

SHIRE OF NUNGARIN



ATTACHMENTS

**ORDINARY MEETING OF COUNCIL
HELD ON**

16 DECEMBER 2020



Appendix 8.2.1A

BUILDING REPORT - McCorry's Hotel



McCorry's Old Hotel Dilapidation Report

Nungarin Shire - Nungarin

Client
Adam Majid representing Nungarin Shire

Project
RSA-19-0242

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**For and on behalf of RSA Pty Ltd.*

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1. Executive Summary

Adam Majid representing Nungarin Shire has engaged RSA on behalf of the Shire of Nungarin to undertake a structural inspection of the common areas including the roofs at McCorry's Old Hotel and four other shire assets. See Figure 2 for a site overview. The purpose of this report is to identify current and potential structural issues and assist in the maintenance of the buildings.

McCorry's Old Hotel operates as a bed and breakfast with 7 bedrooms, dining room, café dining and games rooms. The structure is listed at the state heritage office as a Category 1 heritage building of colonial architecture and was built in 1912.

It is intended that this report forms a maintenance plan for this Council Owned asset. RSA would suggest that type of structure is inspected every 5 years to help with upkeep.

2. Critical Repairs Required

This section highlights to the reader any issues RSA found that need urgent attention:

1. The arched doorway opposite to room 4 has failed and cracked through the walls mortar joints and effectively leaving the door head suspended due to friction of adjoining walls (Item 52). The door requires reinforcing using EA sections bonded to the stonework. Repair of the door entry is required once planned upon receiving this report to ensure the door head will not collapse.
2. Some beam to post veranda members and the adjoining connections are significantly damaged due to weathering and the age of the building materials (Items 1, 2, 28, 37 – 39, 43 – 45). Particular attention is to be paid to the front and back veranda areas. Some timber members require replacing along with supporting connections. The work should be planned upon receiving this report and as soon as practical.
3. The downpipes on the Western side of the building are directly running off locally to the building foundations (Items 31, 34 & 35). The downpipes require sufficient runoff away from the building of 1.5m minimum to reduce the effect of soil movement during the season changes. The work should be planned once receiving this report and as soon as practical.

4. General Repairs Required

The following section informs the reader of any general maintenance items RSA found to increase the working life of the structure:

1. Salt-attack to mortar joints due to the age of the building and poor drainage on the Western side. The salt should be removed and washed then repointed using a weak lime mortar mix (M3). This work should be planned upon receiving this report and commence as soon as practical within 2 years.
2. The under purlins in the roof space have sagged over time and no longer are carrying the load from the rafters. Replace rafters OR provide extra strut support at intermediate locations along the span. This work should be planned upon receiving this report and undertake as soon as practical within 2 years.
3. Old roof sheeting is heavily damaged and missing fixings. Replace roof flashings and fasteners to match the existing style as per WA heritage council requirements. This work should be planned upon receiving this report and commence as soon as practical within 2 years.
4. Cracked mortar joints around stonework in various locations has occurred due to soil movement and damage from the Meckering Earthquake. Most cracks require re-pointing of the mortar using M3 mortar mix. This work should be planned upon receiving this report and undertake as soon as practical within 2 years.

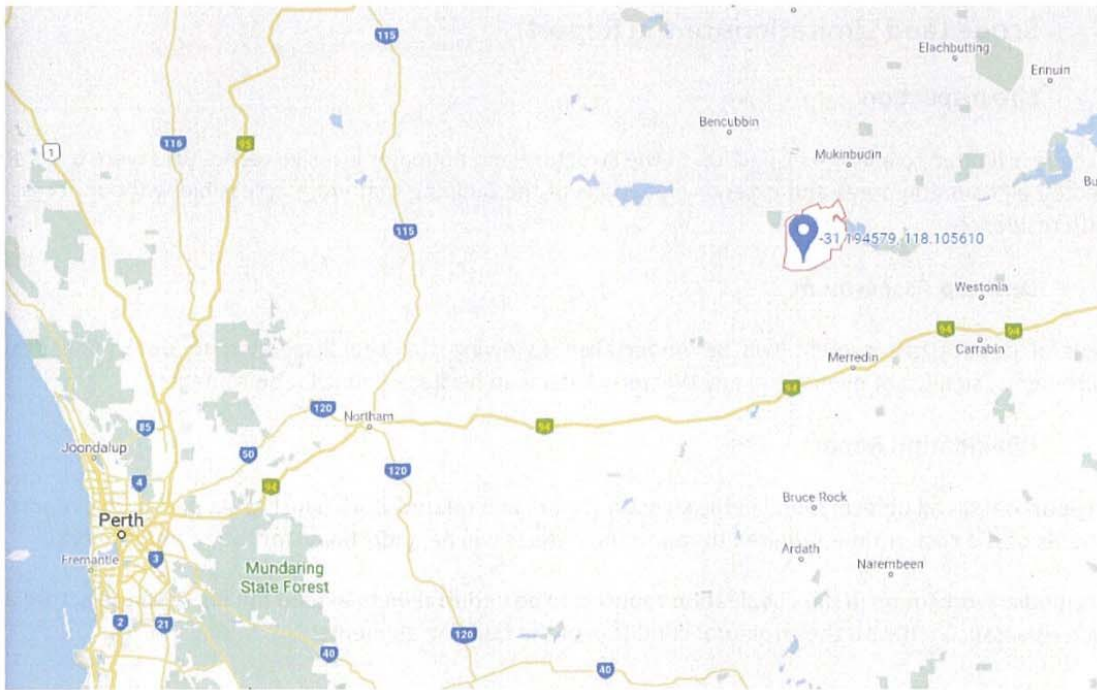


Figure 1: McCorry's Old Hotel site location. Source: Google maps



Figure 2: Aerial image of McCorry's Old Hotel.



3. Scope (and Limitations of the Report)

3.1 Site Inspection

The scope is limited to a visual inspection of the structure and no major invasive techniques were used. RSA inspected all common areas and exterior elevations of the building that were accessible without accessing private residences.

3.2 Desktop Assessment

A general desktop assessment will be undertaken following the site inspection to determine design requirements, significant events and any Western Australian heritage council requirements.

3.3 Dilapidation Report

This report details all defects found in the structural work and related workmanship. As part of this report no estimates of the cost or time required to repair the defects will be undertaken for the remedial works.

The remedial work found in the dilapidation report is to be undertaken to extend the life of the structure and reduce risk associated with the structural condition of the building elements.

4. Site Inspection

Greg Sullivan as the RSA Structural Engineers inspected all common areas and exterior elevations of the building during the 14th of January 2020.

4.1 Findings

The complex is generally in a moderately dilapidated state and maintenance is required.

A detailed report is in Section 4.3, the dilapidation report.

5. Desktop Assessment

5.1 General Assessment

RSA has assessed the site and building type for IL2 and believe that the factors found in **Error! Reference source not found.** should be used for the design considerations of a standard masonry building in this location

Table 1: Design factors for site conditions and building type IL2.

Basis of Certification	Parameter	Notes/Ref	
0.0	BCA Importance Level	2	Volume 2:2016
1.0	Site Soil Classification	M ¹	AS 2870-2011
1.1	Predicted Surface Movement	10-20mm	
1.2	Current Bearing Capacity	-	
2.0	Imposed Loads	-	AS/NZS 1170.1:2011
2.1	Floor Load	5 kPa / 3.6 kN	
2.2	Roof Load	0.25 kPa / 1.1 kN	
3.0	Wind Loading / Region	A	AS/NZS 1170.2:2011
3.1	Terrain Category	2	
3.2	V ₅₀₀	45 m/s	
3.3	M _{z,cat}	0.91	
3.4	M _s	1	
3.5	M _t	1	
4.0	Earthquake Loading	Z = 0.1	AS/NZS 1170.4:2007
5.0	Steel Structures	-	AS 4100-1998
7.0	Concrete Structures	-	AS 3600 -2018
8.0	Masonry Structures	-	AS 3700-2018
9.0	Timber Structures	-	AS 1720.1-2010

¹ Assumed site soil classification based on engineering judgement and knowledge of the location. No formal Site Soil Classification has been undertaken.

5.2 Significant Events

The Meckering earthquake on 14th October 1968 was measured at 6.9 on the Richter scale and deemed by the Western Australian department of mines, Industry and safety to have a moment magnitude M_w of 6.5 shown in Figure 3. The effects from the earthquake was spread over 700km radius and being approximately 180km, Nungarin was within the fault zone and caused subsequent damage to masonry buildings in the area.



