(\$1,204,153)	\$0
	Total - SURPLUS	(\$1,204,153)	(\$1,303,516)	(\$1,204,153)	\$0
	OPERATING ACTIVITIES EXCLUDED FROM BUDGET				
	000000 Depreciation Written Back	(\$360,570)	\$0	\$0	(\$865,691)
	000000 Book Value of Assets Sold Written Back	\$0	\$0	\$0	(\$24,000)
	000000 Profit on Sale of Asset Written Back	\$0	\$0	\$0	\$0
	000000 Loss on Sale of Asset Written Back	\$0	\$0	\$0	\$0
	000000 LG House Unit Trust	\$0	\$0	\$0	\$0
	000000 Movement in LSL Reserve (Added Back)	\$0	\$0	\$0	\$0
	000000 Movement in Non-Current Leave Provisions	\$0	\$0	\$0	\$0
	Sub Total - ITEMS EXCLUDED	(\$360,570)	\$0	\$0	(\$889,691)
	Total - OPERATING ACTIVITIES EXCLUDED	(\$360,570)	\$0	\$0	(\$889,691)

Shire of WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			
G/L	JOB				
BUILDINGS					
HOUSING - CAPITAL EXPENDITURE					
091310		Purchase Land & Buildings - Capital			
091310	BC003				3347 Robinson Road Capital
		\$0	\$0	\$0	\$10,000
		Sub Total - CAPITAL WORKS			
		\$0	\$0	\$0	\$10,000
		Total - HOUSING			
		\$0	\$0	\$0	\$10,000
BUILDINGS					
COMMUNITY AMENITIES					
CAPITAL EXPENDITURE					
105300	LRC11				Woodanilling Railway Station Precinct LRCI Phase 2
		\$0	\$0	\$0	\$45,000
		Sub Total - CAPITAL WORKS			
		\$0	\$0	\$0	\$45,000
		Total - COMMUNITY AMENITIES			
		\$0	\$0	\$0	\$45,000
BUILDINGS					
RECREATION AND CULTURE - CAPITAL EXPENDITURE					
110300		Public Halls - Hall Building Capital Expenditure			
110300	BC002				Mens Shed - Capital
		\$19,000	\$0	\$0	\$19,000
111300		Swimming Areas - Building Capital Expenditure			
111300	LRC321				Lake Q Toilet Block and Signage - LRCI Phase 3
		\$0	\$0	\$0	\$16,000
		Sub Total - CAPITAL WORKS			
		\$19,000	\$0	\$0	\$35,000
		Total - RECREATION AND CULTURE			
		\$19,000	\$0	\$0	\$35,000
		Total - BUILDINGS			
		\$19,000	\$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 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
			Budget	Actual	Income	Expenditure
G/L	JOB					
PLANT AND EQUIPMENT						
GOVERNANCE - CAPITAL EXPENDITRE						
042300		Purchase Plant & Equipment - CAPITAL	\$0	\$0	\$0	\$58,500
		Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$58,500
		Total - GOVERNANCE	\$0	\$0	\$0	\$58,500
PLANT AND EQUIPMENT						
LAW ORDER & PUBLIC SAFETY - CAPITAL EXPENDITURE						
053300	LRC319	Purchase Plant & Equipment - CAPITAL	\$0	\$0	\$0	\$12,000
		Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$12,000
		Total - LAW ORDER & PUBLIC SAFETY	\$0	\$0	\$0	\$12,000
PLANT AND EQUIPMENT						
TRANSPORT - CAPITAL EXPENDITURE						
123300		Purchase Plant & Equipment - CAPITAL	\$137,600	\$221,410	\$0	\$137,600
		Sub Total - CAPITAL WORKS	\$137,600	\$221,410	\$0	\$137,600
		Total - TRANSPORT	\$137,600	\$221,410	\$0	\$137,600
		Total - PLANT AND EQUIPMENT	\$137,600	\$221,410	\$0	\$208,100

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 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
			Budget	Actual	Income	Expenditure
G/L	JOB					
ROAD INFRASTRUCTURE						
ROAD CONSTRUCTION - CAPITAL EXPENDITURE						
121310		Road Construction - Regional Road Group				
121310	RRG66	Robinson Reseal	\$0	\$0	\$0	\$230,633
121310	RGA66	Robinson Rd West - Reconstruct, Widen & Seal	\$0	\$2,637	\$0	\$295,708
121320	x	Road Construction - Roads to Recovery				
121320	R2R33	RTR - Trimmer Road	\$171,041	\$41,528	\$0	\$171,040
121320	R2R69	RTR - River Road	\$75,050	\$0	\$0	\$75,050
121320	R2R32	RTR - Ball Road	\$25,768	\$0	\$0	\$51,535
121320	R2R70	RTR - Flagstaff Road	\$0	\$36,118	\$0	\$34,992
121320	R2R71	RTR - Stronach Road	\$0	\$0	\$0	\$56,827
121320	R2R72	RTR - Kojonolakan Road	\$0	\$32,466	\$0	\$33,732
121340		Road Construction - LRCI Roads				
121340	LRC312	Oxley Road	\$0	\$0	\$0	\$3,796
121340	LRC314	Robinson West	\$0	\$0	\$0	\$34,686
121340	LRC315	Onslow Road	\$20,380	\$0	\$0	\$20,380
121340	LRC316	Orchard Road	\$0	\$632	\$0	\$70,681
121340	LRC317	Robinson East Road	\$75,368	\$78,245	\$0	\$75,367
121340	LRC350	LRCI - Leggoe Road	\$0	\$0	\$0	\$123,997
Sub Total - CAPITAL WORKS			\$367,607	\$191,624	\$0	\$1,278,424
Total - ROADS			\$367,607	\$191,624	\$0	\$1,278,424
Total - INFRASTRUCTURE ASSETS ROAD RESERVES			\$367,607	\$191,624	\$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 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
			Budget	Actual	Income	Expenditure
G/L	JOB					
FOOTPATHS						
121370		Footpath Construction				
121370	LRC318	LRCI Footpaths	\$0	\$930	\$0	\$50,000
Sub Total - CAPITAL WORKS			\$0	\$930	\$0	\$50,000
Total - TRANSPORT - FOOTPATHS			\$0	\$930	\$0	\$50,000
Total - FOOTPATH ASSETS			\$0	\$930	\$0	\$50,000
DRAINAGE						
102300		Purchase Drainage Infrastructure - Capital				
102300	DWER1	Dwer Dam Project	\$0	\$458	\$0	\$109,727
Sub Total - CAPITAL WORKS			\$0	\$458	\$0	\$109,727
Total - TRANSPORT - DRAINAGE			\$0	\$458	\$0	\$109,727
Total - DRAINAGE ASSETS			\$0	\$458	\$0	\$109,727
INFRASTRUCTURE - PARKS & OVALS						
COMMUNITY AMENITIES						
105040	LRCI2	Woodanilling Heritage Trail	\$0	\$3,734	\$0	\$9,000
105040	LRC323	Playground Equipment Upgrade	\$0	\$0	\$0	\$25,000
105330		Town Enhancement - Capital				
105330	LRC320	Walking Trails Phase 3	\$0	\$0	\$0	\$25,536
Sub Total - CAPITAL WORKS			\$0	\$3,734	\$0	\$59,536
Total - COMMUNITY AMENITIES			\$0	\$3,734	\$0	\$59,536
Total - INFRASTRUCTURE ASSETS - OTHER			\$0	\$3,734	\$0	\$59,536
GRAND TOTALS			(\$1,176,578)	(\$1,530,499)	(\$4,294,257)	\$4,294,257

