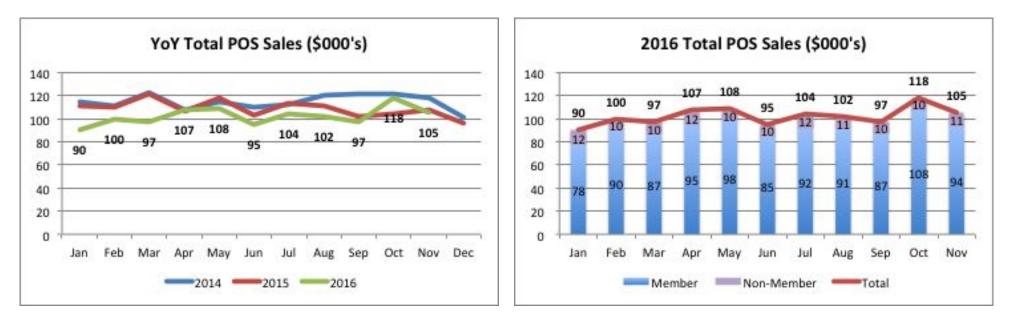
MANAGERS REPORT ALFALFA HOUSE NOVEMBER 2016

Sales according to POS

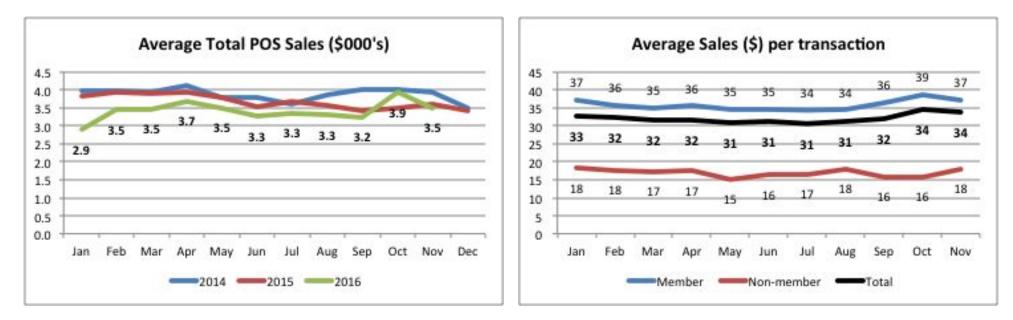
### **Highlights:**

- ➤ Total POS sales have responded well to 'Save Alfalfa' campaign
- > The average spend per transaction has also increase back to Jan'16 levels and in Oct'16 back to 2014 level for the same period
- > Average number of transactions has declined in Nov'16, it did not sustain the increase from Oct'16 'Save Alfalfa' campaign
- ≥ In other words, the rate at which our average number of transactions each day declines is greater than the increase in spend



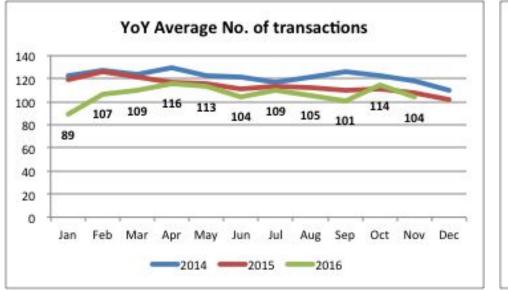
- Sep'16 to Oct'16 increase reflects the impact of 'Save Alfalfa' campaign from the AH membership
- Nov'16 saw a slight reduction as compared to Nov'16, but still in line with the same period in the prior year
- Non-member POS sales is consistent with around 10k sales per month
- Member sales continue to show the most volatility and have responded well to the recent 'Save Alfalfa' campaign.

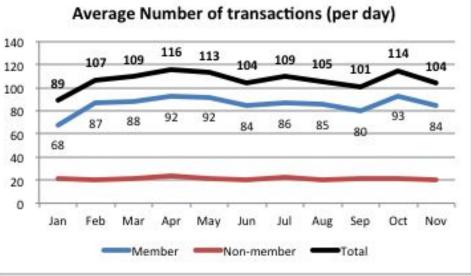
20<sup>th</sup> December 2016



Oct'16 increase represents impact of 'Save Alfalfa' campaign

• The overall average sale per transaction has increased over the last quarter, noteable in Oct'16 back to 2014 levels for the same period





# **PRODUCE**

		<u>PERCENTAGE</u>	<b>GROSS PROFIT</b>	<u>STOCK</u>
	<u>REVENUE</u>	OF SALES	MARGIN	LOSS
NOV 2016	\$32,871.00	32.1%	36.4	\$370.67
OCT 2016	\$37,025.64	32.4%	33.7%	\$288.59
SEP 2016	\$30,715.14	31.3%	41.9%	\$485.72
AUG 2016	\$32 322.58	32.0%	33.7%	\$485.72
JULY 2016	\$31 729.39	30.3%	36.3%	\$442.20
JUNE 2016	\$29 907.06	30.7%	37.5%	\$288.59
OCT 2015	\$28 044.90	27.4 %	28.7%	\$307.75

# **GROCERIES**

		<u>PERCENTAGE</u>	<b>GROSS PROFIT</b>	<u>STOCK</u>
	<u>REVENUE</u>	OF SALES_	MARGIN	LOSS
NOV 2016	\$69,470.88	66%	39.3%	\$93.84
OCT 2016	\$77,271.27	67.6%	42.4%	\$98.85
SEP 2016	\$66 313.88	68.3%	49.3%	\$159.05
AUG 2016	\$69 152.29	68.4%	34.1%	\$103.19
JULY 2016	\$71 732.77	69.3%	40.7%	\$144.87
JUNE 2016	\$66 212.88	68.0%	45.5%	\$189.59
OCT 2015	\$74,243.12	72.0%	40.9%	\$198.40

## **MEMBERSHIP**

Month	Current	New	Cancelled	Net Change +/-
Nov-16	3,887	58	92	-34
Oct-16	3,953	48	44	+4
Sep-16 Aug-16	3,937	66	83	-17
Jul-16	4,200	48	60	-12

#### Please minute the following *new* numbers:

11916 11917 11919 11921 11922 11923 11924 11927 11929 11930 11932 11933 11934 11935 11936 11938 11939 11940 11941 11942 11943 11944 11945 11947 11948 11949 11950 11951 11952 11953 11954 11957 11958 11959 11960 11961 11962 11963 11964 11966 11968 11969 11970 11972 11973 11974 11976 11977 11978 11979 11980 11981 11982 11983 11984 11985 11987 11988

#### Please minute the following *cancelled* numbers:

2816 3132 3197 3356 3520 3922 4226 4970 4984 5517 5604 5712 6141 6290 7021 7100 7274 7581 7650 7656 7747 7797 7853 7876 7942 8152 8174 8224 8247 8423 8438 8504 8605 8782 8785 8810 8890 8954 8968 8974 9134 9197 9205 9250 9261 9275 9351 9357 9413 9472 9506 9535 9651 9751 9757 9762 9764 9808 9845 9942 9944 9950 9983 9986 10002 10035 10040 10061 10088 10104 10111 10130 10135 10150 10155 10156 10157 10158 10160 10165 10166 10170 10174 10175 10180 10182 10183 10185 10188 10194 10196 10198

# **VOLUNTEER HOURS**

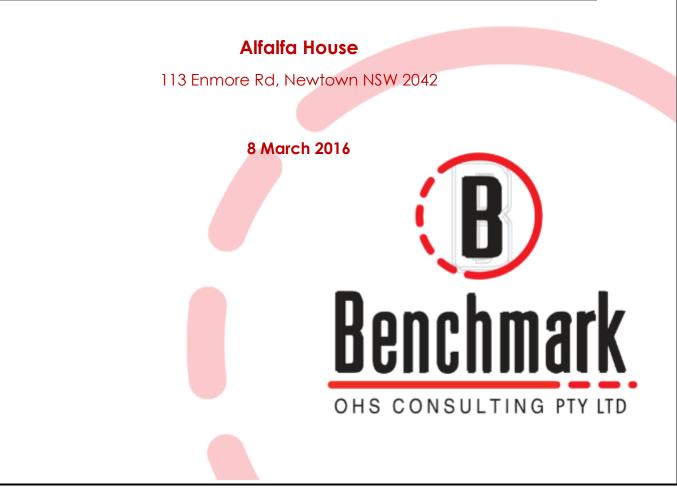
Month	Hours	Volunteers	Average (hrs)	Comments
Nov-16	209.75	47	4.5	
Oct-16	336.43	61	5.5	
Sep-16	312.5	53	5.8	
Aug-16				
Jul-16	1,057.5	57	5.9	Nb: one – off allocation of 720 hours for Adam Taylor retrospectively has skewed hours : average adjusted excluding Adam's total.