Figure 3: Mercalli intensity scale – source: (http://www.dmp.wa.gov.au/gswa_enews/files/2-page-spread_Meckering_Earthquake.pdf)

2011 Nungarin encountered a flash flood that rapidly inundated the town centre with approximately 1.5m of water in low lying areas. Four of the five Shire assets are in the vicinity of the flooded areas and were in service during the event. Significant moisture entrainment within the clay layers has more than likely contributed to differential slab and foundation heave movement and as a result creates cracks in masonry walls.

5.3 State Heritage Council Requirements

The heritage council of Western Australia offers registration, listing databases and advice to protect significant heritage properties and structures within the local municipal authorities of WA. The McCorry's Old Hotel (built 1912) is a category 1 local municipal heritage listed building as shown in Figure 4.

<https://www.dplh.wa.gov.au/about/the-heritage-council-of-western-australia>

Level of Significance	Category	Description	Heritage List
Exceptional significance	1	Essential to the heritage of the locality. Rare or outstanding example.	All places included in heritage list.
Considerable significance	2	Very important to the heritage of the locality. Shows a high degree of integrity/ authenticity.	All places included in heritage list.
Some / Moderate significance	3	Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the place.	Places may be included in the heritage list
Little significance	4	Has elements or values worth noting for historical interest but otherwise makes little contribution.	Below the threshold for the heritage list.

Figure 4: Inclusion threshold in the inherit heritage list – Source: <http://www.inherit.stateheritage.wa.gov.au/>

RSA conducted a search on inherit the state heritage office web page and found that this building was listed as a category 1 heritage building. Repairs must attempt to retain and conserve original building materials and techniques where possible. In addition, management should endeavour to conserve the historical significance through provisions of the Nungarin Shire town planning scheme.

6. Dilapidation Report

The next section of this report presents photographs illustrating specific locations requiring consideration to decide how to maximise the life of the building and to understand at what point has the use by date been reached of the structure. It is intended that this section will be of use to readers looking for overall photos showing the general area at the time of inspection.

RSA have selected the aligned the severity of the dilapidation portion of this report with our interpretation of the standard risk matrix, shown below. Nungarin Shire management should discuss any item that may be deemed harsh or less important and advise RSA accordingly.

Table 2: Risk Matrix

Consequence	Extreme (5)	5A	5B	5C	5D	5E
	Severe (4)	4A	4B	4C	4D	4E
	Major (3)	3A	3B	3C	3D	3E
	Moderate (2)	2A	2B	2C	2D	2E
	Minor (1)	1A	1B	1C	1D	1E
		(A) Very unlikely	(B) Unlikely	(C) Possible	(D) Likely	(E) Very likely
		Likelihood				

Table 3: Risk Exposure

Risk exposure	
Critical	Critical risk exposure. Objectives will not be achieved. Requires relevant management's highest priority.
High	High risk exposure. Achievement of objectives under serious threat. Requires relevant management's active involvement.
Medium	Medium risk exposure. Some threat to achievement of objectives. Requires relevant management's active monitoring.
Low	Low risk exposure. Achievement of objectives not under threat. Can be dealt with in normal course of business.

This report will often state that the defect is minor and will need to be periodically monitored by a qualified person. The person can be the staff that regularly maintain the asset.

When undertaking repairs

- Be aware of slips and trips and working from heights;
- Be vigilant for further signs of water ingress and corrosion during remediation;
- Be vigilant for any signs of extraordinary deflection in structural elements;
- When using power tools use correct PPE including hearing and glasses.



- Managing risks of lead-based paint contamination – Worksafe Queensland guidelines
 - Complete exterior work before doing the interior. Remove any lead dust in the house generated by exterior work during the interior clean up.
 - Cover the ground and vegetation with plastic sheeting extended two meters from the base of the house and an additional meter for each storey to catch dust and debris.
 - Use impervious materials such as tarpaulin or plastic sheeting to prevent dust from travelling to neighboring properties. Attach the tarpaulin to house guttering at the top and to the plastic ground sheet at the bottom.
 - Use bricks or rocks to hold the edges of the plastic sheeting in place and place wooden studs under the edges of the sheeting to contain liquid.
 - Close windows and doors to prevent dust from entering the building.
 - Avoid working in windy conditions, as the lead dust and paint might be blown off the plastic sheeting as it dries.
 - Move play equipment and personal belongings away from the work area and cover sandpits.
 - Advise the neighbors to close windows and doors while exterior work is being done, move play equipment away from the boundary fence and cover their own sandpits.
 - Exclude all others from the work area, especially pregnant women, children and pets.

For further guidance on safe OHS practices and guidelines can be found on the Queensland Worksafe web page. <https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-exposures/lead/working-with-lead-based-paint>

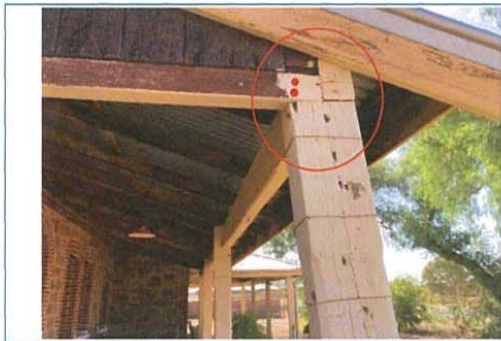


IMAGE DETAILS	Item 1	Date:	11/06/20
Location:	Front veranda		
Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Minor	Possible	Medium
Commentary:			
Top nailed connection rusted resulting in loss of capacity at the node. Post connection damaged at base – see item 2 Column is out of plumb causing changed load paths and decreased structural capacity.			
Advice:			
Connection can be bolted or nailed. Nailed connection to be 3.75 x 75mm exterior nails skewed into post both beams 20mm edge distance MAX.			

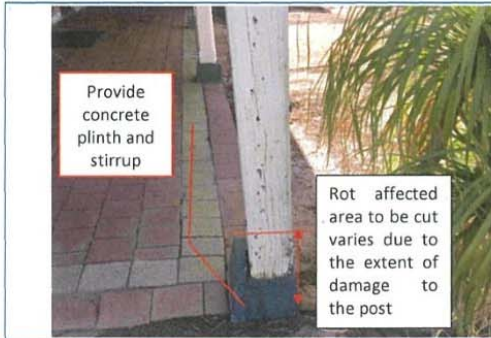


IMAGE DETAILS	Item 2	Date:	11/06/20
Location:	Front veranda		
Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Minor	Possible	Medium
Commentary:			
Dry rot in base of post will result in loss of structural capacity of the member.			
Advice:			
Cut off rot affected area from the timber post. Provide aesthetically pleasing concrete plinth 300mm wide x 300mm long with 300mm embedment into natural soil. Embed stirrup into footing to provide new post connection with 2xM12 bolts and washers.			



IMAGE DETAILS	Item 3	Date:	11/06/20
Location:	Front veranda		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Minor	Possible	Low
Commentary:			
Cracked mortar bed over lintel from differential soil settlement and heave due to the clayey nature of the soil typical for the region.			
Advice:			
Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			



IMAGE DETAILS	Item 4	Date:	11/06/20
Location:	Front veranda		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Moderate	Possible	Medium
Commentary:			
Superficial rust to lintel Photo is typical for all lintels around the property			
Advice:			
Mechanically wire wheel (Abrasive) rust from affected area. Treat area with phosphoric rust converter. Paint over area.			



IMAGE DETAILS	Item 5	Date:	11/06/20
Location:	Front veranda		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Minor	Possible	Low
Commentary: Cracked mortar bed over lintel			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			



IMAGE DETAILS	Item 6	Date:	11/06/20
Location:	Front veranda		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Minor	Possible	Low
Commentary: Salt attack and weathering of mortar joints. Resulting in de-bonding of the stonework			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			



	IMAGE DETAILS	Item 7	Date:	11/06/20
	Location:	Front veranda		
Risk: Property damage	Consequence	Likelihood	Risk Exposure	
	Moderate	Possible	Medium	
Commentary: Cracked mortar joint. Concrete windowsill cracked through from differential settlement.				
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 8	Date:	11/06/20
	Location:	Front veranda		
Risk: Property damage	Consequence	Likelihood	Risk Exposure	
	Moderate	Possible	Medium	
Commentary: Cracked mortar joint, tension crack from deflected lintel.				
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 9	Date:	11/06/20
	Location:	Eastern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Superficial rust to lintel. Fretting mortar			
Advice: Mechanically wire wheel (Abrasive) rust from affected area. Treat area with phosphoric rust converter. Paint over area.				