Council Policy 114 – Rating Exemption Policy

Objective

The objective of the policy is to establish a consistent approach for determining the granting of an exemption, concession or waiver on the payment of rates, in accordance with Section 6.26 (2) of the *Local Government Act 1995* (the Act) for determining rate exemptions. This allows for rate exemptions that are applied in a fair and equitable manner for all eligible ratepayers.

Scope

This policy applies to ratepayers within the Shire of Woodanilling who are eligible to apply for:

- Land to be considered not rateable pursuant to section 6.26 (2) of the *Local Government Act 1995* (hereinafter referred to as a rate exemption);
- A waiver or concession in relation to rates or service charges pursuant to section 6.47 of the *Local Government Act 1995*.

This policy does not apply to ratepayers who are eligible for a rate concession pursuant to the *Rates and Charges (Rebates and Deferments) Act 1992*.

Policy

The policy provides a framework to be applied when assessing a rates exemption application received by the Shire:

1. All applications must be made in writing on the application form by the Shire and contained a declaration as to the accuracy of the information contained therein;
2. An application must be from the owner of the property on which rates are levied or a tenant liable for rates payment under a lease (if the property is leased, a copy of the lease is required with the application to establish if the lessee is liable for payment of the rates in the terms of the lease);
3. An application for exemption is only applicable to rates, and not to service charges nor the Emergency Service Levy;
4. An application will be required to be lodged every three years and will be assessed in accordance with this policy;
5. It is responsibility of the applicant to re-apply;
6. The Shire may request information from an organisation on a yearly basis if the Shire considers this appropriate;
7. The Shire may request additional information from an organisation making application if it considers it necessary to do so;
8. Information requested under paragraph (6) or (7) above is not limited to, but typically includes copies of the Constitution of the organisation, recent financial statements of the organisation and information demonstrating precisely how any land subject to the application is used;
9. The applicant must be registered charity with Australian Charities and Not-for-profits Commission (ACNC) or an incorporated Not-for Profit organisation;
10. Rates and charges are still payable until a determination has been made. A refund will be made if the application is successful;



11. The applicant must not hold a liquor licence for the provision of alcohol for sale to the public for profit;
12. For the land to be treated as newly recognised not rateable land under section 6.26 (2) (g) of the *Local Government Act 1995*, or if a new application for exemption is required under paragraph (2), an application must be made by 31 May (or the date as outlined in the correspondence that is sent by the Shire) for the rating year that precedes the rating year to which the application relates.

Document Control/References

Name of Policy	Council Policy 114 – Rating Exemption Policy			
Previous Policy	Nil			
Next Review Date	Bi-Annually			
Related Documents	<p><u>Acts/Regulations</u> <i>Local Government Act 1995</i></p> <p><u>Plans/Strategies</u> Nil</p> <p><u>Policies</u> Rates Exemption Application</p> <p><u>Delegations</u> Nil</p> <p><u>Work Procedures</u> Nil</p>			
Date of Adoption and Resolution Number	December 2023			
Review Dates and Resolution Numbers				
History:				
Version:	Title No.	OCM Date Res No.	Synopsis	Details
1	114 Policy – Rating Exemption	19 December 2023	New Policy	
2				

APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 – Section 6.26

Privacy

The personal information collected on this form will only be used by the Shire of Woodanilling for the sole purpose of providing requested and related services. Information will be stored securely by us will not be disclosed to any third parties without your express written consent.

Shire of Woodanilling
3316 Robinson Road
WOODANILLING WA 6316

ABN 31 3477 385 34

Phone: 08 9823 1506

Email :

rates@woodanilling.wa.gov.au

Website :

www.woodanilling.wa.gov.au

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the *Local Government Act 1995*. In doing so you are objecting to the rate book under Section 6.76 of the *Local Government Act 1995*. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS

Street address

Suburb

Rates Assessment Number (if known)

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

3. PROPERTY OWNER DETAILS

Organisation:			
Property Owner: if different to above			
Postal Address:			
Telephone:		Postcode:	
Mobile:		Facsimile:	
E-mail:			

4. APPLICANT DETAILS

Contact Person:			
Position Title:			
Postal Address:			
Telephone:		Postcode:	
Mobile:		Facsimile:	
E-mail:			

5. ORGANISATION INFORMATION

Is/does the organisation:

An incorporated body as per the Associations Incorporations Act 1987 (WA)? Yes No

If yes, provide a Certificate of Incorporation

Provide an extract of the relevant certificate from the ACNC. Yes No

Have a tax exemption from the Australian Tax Office (ATO)? Yes No

If yes, provide a certificate of tax exemption from the ATO

Leasing the property? Yes No

If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates

Have planning approval for the land use of the property? Yes No

A site inspection may be required before the application is processed

6. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 4):

- Organisation's Constitution
- Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- Confirm the grounds upon which an objection is being made to the rate record under Section 6.76 of the *Local Government Act 1995*.
- Confirm the grounds upon which the exemption application applies under Section 6.26 of the *Local Government Act 1995*.
- Use and occupancy of the land, inclusive of date of commencement.
- Type of service provided (e.g. food, accommodation etc).
- Frequency of service provision (e.g. full-time, daily, weekly etc).
- Whether payment is received for the service.
- If there is commercial activity conducted on the land, provide details of the activity and if revenue is raised, where it is disbursed.

A plan of the property, showing all buildings and outbuildings

OR

A floor plan of the leased property area, if only part of the property is the subject of this application

A Copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:

Position:

Organisation:

Signature of Applicant:

Date:

OFFICE USE ONLY

1. CONSIDERATIONS

Approval with Town Planning Scheme?

YES

NO

Has the property been inspected?