# WORKPLACE HEALTH AND SAFETY

TBA – re follow up on Lindsay recovery progress



# WHS Site Assessment Report





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#### 1. Acknowledgement and Report Authorisation

Benchmark OHS Consulting Pty Ltd would like to thank Alfalfa House leadership team and staff for their cooperation and participation throughout this project.

This report is based on the best information available to Benchmark OHS Consulting Pty Ltd within the time constraints, budget and the terms of reference.

The material in the report reflects Benchmark OHS Consulting Pty Ltd best judgment in light of the information available to it at the time of preparation. Specifically, it is based on the review of documentation made available, visual observation and inspection of the property and work environment, and management and employee interviews.

Benchmark OHS Consulting Pty Ltd prepared this report using information understood to be factual and correct and information verified and shall not be responsible for conditions arising from information or facts which were not fully disclosed to Benchmark OHS Consulting Pty Ltd by site representatives. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation.

This report is prepared by Benchmark OHS Consulting Pty Ltd for the sole and exclusive use by Alfalfa House. Any use of, or reliance or decision based on this report by any third party is the sole and exclusive responsibility of such third party. Benchmark OHS Consulting Pty Ltd accepts no responsibility for damages, if any suffered by any third party as a result of the use of or reliance or decision based on this report.

Benchmark OHS Consulting Pty Ltd is pleased to submit this report to your organisation.

Regards

Ben Chinwah Executive Consultant Benchmark OHS Consulting Pty Ltd



#### 2. Business Details

No.	TITLE	
1	Name of Company	Alfalfa House
2	Address	113 Enmore Rd Newtown NSW 2042
3	Contact Name	Simon Holmes
4	Contact Position/Title	Managing Director
5	Phone	0466 281 332
6	Email	info@alfalfahouse.org
7	Website	www.alfalfahouse.com.au
8	Description of Business	Community Food Cooperative
9	Number of Employees	7 Employees and up to 40 Volunteers
10	History	Alfalfa House provide organic community products from fresh produce to grains and have a local community member base. It has a retail shop which operates at 113 Enmore Rd, Newtown, Sydney NSW.
11	Key Issues	The business has had a previous accident with a staff member tripping over a stool in the retail shop area. There has been concerns over the ergonomic design of the front retail counter being too high for staff.
12	Other	



#### 3. Safety Management System

The components of a Management System are very variable and are dependent on what the system manages and intends to achieve. Management Systems are therefore fairly complex as they should contain all of the components necessary to cover all issues in the management of a particular site or area.

But it should be applicable to the organisational needs – and workable.

No.	should be applicable to the organisa TITLE	Y/NO	BRIEF COMMENTS
	Health and Safety Manual	/NA NO	No written documentation or manual on site.
01	Policy		
	WHS Policy	NO	No written documentation or manuals on site. Understanding of WHS processes and procedures communicated verbally.
02	Planning		
	Legal and other requirements Objectives and Targets WHS Management Plans	NO	No written documentation on site.
	Implementation		
03	Structure and Responsibility	NO	No written documentation on site. Basic fire evacuation chart displayed in Hallway. Requires updating.
04	Training and competency	NO	Induction training conducted although minimal documentation on site. No Training in use of; Trolleys, Step Ladders, Carton Cutters, Cut Resistant Gloves or Fire Equipment/Awareness Training for staff.
05	Consultation, communication, reporting	YES	Documented on Board Meeting minutes. Although safety issues not formally communicated with staff on a systematic ongoing basis.

# WHS Site Assessment Report Alfalfa House



No.	TITLE	Y/NO /NA	BRIEF COMMENTS
06	Document and data control	NO	No written documentation available on site to validate this.
07	Hazard identification, risk assessment and control of risks	NO	No monthly or quarterly WHS Inspections conducted. No written documentation available on site.
08	Emergency preparedness and response	NO	No Fire Training for staff in equipment or evacuation training. Displayed evacuation site map at all entrance/exits and will need to run a Fire Drill once per year. Fire wardens need to complete their training. Relocate Fire Evac Point to the same side of the road. Do not cross road in the event of fire. All fire extinguishers have been serviced and or inspected.
09	Ergonomics and Manual Handling	NO	Front Counter requires ergonomic redesign to ensure counter height is at users elbow height. Workstations in office are set at acceptable heights and chairs all in working order. No signed off evidence of manual handling training can be provided.
10	Chemicals	N/A	No hazardous chemicals used on premises. LPG cylinders used for forklifts stored in secure well ventilated area.
11	Working at Heights	NO	Risk assessment should be conducted on staff accessing high shelves using ladders.
12	Contractor Safety Management	NO	No documented process or practices has been recorded for engaging cleaners.



No.	TITLE	Y/NO /NA	BRIEF COMMENTS
13	Personal Protective Equipment (PPE)	NO	No documented process or practices has been recorded. No personal protective equipment (PPE) in place for staff. E.g Cut
			Resistant Gloves.
14	Hearing Conservation Program	N/A	
15	Plant and Equipment	YES	Fire Extinguishers Serviced regularly and in good working condition. Shelves and racks require inspection and repair in some places.
	Measure and Evaluation		
16	Monitoring measurement/Inspections	NO	No schedule has been prepared at present for conducting WHS Inspections of the workplace.
17	Health Surveillance	N/A	
18	Incident reporting and investigation	NO	No formal process for reporting accidents and incidents.
19	Records and records management	NO	No safety records or copies of safety inspections are presently being kept.
20	Corrective and preventive action	NO	All corrective actions have been given verbally, No formal documented procedures in place.
21	WHS audit	NO	None planned at present.
	Management Review		
22	Management Review	NO	None planned at present.



No.	TITLE	Y/NO /NA	BRIEF COMMENTS
	Other		
23	Safety Signage	YES	Fire Extinguisher signage present. Exit light were noted to not be illuminated. Fix ASAP.
24	Storage Areas	YES	Generally tidy in most areas. Storage is of short supply.



#### 4. Management Commitment

**Management commitment** – clearly define your own responsibilities and those of your workers; provide the resources to meet those responsibilities; get involved.

#### Why is management commitment important?

Because responsibility for safety starts at the top. Everyone agrees that a safe workplace is important, but it won't happen if you don't do all you can to make your workplace as safe as it can be. The primary responsibility for a safe workplace rests with you, the employer.

Demonstrate your commitment to safety and ensure that everyone in your business is clear about their health and safety responsibilities.

Your workers are among your greatest assets at your workplace. It makes good business sense to establish an effective safety management plan that protects your valuable assets.

GREEN LEVEL Each tick in the green zone means you are more likely to be compliant. Monitor and review to continually improve.	YELLOW LEVEL Each tick in the orange zone means you are increasing your level of compliance. But you still have work to do.	RED LEVEL Each fick in the red zone means you are less likely to be compliant. These areas need to be addressed immediately. ADDRESS THESE AREAS IMMEDIATELY
Manager/s and worker safety responsibilities clearly understood and acted on.	Safety responsibilities identified but not understood or operating effectively.	No clear understanding of safety responsibilities.
Time and money allocated to meet safety responsibilities.	<b>Insufficient time</b> and money allocated to meet safety responsibilities.	No time or money allocated to meet safety responsibilities.
Manager/s promote safety as a high priority.	Safety not always a priority.	Safety not a priority.
Manager/s involved in all safety initiatives.	Limited involvement of manager/s in safety initiatives.	No safety initiatives.
Manager/s lead by example	Manager/s do not always lead by example.	Manager/s set a poor safety example.