	IMAGE DETAILS	Item 10	Date:	11/06/20
	Location:	Eastern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Likely	High
	Commentary: Weathered fascia boarding and damaged gable cladding. Allows weather into roof space.			
Advice: Replace fascia boarding and cladding to heritage council material and construction technique standards.				



IMAGE DETAILS	Item 11	Date:	11/06/20
Location:	Eastern side		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Minor	Unlikely	Low
Commentary: Cracked mortar bed below windowsill			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			

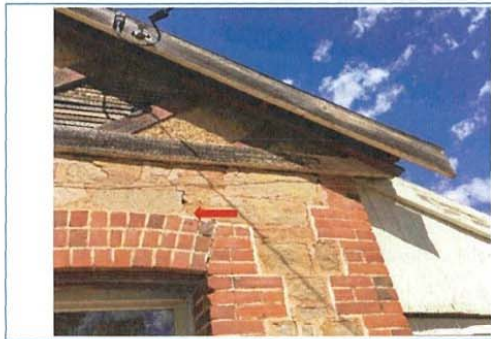


IMAGE DETAILS	Item 12	Date:	11/06/20
Location:	Eastern side		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Moderate	Possible	Medium
Commentary: Cracked mortar joint over lintel.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			



IMAGE DETAILS	Item 13	Date:	11/06/20
Location:	Southern side		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Major	Possible	High
Commentary: Cracked mortar joint over lintel.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			



IMAGE DETAILS	Item 14	Date:	11/06/20
Location:	Southern side		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Minor	Unlikely	Low
Commentary: Cracked mortar joint.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			


	IMAGE DETAILS	Item 15	Date:	11/06/20
	Location:	Southern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary: Cracked mortar over lintel.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 16	Date:	11/06/20
	Location:	Southern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack and weathering of mortar joints. Resulting in de-bonding of the stonework			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Apply damp coursing prior to reinstating new brickwork Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

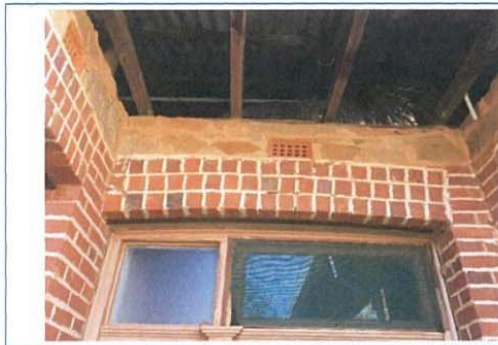




IMAGE DETAILS	Item 17	Date:	11/06/20
Location:	Staff back door entry		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Moderate	Possible	Medium
Commentary: Cracked mortar joint over lintel.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			




IMAGE DETAILS	Item 18	Date:	11/06/20
Location:	Staff back door entry		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Minor	Unlikely	Low
Commentary: Loose brick and cracked mortar joint. Resulting in de-bonding of the stonework			
Advice: Reinstate brick and mortar joint. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			



	IMAGE DETAILS	Item 19	Date:	11/06/20	
	Location:	Staff back door entry corridor			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Minor	Unlikely	Low	
	Commentary: Cracked mortar joint over lintel.				
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).					

	IMAGE DETAILS	Item20	Date:	11/06/20	
	Location:	Staff back door entry corridor			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Moderate	Possible	Medium	
	Commentary: Salt attack to mortar joints and fretted mortar. Resulting in de-bonding of the stonework.				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).					

	IMAGE DETAILS	Item 21	Date:	11/06/20
	Location:	Staff back door entry corridor		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
Commentary: Cracked mortar joint over lintel.				
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				


	IMAGE DETAILS	Item 22	Date:	11/06/20
	Location:	Staff back door entry corridor		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Likely	High
Commentary: Salt attack in mortar joint from salt attack. Resulting in de-bonding of the stonework.				
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				



	IMAGE DETAILS	Item 23	Date:	11/06/20	
	Location:	Northern side near laundry			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Moderate	Likely	High	
Commentary: Salt attack in mortar joint from salt attack. Fretted mortar. Resulting in de-bonding of the stonework					
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).					

	IMAGE DETAILS	Item 26	Date:	11/06/20	
	Location:	Northern side near laundry			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Moderate	Possible	Medium	
Commentary: Hairline cracks in mortar joints.					
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).					

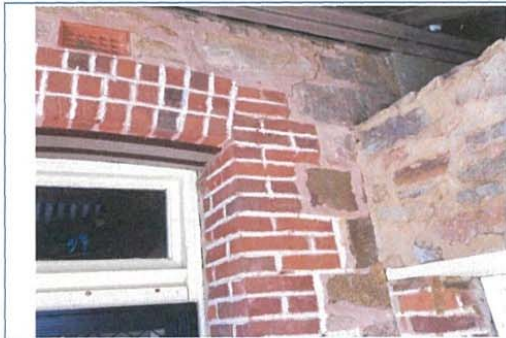


IMAGE DETAILS	Item 27	Date:	11/06/20
Location:	Northern side near laundry		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Minor	Possible	Low
Commentary: Cracked mortar joint over lintel.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			

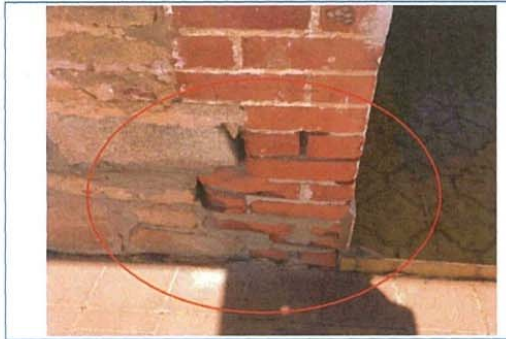



IMAGE DETAILS	Item 28	Date:	11/06/20
Location:	Laundry		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Moderate	Possible	Medium
Commentary: Salt attack to brickwork and mortar. Fretted mortar.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			



	IMAGE DETAILS	Item 29	Date:	11/06/20
	Location:	Laundry		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary: Cracked mortar joint.			
Advice: Remove render coat around the affected area. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand). Render to suit.				

	IMAGE DETAILS	Item 30	Date:	11/06/20
	Location:	Laundry veranda		
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
		Major	Possible	High
	Commentary: Damaged beam to post connection. Some dry rot in timber beam and post.			
Advice: Replace beam and connection to original detail using seat cut on post and coach screwed to beam. OR Provide multigrip connection nailed using 4/3.75 x 75mm exterior nails on both multigrip faces.				

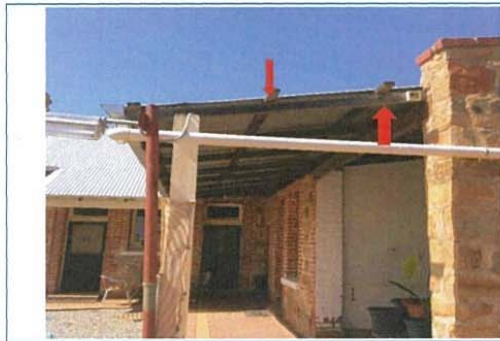



IMAGE DETAILS	Item 31	Date:	11/06/20
Location:	Laundry veranda		
Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Minor	Likely	Medium
Commentary: Weathered timber rafters and battens. Weathering reduces the capacity and working life of the structure.			
Advice: Replace all damaged joist that are openly exposed to direct weathering. Provide MGP10 150 x 35 mm eave board to cover new timber members from weathering in the end grains and flash over.			



IMAGE DETAILS	Item 32	Date:	11/06/20
Location:	Western side		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Moderate	Possible	Medium
Commentary: Salt attack and weathering of mortar joints. Resulting in de-bonding of the stonework			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			

	IMAGE DETAILS	Item 33	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
	Commentary: Downpipe drainage outlet too close to building foundations. Can result in differential settlement within the localised area.			
Advice: Provide 1.5m drainage away from building. Cut a spoon drain into the soil and fall 1.5m away from the building of >3%.				