YES

NO

Recommend for non-rateable status?

YES

NO

Applicant/Owner Name: _____

Section of the *Local Government Act 1995* 6.26(2) _____

Exemption Description: _____

Reason for non-rateable status:

New Application

Review of Exemption

Amount of rates to be exempted and dates to be applicable from (application date). The approval will be for a period of _____ years, unless circumstances change.

Amount: _____

Date (from): _____

Rubbish bin changes to be levied and dates to be applicable from:

Amount: _____

Date (from): _____

2. DECISION UNDER DELEGATED AUTHORITY

This application has been:

DECLINED for
non-rateable status

APPROVED for partial
non-rateable status

APPROVED for
non-rateable status

Name:

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Signature:

	Date:	
--	--------------	--

OR

Council Resolution Reference: _____

Date of Council Meeting: _____



Shire of Woodanilling

Equal Employment Opportunity Management Plan



Contents

Introduction	3
1. Legislative Responsibility	3
2. Discrimination.....	3
3. Harassment	3
4. Complaint Machinery	3
SECTION ONE – EQUAL OPPORTUNITY POLICY STATEMENT	5
1. Policy Statement	5
2. Policy/Staff Manuals.....	5
3. Review	5
SECTION TWO – AWARENESS RAISING	6
1. Objective	6
2. Action Plan	6
SECTION THREE – PERSONNEL PRACTICES AND POLICIES.....	8
1. Recruitment.....	8
2. Appointment, Promotion and Transfer	8
3. Training & Development	8
4. Conditions of Service	9
5. Exit Interviews	9
SECTION FOUR – DEMOGRAPHIC PROFILE OF EMPLOYEES	10
1. Responsible Officer	10
2. Review of Data.....	10
SECTION 5 – EEO PLAN REVISION.....	11
1. Annual Review	11
2. Report to Director	11
SECTION SIX – INTERNAL GRIEVANCE PROCEDURES	12
1. Objective	12
2. Grievance Policy.....	12
3. Roles	12
4. What to do if you have a Complaint?	12
5. Key Principles in the Complaint Resolution Process.....	13
6. Outcome of Making a Complaint	14
7. Vexatious or Malicious Complaints	14
8. Victimisation of Complainant	14
9. Variation to this Policy	15



Introduction

1. Legislative Responsibility

Under the Western Australian *Equal Opportunity Act, 1984* (PART IX) it is the responsibility of Local Government Authorities to prepare and implement an equal opportunity management plan in order to achieve the objects of the Act. These objects are:

- A. To eliminate and ensure the absence of discrimination in employment on the ground of sex, marital status, pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age;
- B. To eliminate and ensure the absence of discrimination in employment against gender reassigned persons on gender history grounds; and
- C. To promote equal employment opportunity for all persons.

2. Discrimination

Discrimination is deemed to have occurred where the “discriminator” treats an “aggrieved person” less favourably than in the same circumstances the discriminator treats or would treat another person in any of the areas covered by the Act, and is defined as:

- A. Direct Discrimination
‘Any decision or action which specifically excludes a person or group from benefit or opportunity, or significantly reduces their chances of obtaining it, because a personal characteristic, irrelevant to the situation, is applied as a barrier.’
- B. Indirect Discrimination
‘Rules, policies and procedures that appear neutral but incorporated attitudes and assumptions which disadvantage a particular group.’
- C. Systemic or Structural Discrimination
‘The result of interaction of a range of objective practices sanctioned by custom, and may be recognised by analysing statistical data.’

3. Harassment

Harassment is defined as unwelcome, offensive actions or remarks concerning a person’s sex, marital status, pregnancy, race, colour, language, ethnicity, disability, impairment, or religious political conviction.

Harassment is deemed to have occurred, not as a result of a one off or occasional comment or remark, but repeated or continual harassment, as defined.

4. Complaint Machinery

The legislation provides its own machinery for processing complaints which is distinct from the existing legal system. Complaints are referred to the Equal Opportunity Commissioner who



attempts to settle by conciliation. If the Commissioner fails to settle the matter it may be referred to the State Administrative Tribunal which may:

- A. Dismiss the Complaint;
- B. Order Respondent to cease conduct or redress any loss; or
- C. Order Respondent to pay damages.

A party aggrieved by a decision of the Tribunal may appeal under Section 105 of the *State Administrative Tribunal Act 2004*.



SECTION ONE – EQUAL OPPORTUNITY POLICY STATEMENT

1. Policy Statement

The Shire of Woodanilling recognises its legal obligations under the *Equal Opportunity Act* (1984) to actively promote equal employment opportunity based on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions or physical impairment.

All offers of employment within the Shire will be directed to providing equal opportunity to prospective employees, provided their relevant experience, skills and ability meet the minimum requirements for engagement.

All employment training opportunities within the Shire will be directed towards providing equal opportunity to all employees based on merit and their relevant experience, skills and ability meet the minimum requirements for the position.

All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability are adequate to meet the minimum requirements and they are assessed as the most appropriate candidate for the advertised position. In this context, as a minimum, all vacancies shall be advertised internally within the organisation.

The Shire of Woodanilling will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal opportunity goals of this Council are designed to provide an enjoyable, challenging, involving and harmonious work environment for all employees, where each has the opportunity to progress to their ability.

2. Policy/Staff Manuals

This Policy Statement continues to form part of Council's standing Policy Manual. This Policy Manual is available on the Shire of Woodanilling's website.

3. Review

The Equal Opportunity Policy Statement is to be reviewed annually by Council, on or before 31st December each year.



SECTION TWO – AWARENESS RAISING

1. Objective

To raise the awareness, of the Councillors and Employees, of the need and desirability of Equal Employment Opportunity (EEO) practices and to endeavour to ensure compliance with the requirements of the *Equal Opportunity Act 1984*.

2. Action Plan

A. Responsible Officer (EEO Officer)

The Chief Executive Officer (CEO), as appointed by Council, will be the Officer responsible for raising awareness of Councillors and Staff to EEO issues. This Officer is also responsible for implementing and raising awareness of Council's EEO Management Plan, and the ongoing work associated with the implementation of the Plan.

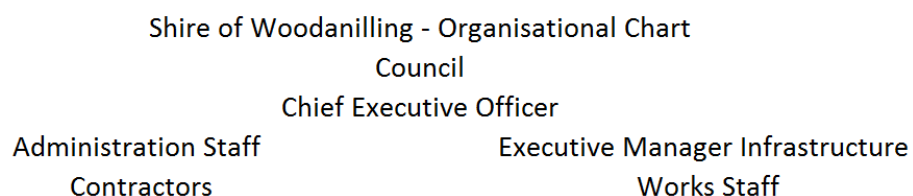
B. Staff Training

As part of the ongoing commitment to Equal Employment Opportunity, an EEO component, where considered appropriate by Council, will be introduced into staff training.