Notes:

• During my interview with management they indicated that safety was a priority and that they would be guided by the outcome of this report.

- Contractors had also been appointed to service fire extinguishers. Evacuation plant requires updating. There is no testing and tagging of electrical leads.
- After the Benchmark OHS Consulting safety audit I was assured by management that they would actively attend to all the required corrective actions.



#### Consultation

Consultation - involve your workers when identifying and resolving safety issues.

#### Why do you need to consult?

Because decisions you make can have health and safety consequences for everyone at the workplace.

Your workers are directly affected by your decisions and can often foresee things that you may overlook. Their suggestions about how to solve health and safety problems or reduce injuries can lead to increased savings and improved productivity for your business. Including workers in the decision making process shows clear management commitment to safety.

For example, introducing a new chemical or changing work tasks, can create safety risks. Involving your workers in identifying these risks and determining how to minimise them can help you avoid unnecessary expense and downtime.

As well as being a good idea, consultation about safety issues is required under work health and safety law.

GREEN LEVEL Each tick in the green zone means you are more likely to be compliant. Monitor and review to continually improve.	YELLOW LEVEL Each tick in the orange zone means you are increasing your level of compliance. But you still have work to do.	RED LEVEL Each tick in the red zone means you are less likely to be compliant. These areas need to be addressed immediately. ADDRESS THESE AREAS IMMEDIATELY		
Agreed consultation arrangements are used to discuss safety issues and are working effectively.	Consultation arrangements in place but not working effectively.	<ul> <li>No consultation arrangements in place.</li> </ul>		
Workers are involved in developing safe work procedures and making safety decisions.	<ul> <li>Workers not always involved in safety decisions and developing procedures.</li> </ul>	No involvement of workers in safety issues.		
Workers' views are valued and taken into account.	Workers' views not always valued or taken into account.	Workers' views not valued or taken into account.		
<ul> <li>WHS Consultation procedures need to be developed for WHS Meetings with staff. These meetings need to be planned and minutes of meetings to be</li> </ul>				

documented and recorded to meet the required with the WHS Act 2011.



#### 5. Safe Work Procedures

**Safe work procedures** – identify the tasks that can pose a risk to your workers, take action to control the risks, develop simple procedures to manage any tasks where risks cannot be fully controlled.

#### Why do you need safe work procedures?

Because some work tasks carry risks.

Sometimes risks associated with a work task may be obvious, such as dangerous machinery and chemicals used in a manufacturing or construction environment. For other tasks the risks may not be as obvious—for example loading, unloading, packing, unpacking and handling goods in a retail environment may expose workers to back injuries or sprain/strain injuries.

Safe work procedures ensure your workers are aware of the issues in their work tasks, and outline how to avoid injury or illness while doing these tasks.

YELLOW LEVEL Each tick in the orange zone means you are increasing your level of compliance. But you still have work to do.	RED LEVEL Each tick in the red zone means you are less likely to be compliant. These areas need to be addressed immediately. ADDRESS THESE AREAS IMMEDIATELY
<ul> <li>Only some tasks with safety risks have been addressed.</li> </ul>	Tasks with safety risks not identified nor the risk controlled.
<ul> <li>Limited development and implementation of safe work procedures.</li> </ul>	<ul> <li>No safe work procedures developed.</li> </ul>
<ul> <li>Limited involvement of workers in developing safe work procedures.</li> </ul>	No involvement of workers in developing safe work procedures.
Procedures developed but not always followed in day to day operations.	<ul> <li>Responsibility for doing tasks safely is left to workers.</li> </ul>
Only some of the Safe work are reviewed.	Safe work procedures not reviewed.
	<ul> <li>Each tick in the orange zone means you are increasing your level of compliance. But you still have work to do.</li> <li>Only some tasks with safety risks have been addressed.</li> <li>Limited development and implementation of safe work procedures.</li> <li>Limited involvement of workers in developing safe work procedures.</li> <li>Procedures.</li> <li>Procedures developed but not always followed in day to day operations.</li> </ul>

activities at Alfalfa House. Develop SOPs for use of step ladders, Carton Cutters, Knives, Peanut Butter Mill and those equipment that pose risk to staff. Signed off SOPs should be kept in staff training files.



#### 6. Training and Supervision

**Training and supervision** – train your workers in the safe work procedures and ensure the procedures are followed at all times.

#### Why is training and supervision important?

Because workers need to know how to do their jobs safely and they need to be aware of issues that affect their health and safety.

Having skilled workers makes better business sense, as they are generally capable of producing more output and often require less stringent supervision. Train your workers in your work procedures to ensure they are able to perform the tasks safely. Training should require workers to demonstrate they are competent in performing the tasks according to the procedures. It is insufficient to simply give a worker the procedure and ask them to acknowledge that they understand and are able to perform it. The level of supervision required will depend on the level of risk and the experience of the workers involved. High levels of supervision are necessary where inexperienced workers are expected to follow new procedures or carry out difficult and critical tasks.

workers dre expected to tollow new procedures of carry out difficult drid critical tasks:			
GREEN LEVEL Each tick in the green zone means you are more likely to be compliant. Monitor and review to continually improve.	YELLOW LEVEL Each tick in the orange zone means you are increasing your level of compliance. But you still have work to do.	RED LEVEL Each tick in the red zone means you are less likely to be compliant. These areas need to be addressed immediately. ADDRESS THESE AREAS IMMEDIATELY	
All workers inducted.	<ul> <li>Only some of the Workers are inducted.</li> </ul>	Workers not inducted.	
<ul> <li>Workers trained in safe work procedures before commencing tasks.</li> </ul>	Induction and training in safe work procedures incomplete or inconsistently applied.	No safety training provided in safe work procedures	
<ul> <li>Workers understand procedures and can demonstrate how to perform tasks safely.</li> </ul>	Some workers not able to demonstrate they can perform work tasks safely.	<ul> <li>Workers' ability to perform tasks safely is not checked.</li> </ul>	
<ul> <li>Workers are supervised to ensure safe work procedures are followed.</li> </ul>	<ul> <li>Supervision does not always result in safe work procedures being followed.</li> </ul>	No supervision to ensure workers are performing tasks safely.	

Notes:

- No safety specific induction documentation or records available for visitors, and contractors.
- Management indicated that they had discussed with workers the importance of working in a safe manner while at Alfalfa House but no safety specific records has been kept for this process. Very basic non-safety specific induction in place.



# 7. Reporting Safety

**Reporting safety** – have a process for reporting safety issues, such as hazards and incidents, and ensure you act on these reports.