	IMAGE DETAILS	Item 34	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Likely	Low
	Commentary: Salt attack and weathering of mortar joints. Resulting in de-bonding of the stonework			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 35	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
Commentary: Salt attack and weathering of mortar joints. Resulting in de-bonding of the stonework				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

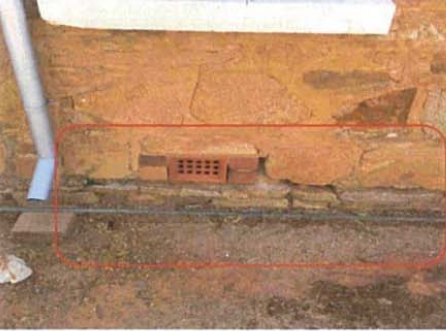
	IMAGE DETAILS	Item 36	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
Commentary: Salt attack and weathering of mortar joints. Resulting in de-bonding of the stonework				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 37	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
	Commentary: Downpipe drainage outlet too close to building foundations. Can result in differential settlement within the localised area.			
Advice: Provide 1.5m drainage away from building. Cut a spoon drain into the soil and fall 1.5m away from the building of >3%.				

	IMAGE DETAILS	Item 38	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Possible	Low
	Commentary: Salt attack and weathering of mortar joints. Resulting in de-bonding of the stonework			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				



IMAGE DETAILS	Item 39	Date:	11/06/20
Location:	Front veranda		
Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Moderate	Likely	High
Commentary: Veranda post out of plumb causing change in load path and decreased capacity of the post Rot in base of post causing the post to lean over due to loss of structural capacity of the post.			
Advice: See item 2			



IMAGE DETAILS	Item 40	Date:	11/06/20
Location:	Southern side		
Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Minor	Possible	Low
Commentary: Rot in timber beam and fascia board. Partially failed beam to post connection.			
Advice: Replace timber members and reinstate connection using M12 cup head bolt centrally. OR Provide 3mm flatbar plate over failed area and re-connect the existing cuphead bolted connection.			



	IMAGE DETAILS	Item 41	Date:	11/06/20
	Location:	Southern side		
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
		Moderate	Unlikely	Low
	Commentary:			
Dry rot in base of post will result in loss of structural capacity of the member.				
Advice:				
See item 2				

	IMAGE DETAILS	Item 42	Date:	11/06/20
	Location:	Southern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Likely	Medium
	Commentary:			
Weathered end grains of rafters resulting in loss of structural capacity of the member.				
Advice:				
Cut end of rafter and splice new 1200mm rafter beside existing rafter and bolt centrally using 2xM10 bolts. OR Replace rafter.				
NOTE: Ensure rafter has sufficient capacity if the rafter is left in place.				



IMAGE DETAILS	Item 43	Date:	11/06/20
Location:	Southern side		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Minor	Possible	Low
Commentary: Weathered end grains of rafters resulting in loss of structural capacity of the member.			
Advice: Cut end of rafter and splice new 1200mm rafter beside existing rafter and bolt centrally using 2xM10 bolts. OR Replace rafter. NOTE: Ensure rafter has sufficient capacity if the rafter is left in place.			



IMAGE DETAILS	Item 44	Date:	11/06/20
Location:	Southern side		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Minor	Possible	Low
Commentary: Rot on valley board.			
Advice: Replace valley board.			

	IMAGE DETAILS	Item 45	Date:	11/06/20
	Location:	Southern side		
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
		Moderate	Unlikely	Low
	Commentary: Dry rot in base of post will result in loss of structural capacity of the member.			
Advice: See item 2				

	IMAGE DETAILS	Item 46	Date:	11/06/20
	Location:	Front veranda		
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
		Minor	Possible	Low
	Commentary: Sectional area of post missing resulting in reduced member capacity.			
Advice: See item 2				



	IMAGE DETAILS	Item 47	Date:	11/06/20
	Location:	Eastern side		
	Risk: harm or injury	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
Commentary: Partially failed beam to post connection.				
Advice: Reinstate connection using M12 cup head bolt centrally to both beams to post.				

	IMAGE DETAILS	Item 48	Date:	11/06/20
	Location:	Roof space		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Possible	High
Commentary: Ineffective under purlin. Creep deformation has sagged the timber purlin beyond point of providing effective support to rafters. Loss of structural capacity in the purlin.				
Advice: Replace member OR provide extra 90 x 90 MGP10 strut at midspan of the purlin.				



	IMAGE DETAILS	Item 49	Date:	11/06/20	
	Location:				
	Risk: property damage	Consequence	Likelihood	Risk Exposure	
		Major	Possible	High	
	Commentary: Ineffective under purlin Creep deformation has sagged the timber purlin beyond point of providing effective support to rafters.				
Advice: See item 47					

	IMAGE DETAILS	Item 50	Date:	11/06/20	
	Location:	Roof space			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Moderate	Possible	Medium	
	Commentary: Ineffective splice connection of ridge board.				
Advice: Provide nail plate or 3mm plate both faces and fixed using 4xM10 bolt.					



	IMAGE DETAILS	Item 51	Date:	11/06/20
	Location:	Storage shed		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Possible	High
Commentary: Wash bricks using captive head washing technique. Allow to dry and re-point mortar using a weak mortar mix.				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 52	Date:	11/06/20
	Location:	Storage shed		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Possible	High
Commentary: Salt attack and weathering of mortar joints. Resulting in de-bonding of the stonework				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 53	Date:	11/06/20
	Location:	Storage shed		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Possible	High
Commentary: Salt attack and weathering of mortar joints. Resulting in de-bonding of the stonework				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				


	IMAGE DETAILS	Item 54	Date:	11/06/20
	Location:	Internal		
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
		Severe	Possible	High
Commentary: Masonry arch failure. Totally cracked mortar joints. The suspended stonework above the door entry could potentially dislodge and become a serious issue if not repaired.				
Advice: Provide 50x50x5 equal Angle EA around both sides of the entry formed all the way to the base of stonework with flanges fixed to stonework. Fix EA supports using SIKADUR-31 Bonding agent Or equal to manufacturers specifications. Ensure paint is removed prior to installation.				



	IMAGE DETAILS	Item 55	Date:	11/06/20
	Location:	Internal		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary: Cracked render. Aesthetically unpleasing. NOTE: The crack may not extend into the mortar bed, therefore, closer inspections are required upon removal of render.			
Advice: Patch render using similar render.				

	IMAGE DETAILS	Item 56	Date:	11/06/20
	Location:	Internal		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary: Cracked render. Aesthetically unpleasing. NOTE: The crack may not extend into the mortar bed, therefore, closer inspections are required upon removal of render.			
Advice: Patch render using similar render.				



	IMAGE DETAILS	Item 57	Date:	11/06/20
	Location:	Internal		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary: Cracked render. Aesthetically unpleasing. NOTE: The crack may not extend into the mortar bed, therefore, closer inspections are required upon removal of render.			
Advice: Patch render using similar render.				

	IMAGE DETAILS	Item 58	Date:	11/06/20
	Location:	Internal		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary: Cracked render. Aesthetically unpleasing. NOTE: The crack may not extend into the mortar bed, therefore, closer inspections are required upon removal of render.			
Advice: Patch render using similar render.				




	IMAGE DETAILS	Item 59	Date:	11/06/20
	Location:	Roof		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
Commentary: Damaged roof sheeting at ridges at screw connections. Missing screws. Lifted sheets at joins. Roof sheeting could become dislodged during a strong wind event				
Advice: Sheeting may be salvageable however; missing or loose fasteners must be replaced. Replace flashings.				

	IMAGE DETAILS	Item 60	Date:	11/06/20
	Location:	Internal		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
Commentary: Damaged roof sheeting at ridges at screw connections. Missing screws. Lifted sheets at joins. Roof sheeting could become dislodged during a strong wind event.				
Advice: See item 58				

7. Conclusion

Greg Sullivan as the RSA Structural Engineers inspected all common areas and exterior elevations of the building during the 14th of January 2020. Generally, McCorry's Old Hotel is in good condition, however there are still some maintenance within the structure required. Some of the maintenance items are deemed to be of little importance, with impacts on aesthetics however, due to the heritage listing of the building these repairs play a significant part in maintaining the heritage of the area to WA heritage council provisions. During the inspection there was evidence of repairs both critical and general. General items should be planned to extend the life of the structure however, critical items require more urgent attention such as:

- The arched doorway opposite to room 4 has failed and cracked through the walls mortar joints and effectively leaving the door head suspended due to friction of adjoining walls (Item 52). The door requires reinforcing using EA sections bonded to the stonework. Repair of the door entry is required once planned upon receiving this report to ensure the door head will not collapse.
- Some beam to post veranda members and the adjoining connections are significantly damaged due to weathering and the age of the building materials (Items 1, 2, 28, 37 – 39, 43 – 45). Particular attention is to be paid to the front and back veranda areas. Some timber members require replacing along with supporting connections. The work should be planned upon receiving this report and as soon as practical.
- The downpipes on the Western side of the building are directly running off locally to the building foundations (Items 31, 34 & 35). The downpipes require sufficient runoff away from the building of 1.5m minimum to reduce the effect of soil movement during the season changes. The work should be planned once receiving this report and as soon as practical.