Training courses held by other appropriate organisations will also be attended by staff, where this is considered necessary by the Council and the Chief Executive Officer.

C. Organisation Chart

The attached organisation flow chart has been adopted by the Council, as have the undermentioned schedule of occupations of the Council's workforce. The flow chart and the schedule of occupations may be reviewed annually in conjunction with the general review of the EEO Plan.



D. Advice



As and/or when considered necessary by either the Council or the EEO Officer, EEO awareness will be raised using any of the following methods: -

- a. Preparation of notices for both Staff and Councillors
- b. Inclusion of EEO issues in staff training
- c. Inclusion of EEO issues on the agenda for staff meetings (when necessary)
- d. Accepting feedback from Staff to Management.

E. Complaints

All complaints will be recorded by the EEO Officer. The complaint will be advised of all other avenues with the decision or actions of the EEO Officer; or any other party to the dispute, in accordance to have the complaint heard if dissatisfied with the complaint machinery as detailed in the introduction to this plan.



SECTION THREE – PERSONNEL PRACTICES AND POLICIES

From the date of acceptance/implementation of the EEO Management Plan, all policies or practices adopted by Council, as recorded in the Council's Minutes, shall be deemed amended in so far as any section that is discriminatory under the Equal Opportunity Act or this Management Plan, will be deleted.

The Personnel Policies and Practices of other local government authorities will be monitored, and where practical and deemed appropriate implemented by this Council and incorporated in this Plan.

Complaints, problems or queries, in relation to personnel policy and practices, will be considered by the EEO Officer, who will make recommendations to Council.

1. Recruitment

All advertised vacancies, descriptions and titles are to be non-discriminatory and all recruitment practices are to be fair and shall not contain any discriminatory requirements or conditions.

2. Appointment, Promotion and Transfer

Council is to appoint the most suitable person to the position of Chief Executive Officer. Such an appointment is to be based on qualifications, skills, expertise and experience and such other criteria as deemed relevant by Council.

The most suitable person for a position is to be appointed by the Chief Executive Officer to all other positions in the Organisation except the Chief Executive Officer position. Such appointments are to be based on qualifications, skills, expertise, experience, aptitude, and such further criteria as deemed relevant by the Chief Executive Officer. All administrative forms are to be reviewed for relevancy and discriminatory phrasing or requirements deleted. Job descriptions and duty statements are to be drawn up where necessary and reviewed regularly for accuracy.

Qualification requirements for each position are to be reviewed prior to Advertising a Vacant Position for validity, relevance and non-discrimination. All applicants for any position are to be kept fully informed in writing of the outcome of the selection procedure.

3. Training & Development

Council encourages participation by an employee in any relevant course of study or training and reserves the right to apply study requirements or qualification standards to a particular position. The requirements and/or standards shall not be onerous or excessively high and shall be relevant to the position and subject to negotiation with the prospective employee



before imposition. Council's requirements must be stated briefly in any advertisement for the position and discussed with the prospective employee prior to interview and/or appointment. Relevant training courses should be publicised to all appropriate employees when the course is acceptable in all respects (eg timing, cost) and where possible, multi-skilling is encouraged.

4. Conditions of Service

Benefits/entitlements are to be consistent throughout the workforce and without restriction. Adequate and safe facilities such as toilets, amenities and work areas are to be provided by Council. Inconsistencies in rates of pay, allowances, and expenses permitted, or entitlements are not permitted.

5. Exit Interviews

Wherever possible and practicable, Staff leaving the employ of Council are to be given the opportunity to comment on all aspects of their employment with this Council, including EEO issues. These comments are to be recorded and reviewed in conjunction with existing policy and practices along with periodical reviews of existing policy and practices.



SECTION FOUR – DEMOGRAPHIC PROFILE OF EMPLOYEES

To enable effective management and to assist in the elimination of discrimination in employment, Personnel Data will be collected from all staff members. Data required incorporates statistics relevant to discrimination on grounds covered by the Equal Opportunity Act.

Specifically, the data includes gender; salary; occupation; employment status; employment type; length of employment (within organisation) and age.

1. Responsible Officer

The EEO Officer for this Council is responsible for the preparation and circulation of the demographic profile to all present and future employees.

Confidentiality of the employee is to be ensured by the EEO Officer and the appropriate storage of completed forms in accordance with Council's Recording Keeping Plan.

2. Review of Data

Aggregated information from the demographic survey, from present employees, is attached as an appendage to this Plan.

Changes to the demographic profile of employees is to be aggregated annually on or before May 31st each year. This information will be monitored by the Chief Executive Officer to determine any trends shown by the demographic profile. The Chief Executive Officer will make recommendations to Council, where appropriate, on the implementation of strategies to overcome deficiencies in EEO, revealed by analysis of the demographic profile.



SECTION 5 – EEO PLAN REVISION

The Plan is to be reviewed by the 31st December each year, by the EEO Officer unless special issues required earlier changes by Council. Administrative forms and practices, as necessary, will also be reviewed by the EEO Officer.

1. Annual Review

Consideration of reports, complaints and amendments made during the year and assessment of consistency with the Plan as a whole, will be undertaken. Comments and advice will be sought from employees, Councillors and other Local Authorities as appropriate.

A complete and updated copy of the Plan is to be supplied to Councillors and Staff upon request and must be placed on Council's Shire Website.

2. Report to Director

The Chief Executive Officer shall report to the Director of Equal Opportunity in Public Employment under Section 146(1) of the EEO Act.



SECTION SIX – INTERNAL GRIEVANCE PROCEDURES

1. Objective

To ensure that this Council's work environment is discrimination and harassment free.

2. Grievance Policy

All employees have a right to express any genuine grievances or complaints via an impartial internal process.

All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term "employee/s" will extend to cover contractors, volunteers and any person performing work for or with the Shire of Woodanilling in any capacity.

3. Roles

Complainant – An employee who raises a complaint about a matter regarding the workplace.

Respondent – An employee who is alleged to have acted in a manner which caused the complainant to raise a complaint.

Support Person – A Complainant and/or Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

Witness – A person (including an employee) who is requested by the Local Government to assist the process by providing relevant information regarding the complaint.

4. What to do if you have a Complaint?

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Council's policies, procedures and guidelines (Policies), the Complaint should, where reasonable or practicable, first approach the Respondent for an informal discussion.

If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their Manager directly and seek assistance in facilitating an informal discussion.