Why do you need safety rep	• •				
Because they help you identify health and safety problems and assist with					
implementing solutions.					
	e will help you obtain importa				
-	place, identify problems wher	n they arise, and address			
them.					
, , , , , , , , , , , , , , , , , , , ,	make it simpler for you and yo	6			
, , ,	currences of incidents and inju	· · · · · ·			
	t were previously unnoticed, o	<b>u</b>			
	rocedures and improving exis	0			
<b>.</b> .	cess, they help you understar				
	and set priorities, and allow yo	ou to analyse trends in			
safety issues.					
GREEN LEVEL	YELLOW LEVEL	RED LEVEL Each tick in the red zone means you			
Each tick in the green zone means you are more likely to be compliant.	Each tick in the orange zone means you are increasing your level of	are less likely to be compliant. These			
Monitor and review to continually compliance. areas need to be addressed					
improve. But you still have work to do. ADDRESS THESE AREAS IMMEDIATED					
Procedures for	Reporting procedures	No reporting			
Procedures for reporting safety issues		No reporting procedures.			
reporting safety issues	developed but not	No reporting procedures.			
reporting safety issues and incidents are					
reporting safety issues and incidents are developed and	developed but not				
reporting safety issues and incidents are developed and implemented.	developed but not always followed.	procedures.			
reporting safety issues and incidents are developed and implemented.	<ul><li>developed but not always followed.</li><li>Some incidents</li></ul>	procedures.			
reporting safety issues and incidents are developed and implemented. Safety issues and incidents are	<ul> <li>developed but not always followed.</li> <li>Some incidents reported, but follow-</li> </ul>	procedures.			
reporting safety issues and incidents are developed and implemented. Safety issues and incidents are reported and acted	<ul><li>developed but not always followed.</li><li>Some incidents</li></ul>	procedures.			
reporting safety issues and incidents are developed and implemented. Safety issues and incidents are reported and acted on, including	<ul> <li>developed but not always followed.</li> <li>Some incidents reported, but follow-</li> </ul>	procedures.			
<ul> <li>reporting safety issues and incidents are developed and implemented.</li> <li>Safety issues and incidents are reported and acted on, including notifications required</li> </ul>	<ul> <li>developed but not always followed.</li> <li>Some incidents reported, but follow-</li> </ul>	procedures.			
<ul> <li>reporting safety issues and incidents are developed and implemented.</li> <li>Safety issues and incidents are reported and acted on, including notifications required by law.</li> </ul>	<ul> <li>developed but not always followed.</li> <li>Some incidents reported, but follow- up action limited.</li> </ul>	<ul> <li>procedures.</li> <li>Incidents not reported.</li> </ul>			
<ul> <li>reporting safety issues and incidents are developed and implemented.</li> <li>Safety issues and incidents are reported and acted on, including notifications required by law.</li> <li>Safe work procedures</li> </ul>	<ul> <li>developed but not always followed.</li> <li>Some incidents reported, but follow-up action limited.</li> <li>Safe work procedures</li> </ul>	<ul> <li>procedures.</li> <li>Incidents not reported.</li> <li>No review of work</li> </ul>			
<ul> <li>reporting safety issues and incidents are developed and implemented.</li> <li>Safety issues and incidents are reported and acted on, including notifications required by law.</li> <li>Safe work procedures and training reviewed</li> </ul>	<ul> <li>developed but not always followed.</li> <li>Some incidents reported, but follow-up action limited.</li> <li>Safe work procedures and training not</li> </ul>	<ul> <li>procedures.</li> <li>Incidents not reported.</li> <li>No review of work practices following</li> </ul>			
<ul> <li>reporting safety issues and incidents are developed and implemented.</li> <li>Safety issues and incidents are reported and acted on, including notifications required by law.</li> <li>Safe work procedures and training reviewed following incident</li> </ul>	<ul> <li>developed but not always followed.</li> <li>Some incidents reported, but follow- up action limited.</li> <li>Safe work procedures and training not always reviewed</li> </ul>	<ul> <li>procedures.</li> <li>Incidents not reported.</li> <li>No review of work</li> </ul>			
<ul> <li>reporting safety issues and incidents are developed and implemented.</li> <li>Safety issues and incidents are reported and acted on, including notifications required by law.</li> <li>Safe work procedures and training reviewed</li> </ul>	<ul> <li>developed but not always followed.</li> <li>Some incidents reported, but follow- up action limited.</li> <li>Safe work procedures and training not</li> </ul>	<ul> <li>procedures.</li> <li>Incidents not reported.</li> <li>No review of work practices following</li> </ul>			

Notes:

The business needs to develop incident reporting procedures and accident investigation tools to ensure it is meeting its legal obligations against WHS Act 2011.



#### 8. Workers' compensation and return to work

**Workers' compensation and return to work** – ensure your workers are covered by a workers' compensation insurance policy and have an injury notification system and a return to work program to assist your injured workers.

# Do I need a workers' compensation insurance policy and a return to work program for workers injured at work?

If you employ workers, you must have a current workers' compensation insurance policy, an injury reporting system and an effective rehabilitation and return to work program—these will help to ensure that your workers receive the appropriate treatment and benefits, including assistance in returning to their normal duties after a workplace injury or illness.

workplace injury or illness.					
GREEN LEVEL Each tick in the green zone means you are more likely to be compliant. Monitor and review to continually improve.	YELLOW LEVEL Each tick in the orange zone means you are increasing your level of compliance. But you still have work to do.	RED LEVEL Each tick in the red zone means you are less likely to be compliant. These areas need to be addressed immediately. ADDRESS THESE AREAS IMMEDIATELY			
<ul> <li>Workers'</li> <li>compensation</li> <li>insurance policy</li> <li>accurately reflects</li> <li>business details.</li> </ul>	<ul> <li>Workers' compensation insurance policy does not accurately reflect business details.</li> </ul>	No workers' compensation insurance policy.			
<ul> <li>All injuries are reported to workers' compensation insurer.</li> </ul>	<ul> <li>Not all injuries reported to workers' compensation insurer.</li> </ul>	<ul> <li>No injuries are reported to workers' compensation insurer.</li> </ul>			
Workers informed of the return to work policy, including procedures to follow the event of an injury or illness.	<ul> <li>Workers not aware of return to work policy, or procedures to follow if injured at work.</li> </ul>	No return to work policy or procedures or plans.			
Return to work plans implemented for injured workers when required.	Return to work plans are not effective in supporting injured workers to return to work.	<ul> <li>Workers not assisted to return to work after an injury.</li> </ul>			
Notes:					

As no policy was available nor had any worker been injured it could not be accessed if the present RTW plans are effective.



# 9. General Site Inspection

HAZARD CHECKLIST	YES/NO/ NA	COMMENTS/OBSERVATIONS
Floors and Walkways		
Entry and across walkways kept clear	YES	Entry and access ways clear, Although side fire door swings against the direction of egress. This could hinder staff in the event of fire or emergency.
<ul> <li>No electrical leads, hoses or cables crossing walkways</li> </ul>	YES	
Walkways clearly marked	YES	
Unobstructed vision at intersections	YES	
Safety Stairs and Ladders		
Are ladders in good order and repair?	YES	
<ul> <li>Are ladders being used correctly? e.g</li> <li>Not using 2(two) top rungs or steps?</li> <li>Step ladder legs fully spread?</li> </ul>	NO	No Safety Procedures in place for use of ladders. Develop a basic SOP for use of ladder and train staff.
Are defective ladders tagged 'Out of Service'?	NO	No signage or Tags used for broken equipment
Lighting		
Adequate illumination for each task	YES	
Good natural lighting	YES	
Good light reflection from walls and ceilings	YES	
Light fittings clean and in good condition	YES	
Emergency lighting operable	NO	Exit lights not illuminated in building. Fix asap.



HAZARD CHECKLIST	YES/NO/ NA	COMMENTS/OBSERVATIONS
Electrical		
No broken plugs, sockets or switches	YES	
No frayed or damaged leads	YES	
Portable power tools in good condition	YES	
No temporary leads on floor	YES	
Circuit breakers installed	YES	
Are Inspection Tags fitted to all portable electrical equipment?	NO	Ensure all electrical leads are tested and tagged every 3 months for kitchen areas. Yearly for office equipment.
Rubbish		
Bins located at suitable points	YES	
Bins emptied regularly	YES	
Waste from work regularly cleaned up	YES	
Kitchen Area		
Clear of rubbish	YES	
Knives stored in safe place	YES	
No damaged kitchen equipment	YES	
<ul> <li>SOPs of Kitchen equipment used e.g. Knives or Cutters</li> </ul>	NO	No SOPs for Knives or Cutters
Work height right for each worker	YES	
PPE available and used for staff	NO	Provide cut resistance gloves for cutting in kitchen.
No bending, reaching, twisting required	NO	Staff have trolleys and aids to assist with manual handling.