NOTE: Appendix A is advice on the suitable mortar mix for repairs.

NOTE: Appendix B is advice on steps to combat salt attack in old masonry buildings. For further guidance on damp rising and salt attack refer to

<https://www.fremantle.wa.gov.au/sites/default/files/Technical%20Advice%20Sheet%20-5%20Dealing%20with%20dampness%20in%20old%20walls.pdf>

If conditions on site are found to be different when repairs are being performed, please contact this office for advice.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Sullivan', with a stylized flourish extending to the right.

Greg Sullivan STUDIEAust
Graduate Engineer

A handwritten signature in blue ink, appearing to read 'Tristan Salter', with a stylized flourish extending to the right.

Tristan Salter BEng (Hons) MIEAust CPEng NER
Civil and Structural Engineer

Appendix A

TABLE 1 Mortar mixes and grade of masonry units for common exposure environments (based on Tables 5.1 and 10.1 in AS 3700—2001 and Amendment No. 1—2002)

Exposure environment of masonry	Mortar type	Mix proportions (parts by volume)				Minimum salt-attack resistance grade of masonry units
		Cement Type GP/Type GB	Building lime	Masonry cement	Sand	
<ul style="list-style-type: none"> ■ Located within 100 m of non-surf coast or 1 km of surf coast and above dpc ■ In contact with ground in aggressive soils ■ In tidal and splash zones 	M4	1	0-0.25	-	3	Exposure
		1	0.5	-	4.5	
		1+water thickener	-	-	4	
<ul style="list-style-type: none"> ■ Located within 100 m to 1 km of non-surf coast or 1 km to 10 km of surf coast and above dpc ■ In contact with ground in non-aggressive soils ■ In fresh water ■ In domestic barbeques and incinerators 	M3	1	1	-	6	General purpose
		1+water thickener	-	-	5	
		-	-	1	4	
<ul style="list-style-type: none"> ■ In interior environments not subject to wetting and drying ■ Above dpc in other than marine environments defined above ■ Above dpc and protected by a waterproof coating, flashed junctions and top covering ■ Below dpc or in contact with ground but protected from water ingress by waterproof coating 	M2	1	2	-	9	Protected

Appendix B

Heritage Building Conservation Technical Advice Sheet 5 - Dealing with dampness in old walls

Allow the walls to dry out – sacrificial treatments

Previous 'repairs' made with cement mortars and renders should be removed to allow the walls to dry out. Rake out cement pointing and decayed mortar joints to least 25 mm depth. Great care is required to avoid damage to bricks and stones. If there's substantial decay at the base of walls they may be structurally unsound — if you have any concerns consult a structural engineer (but first see *Solid walls — grouting first*, below).

There can be a considerable build-up of salts within a wall that has been sealed for many years with paint, cement renders or cement pointing. Following their removal there can be a rapid migration of salt to the wall surface as the trapped moisture escapes. It is advisable to wait for this first rush of salt and moisture to escape before repointing or re-rendering. However, where there's a lot of salt it should be captured by the techniques mentioned in the next section.

Repoint joints with well-drained lime putty and clean sharp sand in mix proportions of about 1:2½, i.e. one part lime putty to two and a half parts of sand (for details see technical advice sheet 6 *Repointing lime mortar joints*). Use a tamped finish on the joints to maximise their breathing capacity. Do not use any cement, pozzolanic material or natural hydraulic lime.

The new mortar may fail in a relatively short period (a few years) but that's the plan — for the new mortar to act sacrificially and fail in preference to the surrounding masonry. It's much easier to replace mortar than it is to replace bricks or stones. As the mortar decays, sweep up the debris and dispose of it away from the building, for it will almost certainly contain salt which we don't want to recycle through the base of the walls.

The same approach should be applied to cement renders at the base of walls — replace them with a sacrificial lime render of the same mix as the mortar. Expect it to decay and catch the debris before it is recycled through the soils. When needed, remove the decaying render and re-apply a similar render, protecting it with a limewash finish to make it last longer.



This wall has a severe case of rising damp and salt attack and needs urgent attention. While it may seem that there is a problem with the mortar, in fact the permeable lime mortar has protected the bricks by acting sacrificially. The correct approach to repair is to repoint the joints in a lime mortar. (Photograph David Young)

Removing excess salt

If there is more salt than can be successfully managed with sacrificial treatments alone there are two options:

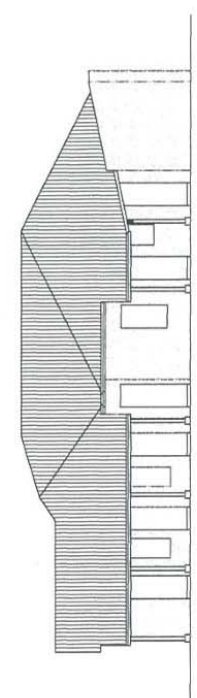
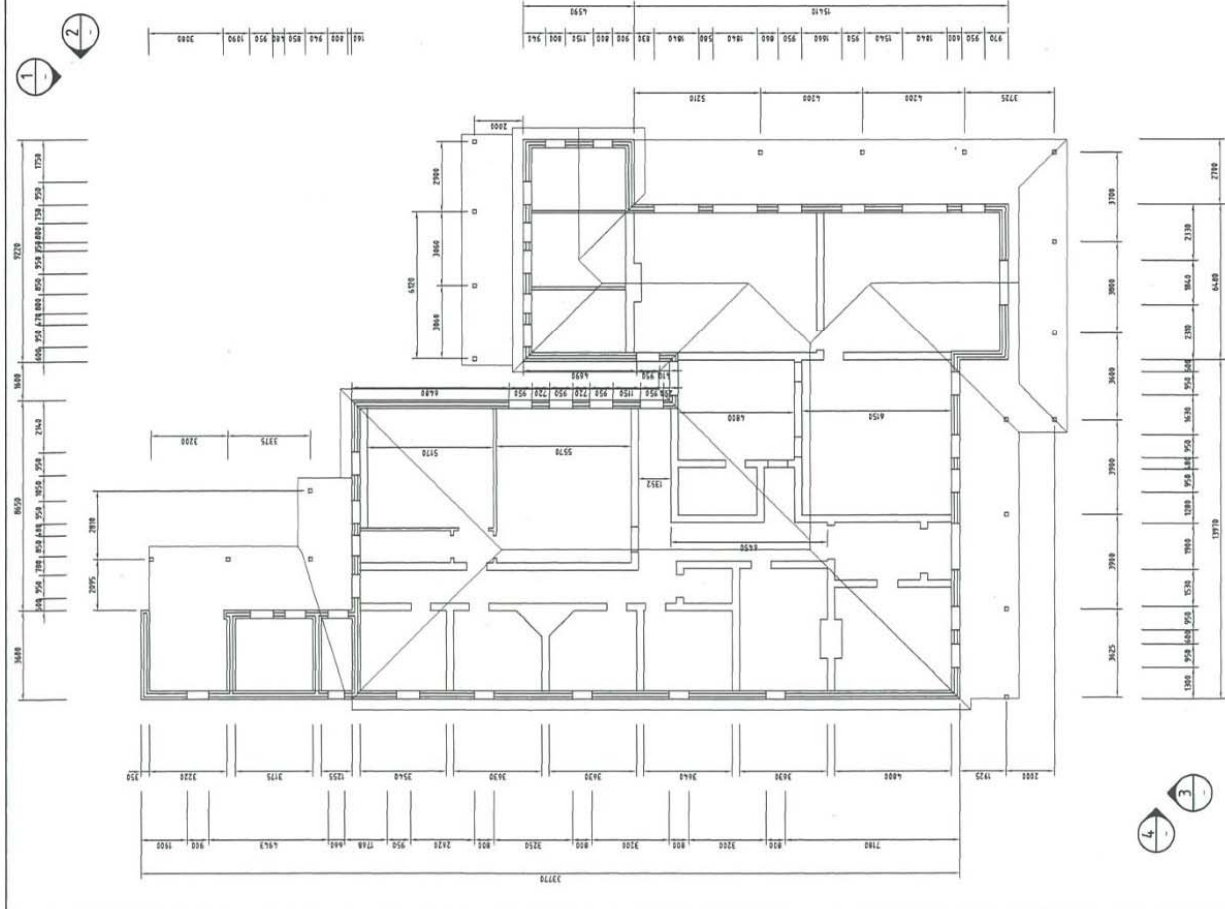
Captive head washing

In this system low-pressure water is sprayed at the wall inside a rubber-skirted head that is attached to a wet vacuum cleaner. The vacuum's suction draws most of the water off the wall, bringing with it loose dirt and also soluble salts from in and just under the surface. Slow passes are made across the surface and repeated several times without letting the wall dry between passes.