If the Respondent is the Chief Executive officer, the grievance can lodge with the Executive Manager Infrastructure (EMI). If the direct manager is the Respondent in the matter or if



the employee feels uncomfortable approaching their manager, the Complainant should approach any other Manager.

The employee who receives the complaint must contact the Respondents direct line manager (in the case of the Chief Executive Officer that is the Shire President) and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complaint and/or the Respondent, or the commencement of a formal investigation of the complaint.

5. Key Principles in the Complaint Resolution Process

The following principles are necessary for the fair investigation and resolution of a complaint:

- a. Confidential – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Woodanilling may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee’s personal file if they are disciplined as a result of the complaint.
- b. Impartial (fair/unbiased) – both parties will have an opportunity to put their case forward. No assumptions are made, and no action will be taken until available and relevant information has been collected and considered.
- c. Sensitive – The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation.
- d. Timely – The Shire of Woodanilling aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements.
- e. Documented – All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of the process. For more informal processes, a file note or note in a diary may be sufficient.
- f. Natural Justice – The principles of natural justice provide that:
 - a. A respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made.
 - b. A respondent against who an allegation is made has the right to be told (where possible and appropriate) who made the allegation.
 - c. Anyone involved in the investigation should be unbiased and declare any conflict of interest.
 - d. Decisions must be based on objective considerations and substantiated facts.
 - e. The Complainant and the Respondent have the right to have a support person present at any meetings where practicable.
- g. Procedural Fairness – The principles of procedural fairness provide that:



- a. The Respondent is advised of the details (as precisely and specifically as possible) of any allegations where reasonably practicable.
- b. A Respondent is entitled to receive verbal or written communication from the Shire of Woodanilling of the potential consequences of given forms of conduct, as applicable of the situation.
- c. The Respondent is given an opportunity to respond to any allegations made against them by a Complainant.
- d. Any mitigating circumstances presented to the Shire of Woodanilling through the grievance process are investigated and considered.
- e. The Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary.
- f. Any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed.
- g. All interviews of witnesses are conducted separately and confidentially.

6. Outcome of Making a Complaint

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issues, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with Disciplinary Policy.

If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with senior management, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

7. Vexatious or Malicious Complaints

Where a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

8. Victimization of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the Shire of Woodanilling for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.



9. Variation to this Policy

This policy may be cancelled or varied from time to time. All Shire of Woodanilling's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

Dealing with Bullying Policy and Procedure

Psychosocial Safety Policy

Equal Opportunity Policy

Grievance Policy and Procedure

WWLZ INFORMATION REPORT – FOR THE PERIOD – NOV 2023 – DEC 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: Nov 14th

Next Meeting: Feb 2024

LANDCARE COORDINATION FUNDING 2022/2023

- 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 advice
- General administration
- Fauna ID queries
- Weed management advice
- Fox Baiting advice

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
- RV Club Activity presentation
- Nov Nightstalk
- Woodanilling Skate Park Project – presentation to kids

COMING EVENTS

- Woolorama 2024
- Feb/Mar Fox Shoot

CURRENT/ONGOING PROJECTS:

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

- Data collation for fauna report at end of project.
- Planning on new fauna survey locations for autumn 2024
- Volunteer recruitment for 2024 surveys
- Participation in planning for Woodanilling skate park refurbishment – local wildlife for art project

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

- No grazing currently as sheep going out onto stubbles at this time of year.

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

- Mapping data from contractor
- Design survey for participating farmers to gauge commitment for control beyond project.

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:	CUSOMER SERVICE	POLICY NO:	29
DATE ADOPTED:	17/03/2015	DATE LAST REVIEWED:	15/05/2018
LEGAL (PARENT):	<i>Equal Opportunity Act 1984</i>	LEGAL (SUBSIDIARY):	Equal Opportunity Regulations 1986
DELEGATION OF AUTHORITY APPLICABLE:		DELEGATION No.	

ADOPTED POLICY	
TITLE:	Equal Employment Opportunity
OBJECTIVE:	To ensure that all persons employed or engaged by Council understand Council's commitment to equal employment opportunities. To provide guidelines to ensure the principles of equal employment opportunity are adhered to.

POLICY STATEMENT

Council recognises its legal obligations under the Equal Opportunity Act 1984 (as amended) and will actively promote the principles of equity and diversity in the workplace. This means that Council aims to provide a work environment that fosters good working relationships where employees, contractors and volunteers are treated fairly and equally and that unlawful discrimination does not take place.

Council aims to be respected for its commitment to equal opportunity as an employer and as a service provider to the community by adopting the following practices;

1. Appointments, promotion and training:

Access to employment, contracts, promotion, and training is to be fair and equitable. Decisions on matters affecting (prospective and current) employees, contractors and volunteers will be made on merit and are based on relevant experience, skills and ability required for the role. No decisions will be made on the basis of nepotism or patronage.

2. Diversity:

Council recognises, values, and respects social, cultural, and linguistic diversity. Where it can reasonably be achieved, assistance will be provided to employees and volunteers with special needs in order to assist them in undertaking their roles effectively.

3. Discrimination and harassment free environment:

Council promotes an environment where people are able to work effectively without the fear of unlawful discrimination or harassment. Discrimination is treating one person less favourably than another because of a personal attribute which is covered by equal opportunity laws, and includes: gender, marital status, pregnancy, family responsibilities or status, race, religious and/or political conviction, impairment, age, gender history, and sexual orientation.

Discrimination is unlawful. Harassment is also not tolerated. Harassment is defined as any unwelcome, offensive action or remark concerning a person's gender, race, age, impairment or one of the other attributes as covered in the Equal Opportunity legislation.

4. Good working relationships:

Council aims to provide an enjoyable, challenging, and harmonious work environment. Workplace bullying is one activity that detracts from this environment. It can create a risk to health and safety and will not be tolerated.

Workplace bullying is defined as repeated, unreasonable behaviour directed towards a person or a group of persons at a workplace.

5. Responsibilities:

All employees, volunteers and contractors have a shared responsibility to apply and promote the equal opportunity principles.

6. Grievances:

Grievances in relation to discrimination, harassment, and bullying will be dealt with fairly, quickly and confidentially by the Equal Opportunity Co-ordinator in accordance with the following grievance procedure. The Equal Opportunity Co-ordinator will receive appropriate training to undertake this role.

The Chief Executive Officer is the Equal Opportunity Co-ordinator for the Shire of Woodanilling.



Dealing with Bullying Policy and Procedure

OUR COMMITMENT

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

"PCBU" Person Conducting a Business or Undertaking (*For the purposes 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*).

The PCBU is committed to providing a safe and healthy workplace, free from bullying.