HAZARD CHECKLIST	YES/NO/ NA	COMMENTS/OBSERVATIONS
Offices / Sales Check Out		
Chairs suited to tasks and users	YES	
Desks / Counters suited to tasks and users	NO	Retail Checkout counter not suited to users. Too high. Reduce height of checkout counter in consultation with staff.
Measures to prevent occupational overuse syndrome in place	NO	Provide training and consultation on manual handling and ergonomics to staff
Have employees using VDU equipment received appropriate information and training in the prevention of repetitive strain problems?	NO	No documented information provided on correct set of Visual Display Unit (VDU) or workstation area.
Air-conditioning maintained regularly	YES	
Clear, non-slip floors	YES	
Are filing cabinet and desk drawers     closed when not in use?	YES	
First Aid		
Kits and contents appropriate to the first aid assessment	YES	
Easy access to kits	YES	
Clearly labelled	YES	Display numbers of First Aid attendants.
Emergency numbers displayed	NO	Display emergency numbers
Accident records maintained	YES	
Fire		
Extinguishers clearly marked, in place, regularly serviced	YES	



HAZARD CHECKLIST	YES/NO/ NA	COMMENTS/OBSERVATIONS
Clear exits	NO	Exit lights not illuminated front entrance and rear exit.
Adequate pointers to fire exists	YES	
Fire alarm system working	YES	
Emergency evacuation procedures, including regular drills	NO	Evacuation drill not conducted. Fire Plans need evacuation point moved to same side of street.
Employees trained	NO	Fire Wardens require appropriate fire awareness and equipment training.
Emergency		
• Do emergency procedures adequately cover identified fire and explosion risks?	YES	
• Is the Fire and Evacuation Plan displayed and known by employees?	YES	
Have fire wardens been appointed?	NO	Fire Wardens require appropriate fire awareness and equipment training.
Have fire wardens had appropriate training?	NO	As above.
<ul> <li>Have instructions been given to all employees on procedures to be followed</li> <li>raising the alarm</li> <li>means of escape</li> <li>location and method of use of fire extinguishing equipment</li> </ul>	YES	During induction to the business. Although fire awareness training should be provided and documented for all staff.
General Building		
Roofs, gutters and downpipes in good condition?	YES	
Building cladding firmly attached and in good condition?	NO	Some notifiable cracks in ceiling. It was mentioned that some roof



HAZARD CHECKLIST	YES/NO/ NA	COMMENTS/OBSERVATIONS
		leakage had been repaired. Monitor for ongoing integrity.
<ul> <li>Doors and locking devices in good condition?</li> </ul>	NO	Designated rear exit door requires a door handle lever to assist with egress during an emergency.
<ul> <li>Doors operate easily, do not require excessive force?</li> </ul>	NO	Side exit doors swings against the direction of egress. May hinder emergency egress.
<ul> <li>Windows, louvres and skylights not broken and in good condition?</li> </ul>	YES	
<ul> <li>Windows and skylights clean and allowing adequate natural light into the workplace?</li> </ul>	YES	
Fences and gates in good condition?	YES	
<ul> <li>Perimeter security fencing in good condition?</li> </ul>	YES	
<ul> <li>No storage of material adjacent to perimeter fences (providing easy entry/exit)?</li> </ul>	YES	
Signs/Notices in good condition?	YES	
Noise		
<ul> <li>Are high noise areas and tasks clearly defined and placarded?</li> </ul>	N/A	
<ul> <li>Are correct hearing protectors for noise source available?</li> </ul>	N/A	
• Are hearing protectors used as required?	N/A	
• Have exposed personnel been trained in prevention of noise induced hearing loss in the last 12 months?	N/A	
Have audiometric tests been carried out on noise exposed personnel?	N/A	

# WHS Site Assessment Report Alfalfa House



HAZARD CHECKLIST	YES/NO/ NA	COMMENTS/OBSERVATIONS
Manual Handling		
<ul> <li>Work Organisation</li> <li>Is the work frequency not affected by bottlenecks or sudden changes to the flow of work?</li> </ul>	NO	
<ul> <li>Is the work affected by the availability of people to complete tasks within a deadline?</li> </ul>	NO	
<ul> <li>Is there options to provide/organise team lifting when required?</li> </ul>	YES	Trolleys and aids used to assist with manual handling.
Are there sufficient employees to carry     out the work at all times?	YES	
<ul> <li>Is maintenance for manual handling tools, plant and equipment conducted?</li> </ul>	NO	No formal WHS Inspection conducted on trolleys, stools or safety steps.
Does the workflow make manual handling more efficient?	YES	
<ul> <li>Is there a processes for the reporting of unsafe equipment/conditions?</li> </ul>	NO	Done verbally. The business should have hazard report form in place
<ul> <li>Is there an effective selection, purchasing, instruction and maintenance program for loads, equipment and handling devices?</li> </ul>	NO	No scheduled programs
<ul> <li>Skills And Experience</li> <li>Has there been a training for the employee in manual handling techniques and hazard recognition?</li> </ul>	NO	No documented training for manual handling is available. Basic training provided on induction.
Has there been training in recognising risk and evaluating tasks in order to select and apply appropriate handling techniques?	NO	No documented record is available.
<ul> <li>Has there been training relative to the task(s) performed?</li> </ul>	NO	No documented record is available.



HAZARD CHECKLIST	YES/NO/ NA	COMMENTS/OBSERVATIONS
Are there job practices & safety requirements in the induction?	NO	No safety specific induction procedures are in place.
Are the demands of the task within the physical capacity of the worker?	YES	
<ul> <li>Job Design</li> <li>Are jobs designed to minimize manual material handling?</li> </ul>	YES	The business is assessing control measures for job redesign of sales counter within shop
<ul> <li>Is there sufficient mechanical lifting devices (Trolleys, aids or stools) used?</li> </ul>	YES	
• Are manual lifting and carrying devices are available and in good condition.	YES	All manual handling equipment are in good working condition.
<ul> <li>Is there situations where materials are ordered in small, light quantities</li> </ul>	YES	
• Are heavy materials which must be lifted manually are stored off the ground, no lower than knee height. (This limits the height of the lifting required, and reduces pressure on the spine.)	NO	Rearranging storage of heavy items must be stored at waist to ground level rather than being stored at heights.
Are heavy materials stored where there is enough space to lift them safely, without reaching or twisting.	NO	Work space is quite crowded. Planning around the storage of heavy items should be undertaken carefully to minimise a risk or manual handling injury.

#### Notes:

Alfalfa House leadership team, staff and volunteers have a number of WHS issues to address to ensure compliance with the WHS Act and Regulations of 2011 (NSW)

At present should an incident occur at the workplace involving a worker, visitor, contractor it would be difficult for management to demonstrate "Duty of Care" and "Due Diligence" in providing a safe workplace.

It is therefore most important that the following matters be addressed as soon as possible:



- Development of a WHS Safety Management System which meets the requirements of the WHS Act 2011 and adopts the corrective actions outlined in this report.
- Develop a formal WHS Induction Program for staff and volunteers.
- Develop SOPs for various hazardous equipment used.
- Development of a WHS Inspection Procedures and tools
- Development of consultation procedures and processes
- Development on incident reporting and emergency procedures

The above actions will be require to ensure due diligence. Benchmark OHS Consulting can assist by putting a lean robust system in place to ensure Alfalfa House meets its WHS legal requirements.

If you have any questions regarding this report. Please contact myself on:

Ben Chinwah Executive Consultant P:1300 651 913 or M: 0402 582 882



## SITE PHOTOS:

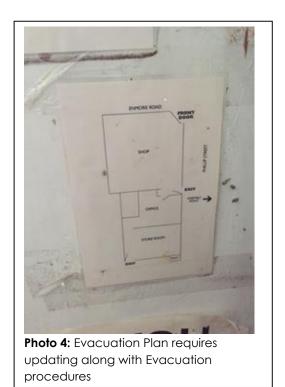


**Photo 1:** Exit Light not Illuminated. No door lever for exiting building. Door also swings against direction of egress.