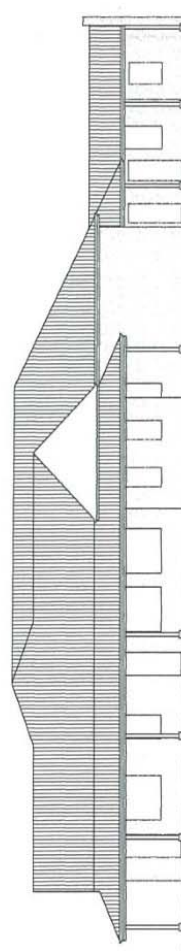
Poultice

A poultice, made from paper pulp and highly absorbent material, is applied to the wall as a wet paste. Water from the poultice moves into the wall as it shrinks and dries against the surface. The water dissolves salts in the wall and then evaporates, leaving the salt behind in the poultice, which is taken off when it's dry. Several cycles may be needed depending on the amount of salt present.

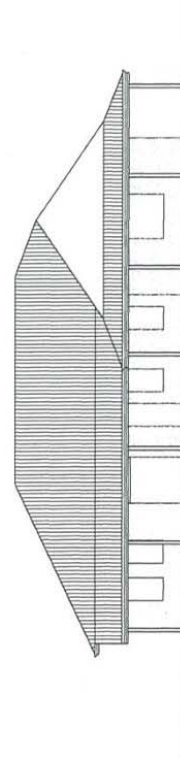
Using these techniques in combination may be an effective way to reduce salt loads in old walls. Both techniques can be used together with sacrificial mortars, plasters or renders so that deeper salts, which take time to come to the surface, can be extracted.



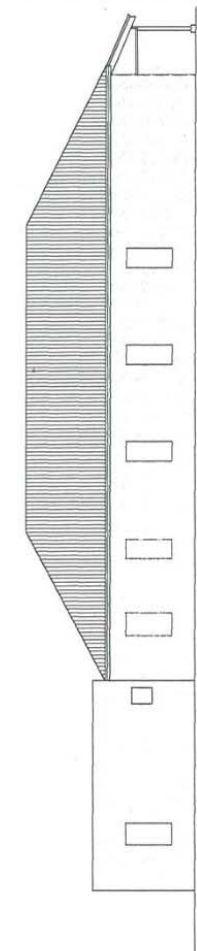
ELEVATION 1
1/8" = 1'-0"



ELEVATION 2
1/8" = 1'-0"



ELEVATION 3
1/8" = 1'-0"



ELEVATION 4
1/8" = 1'-0"

<p>CLIENT SHIRE OF NUNGARIN</p>		<p>PROJECT MCCORRY'S HOTEL 65, MCCORRY RD PLAN AND ELEVATIONS</p>	
SCALE	1/8" = 1'-0"	DATE	19/04/20
DATE	19/04/20	DRAWN	AT
CHECKED	TS	DATE	19-02-20
		REV	A
		NO.	S2.01

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ISSUED
PROJECT No.



Appendix 8.2.1B

BUILDING REPORT - NUNGARIN POST OFFICE



Nungarin Post Office Dilapidation Report

Nungarin Shire - Nungarin

Client

Adam Majid representing Nungarin Shire

Project

RSA-19-0242

Document No

[19-0242-RP-S-003]

Issue Date

11 June 2020



REVISION HISTORY

REV	ISSUE DATE	DESCRIPTION	PREPARED BY*	APPROVED BY*
0	11/06/20	First Issue	GDS	TRS

**For and on behalf of RSA Pty Ltd.*

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1. Executive Summary

Adam Majid representing Nungarin Shire has engaged RSA on behalf of the Shire of Nungarin to undertake a structural inspection of the common areas including the roofs at Nungarin Post Office and four other shire assets. See Figure 2 for a site overview. The purpose of this report is to identify current and potential structural issues and assist in the maintenance of the buildings.

The Nungarin Post Office is a single storey building of brick and timber construction built in 1925. The building consists of a single serving counter room, storage cupboards and toilets and is in commission as a working post office.

Due to the age of the building, the earthquake damage and more recent flood damage the decision to repair this building will likely be emotive. The building will likely cost as much to remediate than to build new and provide better lifespan, less maintenance cost and possibly multi-disciplinary use.

2. Critical Repairs Required

This section highlights to the reader any issues RSA found that need urgent attention:

1. Large deformation cracks surround the building indicating differential settlement and lateral movement. These cracks indicate the building is in a fragile state and significant sections of walls lack mortar bonding between brick matrices (Items 1-6, 13, 15-20, 33). Work should be planned once receiving this report and commence as soon as practical.
2. The entire North-Western wall is >25mm out of plumb from the base. The deformation indicates the wall has shunted over at the top and as a result is essentially pushed past the tolerances outlined in AS 3600:2018 – Masonry Structures (Item 23). The wall requires sections to be removed and reinstated, while temporary supports are placed to reduce the risk of collapse. This remedial work should be undertaken immediately once planned after receiving this report.
3. The 2nd main truss from the entry is effectively too short for the brick supports. The inclined vertical web member is bearing on the edge of the brick supports and has cracked the brickwork (Item 28). The brickwork requires reinstating while a temporary prop is placed so the roof is supported. Work is required to be done as soon as planned once receiving this report.

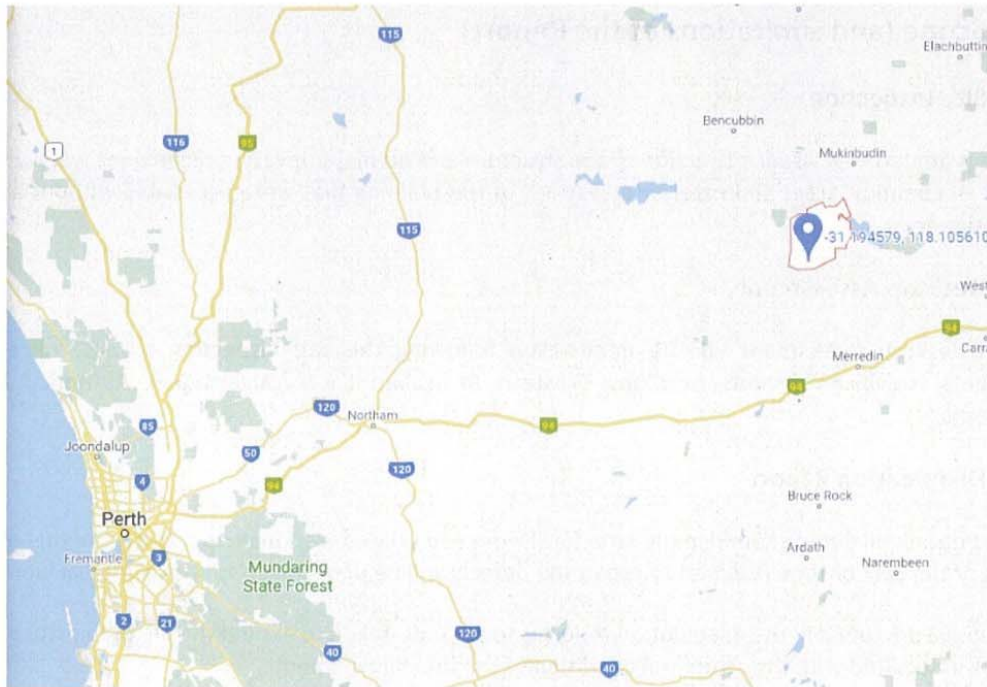


Figure 1: War memorial site location. Source: Google maps



Figure 2: Aerial image of Nungarin post office.