Workers are protected by this policy whether they feel bullied by management, workers, clients, or members of the public. The PCBU treats reports of workplace bullying seriously. We will respond promptly, impartially, and confidentially. This policy forms part POL-27 Psychosocial Safety Policy.

This policy is made available to all workers. New workers will be given a copy of this policy in the induction. Managers and supervisors will remind workers of the policy from time to time.

EXPECTED WORKPLACE BEHAVIOURS

Under the Work Health and Safety Act 2020, management, workers and others at PCBU workplace/s have a primary duty of care to take reasonable care not to adversely affect the health and safety of others.

The PCBU expects people to:

- Behave in a responsible and professional manner.
- Treat others in the workplace with courtesy and respect.
- Listen and respond appropriately to the views and concerns of others, and;
- Be fair and honest in their dealings with others.

This policy applies to behaviours that occur:

- In connection with work, even if it occurs outside normal working hours.
- During work activities, for example when dealing with clients.
- At work-related events, for example at conferences and work-related social functions, and;
- On social media where workers interact with colleagues or clients and their actions may affect them directly or indirectly.

WHAT IS WORKPLACE BULLYING

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

WHAT DOES NOT CONSTITUTE WORKPLACE BULLYING

Reasonable action taken by managers or supervisors to direct and control the way work is carried out is not workplace bullying if –

- The action is carried out in a lawful and reasonable way.
- The action aligns with our Policies and Procedures, taking the specific circumstances into account.

The PCBU may take reasonable action to effectively direct and control the way work is carried out. It is reasonable for PCBU managers and supervisors to allocate work and give feedback on a worker's performance.

These actions are not workplace bullying if they are carried out in a lawful and reasonable way, taking the specific circumstances into account.

A manager exercising their legitimate authority at work may result in some discomfort for a worker. The question of whether management action is reasonable is determined by considering the actual management action, rather than a worker's perception of it and, where management action involves a significant departure from established policies or procedures, whether the departure was reasonable in the circumstances.



Dealing with Bullying Policy and Procedure

WHAT CAN YOU DO?

If you feel you are experiencing or witnessing workplace bullying, and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue promptly either with management, the Health and Safety Representative (if applicable) or supervisors within the business. If you are a member of a union, you may also raise any issues with your delegate.

If you witness unreasonable behaviour, you should bring the matter to the attention of management as a matter of urgency.

HOW WE WILL RESPOND

If workplace bullying or unreasonable behaviour is reported or observed, the PCBU will:

- Arrange for the responsible supervisor or manager to speak with the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties (refer to Grievance Policy and supporting Procedure).
- Where issues cannot be resolved, or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. All parties will state their case and relevant information will be collected and considered before a decision is made.
- All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint, or in resolving it, will have access to the information.
- There will be no victimisation of the person making the report or helping to resolve it. Complaints made maliciously or in bad faith may result in disciplinary action.

CONSEQUENCES OF BREACHING THIS POLICY

Appropriate disciplinary action may be taken against a person who is found to have breached this policy. The action taken will depend on the nature and circumstance of each breach and may include:

- A verbal or written apology.
- One or more parties agreeing to participate in counselling or training.
- A verbal or written reprimand, or;
- Transfer, demotion or dismissal of the person engaging in the bullying behaviour.

IF WORKPLACE BULLYING HAS NOT BEEN SUBSTANTIATED

If an investigation finds workplace bullying has not occurred or cannot be substantiated, the PCBU may still take appropriate action to address any workplace issues leading to the bullying report.

This Policy and Procedure has been endorsed.

PCBU REPRESENTATIVE	CHIEF EXECUTIVE OFFICER	SIGNED		DATE	12/12/2023
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[New stop bullying and sexual harassment provisions \(commerce.wa.gov.au\)](https://commerce.wa.gov.au)

[Toolkits and information resources - Bullying | Department of Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](https://commerce.wa.gov.au)

[Psychosocial hazards in the workplace - code of practice \(commerce.wa.gov.au\)](https://commerce.wa.gov.au)



Grievance Policy and Procedure

POLICY BRIEF & PURPOSE

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*).

The PCBU Grievance Policy and Procedure sets out the process as to how workers may inform management of their complaints in a constructive manner. Supervisors and management should be made aware of aspects that negatively affect workers, or hinders their work, so that they can manage and resolve issues as quickly as possible. Workers should be able to follow a fair grievance procedure, and have grievances acknowledged to avoid potential conflict.

The PCBU encourages workers to communicate their grievances so that management is better able to foster a supportive and pleasant workplace for everyone.

SCOPE

This policy applies to everyone in the organisation, regardless of position or status.

POLICY ELEMENTS

Grievance Definition

Any complaint, problem or concern of a worker regarding their workplace, job or co-worker relationships.

Workers can file grievances for any of the following reasons:

- Workplace harassment.
- Health and safety issues.
- Supervisor behaviour.
- Adverse changes in employment conditions.

This list is not exhaustive, however where possible, workers should try to resolve less serious issues informally before they resort to the formal grievance procedure.

Workers who file grievance reports can:

- Reach out to their direct supervisor or manager.
- File a grievance report explaining the situation in detail.
- Refuse to attend formal meetings on their own.
- Appeal any formal decision.

Any person who faces an allegation has the right to:

- Receive a copy of the allegation/s against them.
- Respond to the allegation/s.
- Appeal any formal decision.

The PCBU is obliged to:

- Have a formal grievance procedure in place.
- Communicate the procedure.
- Investigate all grievances fairly and promptly.
- Treat all workers who file grievances fairly.
- Preserve confidentiality at all stages of the process.
- Resolve all grievances where possible.
- Respect the no-retaliation policy where workers file grievances with the PCBU or external agencies (e.g., equal employment opportunity committee).

Shire of Woodanilling

Grievance Policy and Procedure



PROCEDURE

Workers are encouraged to talk to each other to resolve their problems. Where this isn't possible, workers should understand how to file a grievance report.

1. Communicate informally with the PCBU supervisor or manager. The supervisor or manager will try to resolve the problem. When workers have a grievance about their supervisor, they should first try to discuss the matter and resolve it between themselves. In this instance, they're advised to request an informal meeting. Supervisors should try to resolve any grievance as quickly as possible. When they're unable to do so, they should refer to management and cooperate with all other procedures.
2. If the grievance relates to a supervisor behaviour that can result in disciplinary action (e.g., sexual harassment or violence), workers should refer directly to the senior management of the PCBU.
3. Accommodate the procedure outlined below.