**Photo 2:** No electrical testing and tagging or portable electrical equipment



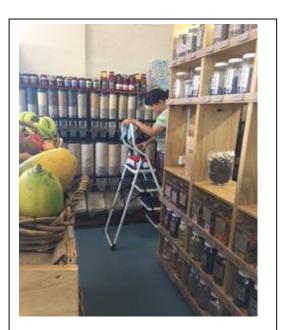




# SITE PHOTOS:



Photo 5: Cracks in Roof



**Photo 6**: Staff to be provided with training on SOP for Use of Step Ladder



# Form C12

# **Annual Return - Small Co-operative**

Co-operatives National Law (NSW) Section 293

Email: <u>registryinquiries@finance.nsw.gov.au</u> Web: <u>fairtrading.nsw.gov.au</u> Registry Services, PO Box 22, Bathurst, NSW 2795

Telephone: (02) 6333 1400 or 1800 502 042

# Definition of a small co-operative

A co-operative is defined as a small co-operative for a particular financial year if:

\* it does not issue shares to more than 20 prospective members during that year; or, if it has done this, the amount raised by the issue of those shares does not exceed \$2 million.

#### and

- \* it does not have securities on issue to non-members during that year, other than:
  - \* shares in the co-operative; and
  - \* securities issued in respect of the co-operative's obligations under section 163 of the Co-operatives National Law (NSW).

#### and

- \* it satisfies **at least 2** of the following criteria:
  - \* the consolidated revenue of the co-operative and the entities it controls (if any) is **less than \$8 million** for the previous financial year;
  - \* the value of the consolidated gross assets of the co-operative and the entities it controls (if any) is less than \$4 million at the end of the financial year;
  - \* the co-operative and the entities it controls (if any) had **fewer than 30 employees** at the end of the financial year. In counting employees, part-time employees are to be taken into account as an appropriate fraction of a full-time equivalent. For example, four half-time employees should be counted as two employees.

Consolidated revenue and the value of consolidated gross assets are to be calculated in accordance with accounting standards in force at the relevant time (even if the standard does not apply to the financial year of some or all of the entities concerned).

If the co-operative is not a small co-operative, complete and lodge *Form C13 - Annual Report - Large Co-operative*. For further information visit the <u>NSW Fair Trading website</u>.

#### **Providing incorrect information**

It is a serious offence for a person to knowingly or recklessly make a false or misleading statement or omit information in relation to an annual return. Penalties apply.

#### How to complete this form

- \* Please use a blue or black pen and print clearly using block letters.
- \* Complete all parts of the form and the contact details.
- \* Do not attach financial statements. Unncessary documents will be destroyed.

#### Fees

The following fees apply for the lodgement of this form:

*	If lodged not more than five months after the end of financial year:	\$71.00
*	If lodged more than five months and less than six months after the end of the financial year:	\$175.00
*	If lodged more than six months after the end of the financial year:	\$279.00

Fee must accompany form Late fees may be payable

Jul 2016

#### How to lodge and pay

- \* If lodging by email, email scanned form to <a href="mailto:registrylodgements@finance.nsw.gov.au">registrylodgements@finance.nsw.gov.au</a>.
- \* If lodging by post, post the completed form and payment to Registry Services, PO Box 22, Bathurst NSW 2795.
- \* If lodging in person, forms may be lodged and payment made at any Service NSW Centre.
- \* **The application fee and late fee (if applicable) must be paid at the time of application.** There is no GST payable. Payment can be made by:
  - \* Cheque or money order made payable to `NSW Fair Trading'; or
- \* Credit card by completing the payment details on last page. Please note that when paying by credit card a surcharge of 0.40% will be charged on the total amount due.
- \* Receipts will only be issued on request.

## What happens when you lodge your form

- \* The form will be reviewed. You will be notified in writing if further information is required.
- \* When the form is completed correctly, the information will be recorded on the Register of Co-operatives. Confirmation the information has been recorded will be provided on request.
- \* If any change occurs in the information you have provided in this form, you must notify NSW Fair Trading as soon as possible.

The Co-operatives National Law (NSW) can be found at the Appendix to the NSW Co-operatives (Adoption of National Law) Act 2012.

The above information is intended as a guide only and is included to assist you in completing and lodging this form. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form.

# **Annual Return - Small Co-operative**

# **Details of co-operative**

#### 1. Provide details of the co-operative

Co-operative registration number	NSWC	
Name of co-operative		Limited

# **Financial Year**

2. This statement is for the co-operative's financial year ending

The date must match the financial year end date in the rules (dd/mm/yyyy)

# **Annual General Meeting and Membership Details**

- 3. What date was the annual general meeting held? (dd/mm/yyyy)
- 4. What date were financial reports provided to members? (dd/mm/yyyy)
- 5. What is the total number of co-operative members at the end of the co-operative's financial year? This should match your register of members.

# Additional report directions from members

6. During this financial year, were there any directions by the co-operative's members to prepare additional reports under section 271 of the *Co-operatives National Law (NSW)*?

🗌 No	Go to part 7.
Yes	What were the terms of these directions? What did they cover? Provide details, including the dates, of any directions to audit or review reports.

7. Date on which the board resolved that it is satisfied that the co-operative is solvent? (dd/mm/yyyy)

### **Document checklist**

8. You do not need to attach any documents unless there have been changes to the co-operative's details (directors, secretary, chief executice officer, co-operatives address).

If notifying of changes, you must attach the appropriate form. Do not attach Financial Statements

Form C8 - Notice of Change of Details of Co-operative Officers completed and attached

Form C8A - Notice of Change of Registered Office Address completed and attached

# **Declaration and signature**

9. I declare that:

- \* the board has resolved that it is satisfied that the co-operative is a small co-operative under section 4 of the *Co-operatives National Law (NSW)*.
- \* the board has resolved that it is satisfied that the co-operative is solvent.
- \* I am authorised to lodge this annual return for this co-operative.
- \* the particulars of the co-operative's name, registered office address, directors and secretary as recorded in any of the Co-operative's publicly available registers are correct.
- \* the particulars contained in this form and any attachments are true and correct. I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (NSW)* to give the Registrar a document containing false or misleading information.
- \* no director of the co-operative is disqualified under sections 181 and 182 of the Co-operatives National Law (NSW).
- \* at least two directors of the co-operative are ordinarily resident in Australia in accordance with section 172 of the *Co-operatives National Law (NSW)*.
- \* the co-operative has the prescribed number of active members in accordance with the Co-operatives National Law (NSW).

Signature	
Printed name	
Date of signing (dd/mm/yyyy)	
Position (office) held	

**Privacy** - NSW Fair Trading is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Privacy and Personal Information Protection Act 1998*. Some information on this form will be placed on a public register in accordance with the *Co-operatives National Law (NSW)*. We may be unable to process this form if you do not provide the required information. You can contact us at any time to request access to the personal information we hold about you. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy statement and other privacy information are available at the <u>NSW Fair Trading website</u> or on request.

# Who should NSW Fair Trading contact if there is a query about this form?

Surname	Given name(s)		
Title	Daytime telephone		
Address			
Town/suburb	State	Postcode	
Email			

# **Credit card details**

#### **ONLY VISA & MASTERCARD CAN BE ACCEPTED**

Please note that when paying by credit card a surcharge of 0.40% will be charged on the total amount due.

I the undersigned authorise NSW Fair Trading to deduct the following amount plus surcharge from my credit card

	<ul> <li>\$71.00 (not more than five months after the end of financial year)</li> <li>\$175.00 (more than five months and less than six months after the end of financial year)</li> </ul>				
Amount (please select one)					
	\$279.00 (more than six months after the end of financial year)				
Name on card		Expiry date (mm/yyyy)	1		
Cardholder signature		Date signed (dd/mm/yyyy)			
Daytime telephone nu	imber of card holder				
(For added security all inform	mation below the line is destroyed upon completion of processing)				
Card no					

### NOVEMBER NUMBERS / Dashboard

We recorded \$99.8K in sales (vs. \$107K last year vs. \$116.5K the year before).