3. Scope (and Limitations of the Report)

3.1 Site Inspection

The scope is limited to a visual inspection of the structure and no major invasive techniques were used. RSA inspected all common areas and exterior elevations of the building that were accessible without accessing private residences.

3.2 Desktop Assessment

A general desktop assessment will be undertaken following the site inspection to determine design requirements, significant events and any Western Australian Local Government Authority heritage requirements.

3.3 Dilapidation Report

This report details all defects found in the structural work and related workmanship. As part of this report no estimates of the cost or time required to repair the defects will be undertaken for the remedial works.

The remedial work found in the dilapidation report is to be undertaken to extend the life of the structure and reduce risk associated with the structural condition of the building elements.

4. Site Inspection

Greg Sullivan as the RSA Structural Engineers inspected all common areas and exterior elevations of the building during the 15th of January 2020.

4.1 Findings

The complex is generally in a moderately dilapidated state and maintenance is required.

A detailed report is in Section 4.3, the dilapidation report.

5. Desktop Assessment

5.1 General Assessment

RSA has assessed the site and building type for IL2 and believe that the factors found in **Error! Reference source not found.** should be used for the design considerations of a standard masonry building in this location

Table 1: Design factors for site conditions and building type IL2.

Basis of Certification	Parameter	Notes/Ref	
0.0	BCA Importance Level	2	Volume 2:2016
1.0	Site Soil Classification	M ¹	AS 2870-2011
1.1	Predicted Surface Movement	10-20mm	
1.2	Current Bearing Capacity	-	
2.0	Imposed Loads	-	AS/NZS 1170.1:2011
2.1	Floor Load	5 kPa / 3.6 kN	
2.2	Roof Load	0.25 kPa / 1.1 kN	
3.0	Wind Loading / Region	A	AS/NZS 1170.2:2011
3.1	Terrain Category	2	
3.2	V ₅₀₀	45 m/s	
3.3	M _{z,cat}	0.91	
3.4	M _s	1	
3.5	M _t	1	
4.0	Earthquake Loading	Z = 0.1	AS/NZS 1170.4:2007
5.0	Steel Structures	-	AS 4100-1998
7.0	Concrete Structures	-	AS 3600 -2018
8.0	Masonry Structures	-	AS 3700-2018
9.0	Timber Structures	-	AS 1720.1-2010

¹ Assumed site soil classification based on engineering judgement and knowledge of the location. No formal Site Soil Classification has been undertaken.

5.2 Significant Events

The Meckering earthquake on 14th October 1968 was measured at 6.9 on the Richter scale and deemed by the Western Australian department of mines, Industry and safety to have a moment magnitude M_w of 6.5 shown in Figure 3. The effects from the earthquake was spread over 700km radius and being approximately 180km, Nungarin was within the fault zone and caused subsequent damage to masonry buildings in the area.

<i>Simplified observations</i>		<i>Modified Mercalli intensity scale*</i>
Alarm may approach panic. Steering of vehicles affected. Severe damage or collapse of unreinforced structures		VIII (maximum felt effects of M_w 6.5 Meckering EQ)

Figure 3: Mercalli intensity scale – source: (http://www.dmp.wa.gov.au/gswa_enews/files/2-page-spread_Meckering_Earthquake.pdf)

2011 Nungarin encountered a flash flood that rapidly inundated the town centre with approximately 1.5m of water in low lying areas. Four of the five Shire assets are in the vicinity of the flooded areas and were in service during the event. Significant moisture entrainment within the clay layers has more than likely contributed to differential slab and foundation heave movement and as a result creates cracks in masonry walls.

5.3 State Heritage Council Requirements

The heritage council of Western Australia offers registration, listing databases and advice to protect significant heritage properties and structures within the local municipal authorities of WA. The Nungarin post office was constructed from 1925 and is a category 2 local municipal heritage listed building as shown in Figure 4.

<https://www.dplh.wa.gov.au/about/the-heritage-council-of-western-australia>

Level of Significance	Category	Description	Heritage List
Exceptional significance	1	Essential to the heritage of the locality. Rare or outstanding example.	All places included in heritage list.
Considerable significance	2	Very important to the heritage of the locality. Shows a high degree of integrity/ authenticity.	All places included in heritage list.
Some / Moderate significance	3	Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the place.	Places may be included in the heritage list
Little significance	4	Has elements or values worth noting for historical interest but otherwise makes little contribution.	Below the threshold for the heritage list.

Figure 4: Inclusion threshold in the inherit heritage list – Source: <http://www.inherit.stateheritage.wa.gov.au/>

RSA conducted a search on inherit the state heritage office web page and found that this building was listed as a category 1 heritage building. Repairs must attempt to retain and conserve original building materials and techniques where possible. In addition, management should endeavour to conserve the historical significance through provisions of the Nungarin Shire town planning scheme.

6. Dilapidation Report

The next section of this report presents photographs illustrating specific locations requiring consideration to decide how to maximise the life of the building and to understand at what point has the use by date been reached of the structure. It is intended that this section will be of use to readers looking for overall photos showing the general area at the time of inspection.

RSA have selected the aligned the severity of the dilapidation portion of this report with our interpretation of the standard risk matrix, shown below. Shire management should discuss any item that may be deemed harsh or less important and advise RSA accordingly.

Table 2: Risk Matrix

Consequence	Extreme (5)	5A	5B	5C	5D	5E
	Severe (4)	4A	4B	4C	4D	4E
	Major (3)	3A	3B	3C	3D	3E
	Moderate (2)	2A	2B	2C	2D	2E
	Minor (1)	1A	1B	1C	1D	1E
		(A) Very unlikely	(B) Unlikely	(C) Possible	(D) Likely	(E) Very likely
		Likelihood				

Table 3: Risk Exposure

Risk exposure	
Critical	Critical risk exposure. Objectives will not be achieved. Requires relevant management's highest priority.
High	High risk exposure. Achievement of objectives under serious threat. Requires relevant management's active involvement.
Medium	Medium risk exposure. Some threat to achievement of objectives. Requires relevant management's active monitoring.
Low	Low risk exposure. Achievement of objectives not under threat. Can be dealt with in normal course of business.

This report will often state that the defect is minor and will need to be periodically monitored by a qualified person. The person can be the staff that regularly maintain the asset.

When undertaking repairs

- Be aware of slips and trips and working from heights;
- Be vigilant for further signs of water ingress and corrosion during remediation;
- Be vigilant for any signs of extraordinary deflection in structural elements;
- When using power tools use correct PPE including hearing and glasses.



- Managing the risks of asbestos – Safe Work Australia guidelines
 - Identifying asbestos and asbestos containing material at the workplace and recording this in an asbestos register
 - Assessing the risk of exposure to airborne asbestos
 - Eliminating or minimising the risks associated with asbestos by implementing control measures
 - Reviewing control measures to make sure they are effective.

<https://www.safeworkaustralia.gov.au/asbestos#managing-the-risks-associated-with>

- Managing risks of lead-based paint contamination – Worksafe Queensland guidelines
 - Complete exterior work before doing the interior. Remove any lead dust in the house generated by exterior work during the interior clean up.
 - Cover the ground and vegetation with plastic sheeting extended two meters from the base of the house and an additional meter for each storey to catch dust and debris.
 - Use impervious materials such as tarpaulin or plastic sheeting to prevent dust from travelling to neighboring properties. Attach the tarpaulin to house guttering at the top and to the plastic ground sheet at the bottom.
 - Use bricks or rocks to hold the edges of the plastic sheeting in place and place wooden studs under the edges of the sheeting to contain liquid.
 - Close windows and doors to prevent dust from entering the building.
 - Avoid working in windy conditions, as the lead dust and paint might be blown off the plastic sheeting as it dries.
 - Move play equipment and personal belongings away from the work area and cover sandpits.
 - Advise the neighbors to close windows and doors while exterior work is being done, move play equipment away from the boundary fence and cover their own sandpits.
 - Exclude all others from the work area, especially pregnant women, children and pets.