PCBU Management follows the procedure below:

1. Request worker to complete a grievance report.
2. Talk with the worker to ensure the matter is completely understood.
3. Provide the worker who faces allegation/s with a copy of the grievance report.
4. Organise mediation between the parties involved (i.e., arrange a formal meeting).
5. Investigate the matter or request the help of an investigator (if required).
6. Keep involved parties informed throughout the process.
7. Communicate the formal decision to all parties involved.
8. Keep information relating to the grievance confidential.
9. Take action to ensure the formal decision is adhered to.
10. Deal with appeals by gathering more information and investigating further.
11. Keep accurate records.

This procedure may vary, according to the nature of a grievance. For example, if a worker is found guilty of racial discrimination, the PCBU will commence disciplinary procedures.

This Policy and Procedure has been endorsed.

PCBU REPRESENTATIVE	CHIEF EXECUTIVE OFFICER	SIGNED		DATE	12.12.2023
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Equal Opportunity incorporating Pay Equity Policy – ensuring equal pay for work of equal or comparable value across the workforce.

INTRODUCTION

Under the Work Health and Safety Act 2020, work relationships are defined as:
“PCBU” Person Conducting a Business or Undertaking (*For the purposes 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*).

- The PCBU is committed to providing a work environment that allows all workers to be treated fairly and equally by -
- Adhering to the law in relation to remuneration and working conditions for all workers covered by award or agreement and for all non-award workers.
 - Having this written Policy and guidelines on merit based recruitment in place.
 - Ensuring fairness and consistency when determining remuneration for workers.
 - Following a consistent and transparent procedure when workers are selected to be promoted, transferred or terminated.
 - Ensuring performance management decisions are merit based and transparent and that pay increases are in line with performance rating.
 - Reviewing remuneration at least annually to identify and fix gender pay gaps.

Consistent with this, Management:

- Do not tolerate harassment, discrimination or disadvantaging of a person based on their age, sex, race, religious belief, marital status, impairment or pregnancy.
- Require all employment applicants to be assessed on their individual attributes, skill and experience for successful appointment to a sought position.
- Comply with relevant standards and legislation.

WORKER RESPONSIBILITIES

- Workers have a responsibility to demonstrate courtesy and respect in the workplace.
- Workers who practice any form of discrimination or harassment will be subject to disciplinary action.

This Policy has been endorsed.

PCBU REPRESENTATIVE	CHIEF EXECUTIVE OFFICER	SIGNED		DATE	12.12.2023
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References

- [Pay and gender | WGEA](#)
- [Pay equity | WGEA](#)



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

Local government operational guidelines

CEO recruitment and selection,
performance review and termination

Local Government (Administration)
Regulations 1996

May 2022



Contents

Preface	1
Part 1 – Recruitment and Selection	2
Principles.....	2
Recruitment and Selection Standard.....	2
Recruitment and Selection Standard continued.....	3
Guidelines.....	3
Recruitment and selection process.....	3
Advertising.....	4
Selection panel and independent person.....	4
Independent human resources consultant.....	5
Council’s responsibilities.....	6
Creating Diversity.....	6
Due Diligence.....	7
Selection.....	8
Employment contract.....	9
Appointment.....	9
Confidentiality.....	10
CEO induction.....	10
Principles.....	11
Performance Review Standard.....	11
Guidelines.....	11
Employment contract and performance agreement.....	11
Performance Criteria.....	12
Performance review panel.....	13
Independent consultant.....	13
Assessing performance.....	13
Addressing performance issues.....	14
Confidentiality.....	15
Part 3 – Termination	16
Principles.....	16
Termination Standard.....	16
Guidelines.....	16
Reason for termination.....	16
Opportunity to improve and mediation.....	18
Termination report.....	18

Confidentiality.....	18
Disclaimer	18

Preface

The Local Government Legislation Amendment Act 2019 included a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms intend to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the Local Government (Administration) Amendment Regulations 2021.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (DLGSC), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LG Pro). The Department gratefully acknowledges the participation and contribution of these representatives.

The DLGSC notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the Local Government Act 1995 (the Act) lists several general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the State Records Act 2000 (WA).

It is a requirement that a local government gives Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered
- details of the place where applications are to be submitted
- the date and time applications close
- the duration of the proposed contract
- a web address where the JDF can be accessed
- contact details for a person who can provide further information
- any other relevant information.

To attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website
- posting on online jobs boards (e.g. SEEK)
- sharing the advertisement via professional networks
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government
- former elected members (such as a Mayor or Shire President) or staff members of another local government
- a prominent or highly regarded member of the community
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of Schedule 2 of the Local Government (Administration) Regulations 1996. A policy should include important information that outlines:

- the primary functions of the panel
- roles and responsibilities of panel members
- composition of the panel
- duration of term
- desirable criteria for appointment to the panel
- a requirement that panel members sign a confidentiality agreement and agree to the duties and responsibilities of their role
- any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resource professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF
- development of selection criteria
- development of assessment methods in relation to the selection criteria
- drafting of the advertisement
- executive search
- preliminary assessment of the applications
- shortlisting
- drafting questions for interview
- coordinating interviews
- preparing the selection summary assessment and recommendation
- arranging for an integrity check and/or police clearance
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the Employment Agents Act 1976 (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. To manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews – as this should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of several selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- “Similar-to-me” effect – if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly
- “Halo” effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee
- requesting that an applicant obtains a national police clearance as part of the application process
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee, such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria, and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance)
- quality of application
- referee reports
- verification and sighting of formal qualifications and other claims provided by the applicant
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract
- the performance review criteria
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. Advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to that particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the DLGSC and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan
- budget compliance
- organisational capability
- operational and project management
- financial performance and asset management
- timeliness and accuracy of information and advice to councillors
- implementation of council resolutions
- management of organisational risks
- leadership (including conduct and behaviour) and human resource management
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criterion. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement.

The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria
- preparing the performance agreement
- collecting performance evidence
- writing the performance appraisal report
- facilitating meetings between the performance review panel
- assisting with the provision of feedback to the CEO
- formulating plans to support improvement (if necessary)
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the council as part of regular reporting. These sources include:

- achievement of key business outcomes
- interactions with the council and progress that has been made towards implementing the council's strategic vision

- audit and risk committee reports
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate)
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances)
- organisational survey results
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks)
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. Whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason, performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO regarding their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance
- misconduct
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all
- not following workplace policies, rules or procedures
- unacceptable conduct and behaviour at work
- disruptive or negative behaviour at work
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control
- not complying with an agreed plan to address performance issues
- failing to comply with the provisions of the Local Government Act 1995 and other relevant legislation
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government
- behaves unlawfully or corruptly
- deliberately behaves in a way that is inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the Corruption, Crime and Misconduct Act 2003
- theft
- fraud
- assault

- falsification of records
- being under the influence of drugs or alcohol at work
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the Corruption, Crime and Misconduct Act 2003 (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council.