We show a net profit of around \$7.5K for the month. Note that: (i) purchasing increased slightly from last month (\$64K v. \$60K); (ii) we booked a reduced rent to account for the security bond (\$2.8K lower); (iii) we, again, booked no IT expense; (iv) we've reduced our use of outside cleaners; (v) we ran on reduced staff hours; and (vi) we had \$4K in donations from the on-line campaign. So, the actual profit from operations would be about \$700. Not very good.

We are continuing to put off paying certain creditors: (i) \$8.4K for Simon's annual leave payout - being paid out on a \$1K/mo plan; and (ii) \$5K in PAYG withholding.

In addition, by March 31, 2017, we have to have spend the \$15,000 grant from Jenny Leong's office. We have spent \$7.8K of this money. We will need to spend the remaining \$7.2K. In essence, this remainder is borrowed money which we must repay (by spending it on our projects) by March 31st. Maurice plans to meet with them in January to restructure the grant and, possibly, seek an extension.

Shop Update - The shop seemed quiet; we had a lot more new volunteers and less staff. Nov 27 was a big day - \$6K. Maurice thinks he sees some improvement on sales, but warns that December will be a tough month with three public holidays and the additional costs of the manager's salary. Maurice is reducing cleaning over the latter part of December to reduce costs. We will also sell a bunch of produce at cost on Christmas Eve with marketing to members.

Maurice is still looking at reducing expenses in the shop - he is switching our rubbish removal vendor which will save us about \$32 a month; and looking at switching our phones to the internet.

# FORENSIC ACCOUNTING

We continue to work with RGL Forensics in order to sort out the \$20K loss we recognized in 2016. Recently (with the help of Katherine Lustig's partner, Sax) we were able to access our historical financial data on MYOB (July 2013 - May 2014). This has been forwarded to RGL Forensics; and they have put together our monthly balance sheets (July 2013 to Present) which shows the Clearing Account - Cash line item. It is here for your perusal https://drive.google.com/open?id=0B2CzrZkqx6HpQjZtVIhaQ29xb2QzaURFZzIhdzNoR0JwWU 1v

At this time, RGL Forensics does not see any easily discernable pattern in this data which would reflect theft. The balance in the Clearing Account - Cash fluctuates in a manner which seems

unrelated to staffing. We have asked Sax for additional help retrieving data from our historical financial data. When we get that information, Maurice is going to take a closer look at the daily revenues to see if we can get some clarification with respect to the movements in the Clearing Account.

We still need to pursue variances in the recent past; Maurice/Julia have done some good work on November's numbers which may prove helpful for July - October. Maurice will look at July -October over the holidays. Maurice has seen alot continuing issues with the POS reporting and closing out of the tills. We continue to see issues with the doubling up of a day's sales (a mistake at the till). Maurice is addressing these issues with procedures for staff on till handling.

# INSOLVENCY ALARM

We discussed when we should be concerned about immediate insolvency. We all recognize the formal position that it is the point at which we would be unable to pay our debts as they come due. We looked at the current balance sheet, and we estimated that our current buffer is about \$50K. This figure is based upon the Current Assets less Liabilities; taking into account the \$7.5K grant money we owe back; basing inventory value at cost; estimating that inventory is at around the same value as at June 30.

Hopefully, we will get the annual fee through as this will help our financial position.

# CASH FLOW BUDGET/FORECAST

Maurice/Julia still feels comfortable with their fortnightly budgeting at the moment. We do have some big one-off expenses coming up: insurance (\$1.2K in Dec, \$4.4K in Jan, and \$1.6K in Mar), other spends under the grant. Julia is now budgeting about \$20K a week on stock purchases in December.

# POS WORK

Maurice is discussing improving the POS (FileMaker) with volunteers, potentially installing scales integration and touch-screens in the tills

# ALFALFA HOUSE COMMUNITY FOOD CO-OPERATIVE 1 November 2016 to 30 November 2016

	30 Nov 16	30 Nov 15	30 Nov 14
income			
Sales - Ex GST	85,618	91,158	99,209
Sales - GST	14,011	16,142	17,841
Sales variance - POS to bank	184	-	-
Till Variance - Cash	-	(4)	(482)
Vouchers Claimed	-	-	(20)
Total Income	99,813	107,295	116,547
Less Cost of Sales			
Fruit & Vegetables	22,195	21,733	17,604
Groceries	41,959	40,529	56,175
Total Cost of Sales	64,153	62,262	73,779
Gross Profit	35,659	45,033	42,768
Plus Other Income			
Donations	4,183	-	-
Interest Income	62	94	178
Total Other Income	4,245	94	178
Less Operating Expenses			
Administration Expenses			
Accounting & Audit Fees	800	_	-
Advertising & Marketing	1,733	_	-
Bank Fees	1,041	_	60
Bookkeeping Fees	1,600	3,000	3,000
Computer & IT Maintenance	-	1,170	
Computer Expenses	167	-	-
Depreciation	790	825	739
EFTPOS Fees		776	729
Equip. Repairs & Maintenance	529	-	280
Licences	-	_	64
Printing	42	27	-
Recruitment Fees	110	-	-
Room Hire	161	207	1,363
Shop & Office Eqip < \$1000	-	299	248
Shop Refurbishment	-	_	712
Software [62830]	-	178	64
Staff Amenities [62820]	-	_	12
Stationery & Office Supplies	131	-	200
Subscriptions	77	293	64
Travel Expenses	-	23	-
Total Administration Expenses	7,180	6,798	7,534
Communication Expenses			

# Profit & Loss

	30 Nov 16	30 Nov 15	30 Nov 14
Telephone Expenses	83	115	60
Total Communication Expenses	146	179	124
Employment Expenses			
Annual Leave - Movements	(358)	912	81
Superannuation Expense	2,006	2,224	2,131
Wages & Salaries Expenses	21,169	23,511	23,221
Total Employment Expenses	22,817	26,647	25,433
Facility Expenses			
Cleaning Expenses	1,091	1,836	1,377
Recycling Fees	-	200	200
Rent	475	3,259	2,702
Rubbish Removal	-	134	126
Water Expenses	-	-	286
Water Usage	167	149	-
Total Facility Expenses	1,733	5,578	4,692
Insurance Expenses			
Workers Comp Insurance	727	338	-
Total Insurance Expenses	727	338	-
tal Operating Expenses	32,605	39,539	37,782
t Profit	7,299	5,588	5,164

# ALFALFA HOUSE COMMUNITY FOOD CO-OPERATIVE 1 July 2016 to 30 November 2016

	30 Nov 16	30 Nov 15	30 Nov 14
Income			
Cash Sales Deposited to bank	433	-	-
Daily Balance Sheet Variance	-	-	1,831
Debit/Credit Card Sales Deposited to bank	_	-	-
Fundraising Income	-	1,879	-
Sales - Ex GST	445,981	454,841	507,683
Sales - GST	65,381	78,891	81,766
Sales variance - POS to bank	(2,787)	-	-
Till Variance - Cash	-	(763)	(7,522)
Vouchers Claimed	_	-	56
Total Income	509,009	534,849	583,814
Less Cost of Sales			
Fruit & Vegetables	108,944	102,564	112,508
Groceries	202,970	237,023	269,815
Less: Closing Inventory	-	-	(58,710)
Opening Inventory	-	-	58,710
Total Cost of Sales	311,914	339,587	382,324
Gross Profit	197,094	195,261	201,491
Plus Other Income Donations	4,183	-	
Interest Income	274	- 489	943
Total Other Income	4,457	489	943
	נפרוד	-05	545
Less Operating Expenses			
Administration Expenses			
Accounting & Audit Fees	800	-	-
Advertising & Marketing	1,733	-	-
Bank Fees	1,901	-	322
Bookkeeping Fees	10,544	15,000	15,000
Catering Expenses	-	-	90
Computer & IT Maintenance	1,415	4,210	4,346
Computer Expenses	382	-	-
Depreciation	4,028	4,209	3,434
EFTPOS Fees	2,508	3,966	3,299
Equip. Repairs & Maintenance	2,297	1,594	1,058
Fines and Penalties	124	104	-
Licences	117	427	176
Pest Management	589	291	545
Postage [62850]	-	88	156
Printing	118	238	140
Recruitment Fees	110	220	-
Room Hire	542	723	1,659