The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a

breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.



INTRODUCTION

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

“PCBU” Person Conducting a Business or Undertaking (*For the purposes 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).

Excerpt from DMIRS CODE OF PRACTICE Psychosocial hazards in the workplace

Psychosocial hazards at work Psychosocial hazards at work are aspects of work and work situations which can lead to psychological or physical harm. These stem from:

- The way the tasks or job are designed, organised, managed and supervised.
- Tasks or jobs where there are inherent psychosocial hazards and risks.
- The equipment, working environment or requirements to undertake duties in physically hazardous environments.
- Social factors at work, workplace relationships and social interactions.

Workplace psychosocial hazards are related to the psychological and social conditions of the workplace rather than just the physical conditions. These include stress, fatigue, bullying, violence, aggression, harassment and burnout, which can be harmful to the health of workers and compromise their wellbeing.

Both short- and long-term exposure to psychosocial hazards may cause harm to a person. For example, while exposure to severe, short-lived (acute) psychosocial hazards such as experiencing violence at work may result in harm to health (e.g. acute-stress disorder, post-traumatic stress disorder), it is important to also recognise that the cumulative effect of low-level exposure to psychosocial hazards can also lead to psychological or physical injury.

People may experience multiple psychological and physical symptoms of harm as a result of exposure. In addition to adverse health outcomes for workers, exposure to psychosocial hazards and risk factors in the workplace can also affect performance and increase the risk of accidents or incidents.

Policy

[ENTITY] Psychological safety policy recognises that a mentally healthy workplace is a key driver for organisational success and sustainability.

[ENTITY] is committed to:

- Eliminating or minimising risks to psychological health with integrated systems, policies and processes that are monitored regularly.
- Building and maintaining a positive and supportive environment and culture that protects from psychological injury.
- Increasing workers’ knowledge, skills and capabilities to be resilient and thrive at work.
- Reducing stigma and discrimination in the workplace.
- Facilitating workers’ participation in a range of initiatives that contribute to a mentally healthy workplace.

All workers are encouraged to:

- Understand this policy and seek clarification from management where required.
- Identify and report on hazards and factors that may impact on workers’ psychological health and safety.
- Consider this policy while completing work-related duties and at any time while representing Shire of Woodanilling.
- Support fellow workers in their awareness of this policy.
- Support and contribute to Shire of Woodanilling’s aim of providing a mentally healthy workplace for all workers.

This Policy has been endorsed.

PCBU REPRESENTATIVE	CHIEF EXECUTIVE OFFICER	SIGNED		DATE	12.12.2023
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Shire of Woodanilling Psychosocial Safety Policy



Supporting Policies:

Work Health and Safety Policy (POL-01)
WHS Worker (Contractor) Management Policy (POL-02)
Fitness for Work (Drugs Alcohol & Impairment) Policy (POL-03)
Injury and Incident Investigation Policy (POL-04)
Injury Management Policy (POL-05)
Discipline Policy (POL-06)
Fatigue Management Policy (POL-07)
Right to Stop Work Policy (POL-11)
Training Competency and Awareness Policy (POL-14)
Dealing with Bullying Policy and Procedure (POL-18)
Grievance Policy and Procedure (POL-19)
Equal Opportunity Policy - Incorporating Pay Equity (POL-25)
Psychosocial safety policy (POL-27)

Supporting Procedures:

Work Health and Safety Resolution Procedure (PRC-01)
WHS Worker (Contractor) Management Procedure (PRC-02)
Fitness for Work (Drugs Alcohol & Impairment) Procedure (PRC-03)
Hazard-Incident-Illness Reporting and Investigation Procedure (PRC-04)
Injury-Illness Management Procedure (PRC-05)
Discipline Procedure (PRC-06)
Fatigue Management Procedure (PRC-07)
Conflict Resolution Procedure (PRC-08)
Hazard and Risk Management Procedure (PRC-09)
Working Alone Procedure (PRC-34)
Consultation and Communication Procedure (PRC-37)
Organisation WHS Responsibilities WHS-01

Supporting Documents:

INDUCTION - WORK HEALTH & SAFETY

Works Department WHS Induction - Shire Copy (LGIND-01)
Works Department WHS Induction - Worker's Manual (LGIND-02)
Administration WHS Induction - Shire Copy (LGIND-04)
Administration WHS Induction - Worker's Manual (LGIND-05)

REPORT - INCIDENT / ACCIDENT / INJURY / HAZARD

Hazard & Incident Report - Statement Form (LGINC.HAZ-01)
Incident Investigation Report (LGINC.HAZ-02)
Injury Treatment Record (LGINC.HAZ-03)
Hazard, Incident, Accident & Issues Raised Reporting Flow Chart (LGIND-04)

INSPECT - OTHER WHS INSPECTIONS

Event & Volunteer - Site WHS Induction & Consultation Check Sheet (WM-09)
Work Site WHS Induction, Inspection & Consultation Checksheet (WM-051)


References

DMIRS WA

[WALW - Work Health and Safety \(General\) Regulations 2022 - Home Page \(legislation.wa.gov.au\)](http://legislation.wa.gov.au)

[Psychosocial hazards in the workplace - code of practice \(commerce.wa.gov.au\)](http://commerce.wa.gov.au)

<https://www.commerce.wa.gov.au/publications/code-practice-workplace-behaviour>

Document Title: POL-27 Psychosocial safety policy	 Prompt Safety Solutions (PSS) Document	Publish Date: August 2023 Doc No: POL-27	Review Date: September 2024 Revision: 02
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Shire of Woodanilling

Adopted Standards for CEO Recruitment, Performance and Termination

ADOPTED STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

Schedule 2 — Model standards for CEO recruitment, performance and termination [Local Government Act 1995 S5.39A & Local Government (Administration) Regulations 1996 R18FA].

1. Citation

These are the Shire of Woodanilling Standards for CEO Recruitment, Performance and Termination.

2. Terms used

In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

CEO means the local government's Chief Executive Officer; contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Woodanilling;

selection criteria means the selection criteria for the position of Chief Executive Officer determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of Chief Executive Officer which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the

Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection

panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and

(3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

-
- (a) the making of the offer of employment to the applicant; and
 - (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.
- (2) This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and
 - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be

employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and

- (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

- (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

– End of Schedule

A copy of these Standards is to be placed on the local government's official website, pursuant to Section 5.39B(6) of the Local Government Act 1995