# Profit & Loss

	30 Nov 16	30 Nov 15	30 Nov 14
Shop & Office Eqip < \$1000	1,494	811	1,542
Shop Refurbishment	-	-	962
Software [62830]	85	388	318
Staff Amenities [62820]	-	-	12
Stationery & Office Supplies	215	728	1,740
Storage Fees	-	145	-
Subscriptions	749	1,460	935
Travel Expenses	-	113	19
Website Hosting	-	-	133
Total Administration Expenses	29,752	34,715	35,885
Communication Expenses			
Internet	382	318	318
Telephone Expenses	275	969	345
Total Communication Expenses	657	1,288	663
Employment Expenses			
Annual Leave - Movements	(4,561)	3,029	(270)
Contractor Expenses	-	837	817
Long Service Leave Expense	2,355	-	(5,244)
Superannuation Expense	11,178	12,164	12,238
Wages & Salaries Expenses	127,612	128,838	132,717
Total Employment Expenses	136,584	144,869	140,258
Facility Expenses			
Cleaning Expenses	8,200	9,182	3,269
Electricity Expenses	1,679	4,189	1,569
Recycling Fees	-	700	705
Rent	13,511	14,492	13,563
Rubbish Removal	538	1,084	389
Shop Inspection	150	-	268
Water Expenses	-	-	286
Water Usage	346	288	160
Total Facility Expenses	24,424	29,935	20,208
Insurance Expenses			
Business Insurance	-	4,262	986
Work Cover Premiums	1,092	-	-
Workers Comp Insurance	2,744	(175)	3,621
Total Insurance Expenses	3,835	4,087	4,607
Total Operating Expenses	195,252	214,894	201,621
Operating Profit	6,299	(19,143)	813
Non-operating Expenses			
Other Non-operating Expenses			
Suspense	-	222	
Total Other Non-operating Expenses	-	222	-
Total Non-operating Expenses	-	222	-
Net Profit	6,299	(19,365)	813

# ALFALFA HOUSE COMMUNITY FOOD CO-OPERATIVE As at 30 November 2016

	30 Nov 2016	30 Nov 201
sets		
Current Assets		
Bank Accounts		
Bank Account - Community - 249	1,027	38,66
Bank Account - Expenses - 250	46,536	11,02
Community Access	6,078	
Total Bank Accounts	53,641	49,68
Inventory		
Inventory	71,228	67,22
Total Inventory	71,228	67,22
Other Current Assets		
Bond on rental property	3,585	
TFN Withholding Credits	-	35
Total Other Current Assets	3,585	35
Till Box		
Float Till Drawer	300	30
Front Till Change box	466	46
Total Till Box	766	76
Undeposited Funds		
Electronic Clearing Account	-	(41
Undeposited - Cash	2,304	23,16
Undeposited - Debit/Credit Card Funds	3,866	4,84
Total Undeposited Funds	6,169	27,59
Total Current Assets	135,389	145,61
Non-current Assets		
Containers & Scoops	4,343	5,11
Fixtures & Fittings	8,270	10,02
Improvements	10,150	12,33
Shop & Office Equipment	19,240	18,80
Software	1,370	1,82
Total Non-current Assets	43,373	48,10
al Assets	178,762	193,72

#### Liabilities

#### **Current Liabilities**

ATO Liabilities		
GST	(1,951)	(2,542)
ICA - ATO	-	7,276
PAYG Withholding Payable	3,332	1
Total ATO Liabilities	1,381	4,735

# **Balance Sheet**

	30 Nov 2016	30 Nov 2015
Employment Liabilities		
Annual Leave Provision	11,394	21,033
Long Service Leave Provision	5,953	9,710
Superannuation Payable	3,745	4,682
Wages Payable - Payroll	-	-
Total Employment Liabilities	21,092	35,425
Payables		
Trade Creditors	55,565	38,526
Total Payables	55,565	38,526
Total Current Liabilities	78,039	78,686
Total Liabilities	78,039	78,686
Net Assets	100,723	115,037
Equity		
Current Year Earnings	6,299	(19,365)
Retained Earnings	94,424	134,402
Total Equity	100,723	115,037

# Website Report - December 2016

Katherine Lustig on behalf of Marketing Working Group

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### 1. Website Content

Website content has been drafted by Marketing, Chair and staff.

# 2. Drupal to Wordpress

The website is currently in Drupal. Staff do not know how to do more than basic modifications to content on it, and nor do existing volunteers. We pay an external person (Phil) \$60 to work on the website.

The Website & IT Working Group determined that we would move to Wordpress, which is easy to use for staff and volunteers, and which will therefore reduce costs to Alfalfa House. We will have to purchase the theme, a one-off cost not more than \$120.

# 3. Wordpress Developer

A pro-bono / volunteer Wordpress developer (James Templeman) has been identified and will be able to have the website up and running within approximately a week once the theme has been selected and hosting sorted.

# 4. Website Theme

Website theme options are currently being reviewed. The theme chosen will have the option for woo commerce, which will allow us to provide online shopping in the future.

### 5. Hosting

- a) Until recently, the costs associated with website hosting were as follows:
  - ★ alfalfahouse.com.au / Cpanel Hosting: \$299.45/year
  - ★ Domain & DNS Hosting: \$299.40
  - ★ alfalfahouse.org / Cpanel + DNS Hosting: \$171.87 total costs: \$770.72

In addition, costs for assistance with adding to or modifying the website have been \$60 per hour.

- b) Once the above costs were identified, further investigation determined that the alfalfahouse.com.au hosting costs were a monthly fee being paid for the purposes of testing the new website, but prior to its development. This was cancelled by staff upon discovery.
- c) The previous volunteer (James Odell) working in the Website & Other IT Working Group recommended the following costs:
  - ★ Netregistry 'Business + Cloud Hosting' \$AU19.95/mo (can be upgraded as needed) = \$239.40 / year This package uses load balanced infrastructure but has no guaranteed uptime service level agreement. Nevertheless, we can measure actual performance with an uptime tool in the JetPack plugin. If it's a

concern we just upgrade to the \$29.95/month plan that guarantees 99.9% uptime.

- ★ iThemes 'Backup Buddy' \$US35/year (about \$AU45-50/year, approx. \$4/mo) and likely the cloud stoage extension called Stash, up to USD\$60 year. = \$110
- ★ iThemes Security 'Blogger' \$US80/year (\$AU110/year, approx \$9-10/mo) paid annually (can be upgraded as needed, but not expected)

Total per year = \$399.40 to \$579.40 depending on level of service required.

- d) The Wordpress developer (James T) works for Giga Media, which has offered to provide centralised hosting including monthly security, ongoing maintenance, monthly backups, access to two support staff including the Wordpress developer, and limited access to Getty istock image library for \$599. The breakdown is as follows:
  - ★ Alfalfahouse.org (main site)
  - ★ Cpanel Hosting: \$100
  - ★ Domain Hosting: \$15
  - ★ DNS Hosting: \$10
  - ★ Site/DNS Maintenance: \$220
  - ★ Alfalfahouse.com.au (only requires redirect to .org):
  - ★ Cpanel Hosting: \$Nil
  - ★ Domain Hosting: \$30 (\$15 / year for a 2 year Min)
  - ★ DNS Hosting: \$10
  - ★ DNS Maintenance: \$220

Total Costs: \$605 + GST Total revised = \$599 +GST

e) We are also able to use Giga Media as a centralised point to secure other domains for secure branding and redirection. This would entail an addition cost at market rates.

**Recommendation:** That Alfalfa House use Giga Media services for all website hosting and associated services as quoted.