For further guidance on safe OHS practices and guidelines can be found on the Queensland Worksafe web page. <https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-exposures/lead/working-with-lead-based-paint>



	IMAGE DETAILS	Item 1	Date:	11/06/20
	Location:	Front entrance		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Severe	Unlikely	High
	Commentary: Cracked brickwork at lintel support. Movement of the building is evident.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				


	IMAGE DETAILS	Item 2	Date:	11/06/20
	Location:	Front entrance		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Major	Unlikely	Medium
	Commentary: Cracked brickwork at lintel support. Movement of the building is evident.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				



IMAGE DETAILS	Item 3	Date:	11/06/20	
Location:	Front entrance			
Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure	
	Major	Unlikely	Medium	
Commentary: Cracked brickwork at lintel support. Movement of the building is evident.				
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				



IMAGE DETAILS	Item 4	Date:	11/06/20	
Location:	Front entrance			
Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure	
	Major	Unlikely	Medium	
Commentary: Cracked brickwork at lintel support. Movement of the building is evident.				
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				



	IMAGE DETAILS	Item 5	Date:	11/06/20
	Location:	Front entrance		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
	Major	Unlikely	Medium	
Commentary: Cracked brickwork at lintel support. Movement of the building is evident.				
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 6	Date:	11/06/20
	Location:	Front of building		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
	Moderate	Unlikely	Low	
Commentary: Cracked brickwork from possible soil settlement and or heave movement.				
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

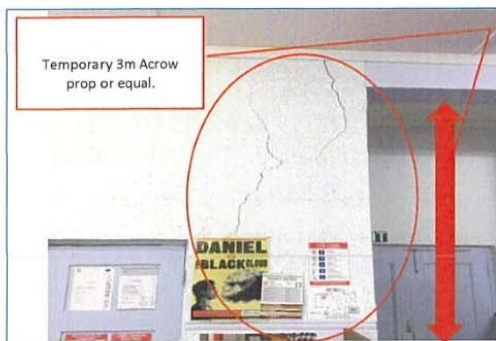


IMAGE DETAILS	Item 7	Date:	11/06/20
Location:	Internal		
Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
	Severe	Possible	High
Commentary: Cracked brick work and render at roof truss support.			
Advice: Temporary prop roof truss. Reinstate brickwork.			



IMAGE DETAILS	Item 8	Date:	11/06/20
Location:	Internal		
Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
	Severe	Possible	High
Commentary: Cracked brick work and render.			
Advice: See item 7			



	IMAGE DETAILS	Item 9	Date:	11/06/20
	Location:	Internal		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary: Cracked render. Aesthetically unpleasing. NOTE: The crack may not extend into the mortar bed, therefore, closer inspections are required upon removal of render.			
Advice: Patch with similar render.				


	IMAGE DETAILS	Item 10	Date:	11/06/20
	Location:	Internal		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Severe	Possible	High
	Commentary: Cracked brickwork at roof truss support.			
Advice: See item 7				



	IMAGE DETAILS	Item 11	Date:	11/06/20
	Location:	Internal		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Moderate	Unlikely	Low
	Commentary: Cracked render. Aesthetically unpleasing. NOTE: The crack may not extend into the mortar bed, therefore, closer inspections are required upon removal of render.			
Advice: Patch with similar render.				




	IMAGE DETAILS	Item 12	Date:	11/06/20
	Location:	Internal		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Major	Possible	High
	Commentary: Cracked render. Aesthetically unpleasing. NOTE: The crack may not extend into the mortar bed, therefore, closer inspections are required upon removal of render.			
Advice: Patch with similar render.				



	IMAGE DETAILS	Item 13	Date:	11/06/20
	Location:			
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Cracked render. Aesthetically unpleasing. NOTE: The crack may not extend into the mortar bed, therefore, closer inspections are required upon removal of render.			
Advice: Patch with similar render.				

	IMAGE DETAILS	Item 14	Date:	11/06/20
	Location:	Internal below flooring		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary: Salt attack from damp rising to brickwork.			
Advice: Monitor salt extent and seek advice if salt visibly above damp coursing layer.				



	IMAGE DETAILS	Item 15	Date:	11/06/20
	Location:	Back of building		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Cracked brick work through mortar bed.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				


	IMAGE DETAILS	Item 16	Date:	11/06/20
	Location:	North-western face		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Major	Possible	High
	Commentary: Cracked brick work through mortar bed.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

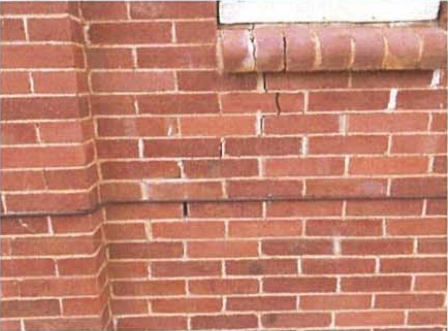


IMAGE DETAILS	Item 17	Date:	11/06/20
Location:	North-western face		
Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
	Moderate	Possible	Medium
Commentary:			
Cracked brick work through mortar bed. Evidence of settlement on the North-Western corner wall.			
Advice:			
Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			



IMAGE DETAILS	Item 18	Date:	11/06/20
Location:	North-western face		
Risk: property damage	Consequence	Likelihood	Risk Exposure
	Minor	Possible	Low
Commentary:			
Cracked brickwork over window. Evidence of settlement on the North-Western corner wall.			
Advice:			
Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			



	IMAGE DETAILS	Item 19	Date:	11/06/20
	Location:	North-western side		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Moderate	Likely	High
	Commentary: Cracked brick work through mortar bed. Evidence of settlement on the North-Western corner wall.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				


	IMAGE DETAILS	Item 20	Date:	11/06/20
	Location:	North-western side		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Moderate	Likely	High
	Commentary: Cracked brick work through mortar bed. Evidence of settlement on the North-Western corner wall.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 23	Date:	11/06/20
	Location:	North-western side		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Major	Possible	High
Commentary: The North-Western wall is out of plumb past tolerances set in Table 12.1 – AS3700:2018. The whole wall is leaning over towards the southern side +25mm from the base.				
Advice: The wall should be taken down where out of plumb. Roofing members require temporary propping. Reinstate wall sections.				


	IMAGE DETAILS	Item 24	Date:	11/06/20
	Location:	Western side		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
Commentary: Large +25mm crack around window frame. Crack indicates movement both lateral and vertical.				
Advice: Monitor crack widths. Patch large crack openings. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				



IMAGE DETAILS	Item 27	Date:	11/06/20
Location:	Western side		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Moderate	Likely	High
Commentary:			
Down pipe run off directly near walls. Water ingress contributes to settlement of the wall section.			
Advice:			
Provide runoff plumbing to 1.5m past walls.			



IMAGE DETAILS	Item 28	Date:	11/06/20
Location:	Roof space		
Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
	Major	Likely	High
Commentary:			
The main roof truss inclined web members connect to bottom chord short of wall supports. The vertical web members may contribute to the bearing failure of the wall supports below.			
Advice:			
When reinstating the brickwork below provide 50x50x3 SHS column inside brickwork to support the truss as a mullion column to both support ends.			




IMAGE DETAILS	Item 31	Date:	11/06/20
Location:	Floor space		
Risk: property damage	Consequence	Likelihood	Risk Exposure
	Moderate	Unlikely	Low
Commentary: Minor cracks in the brick pier floor supports.			
Advice: Monitor cracks and any settlement.			



IMAGE DETAILS	Item 32	Date:	11/06/20
Location:	Rear storage room		
Risk: property damage	Consequence	Likelihood	Risk Exposure
	Minor	Likely	Medium
Commentary: Cracked slab on ground evident of surface movement and heave of clay soils below the slab.			
Advice: Rake out 50 – 60mm from the affected area. Patch using renderoc GP patching compound or equal.			



	IMAGE DETAILS	Item 33	Date:	11/06/20
	Location:	Rear storage room		
	Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
		Moderate	Likely	High
	Commentary: Cracked brick work through mortar bed. Evidence of settlement and movement.			
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				


	IMAGE DETAILS	Item 34	Date:	11/06/20
	Location:	Existing eaves		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Very likely	Medium
	Commentary: Rotten and missing eaves boards around the whole building. Possible water ingress into roof space.			
Advice: Replace eaves boards.				



IMAGE DETAILS	Item 35	Date:	11/06/20
Location:	Rear veranda		
Risk: Harm or injury to people	Consequence	Likelihood	Risk Exposure
	Moderate	Possible	Medium
Commentary: Bottom of veranda post connection is rotten through.			
Advice: Cut off affected area and provide stirrup and bolt to slab using M12 masonry tension bolts. OR Replace post.			

7. Conclusion

Greg Sullivan as the RSA Structural Engineer inspected all common areas and exterior elevations of the building during the 15th of January 2020. Generally, Nungarin post office is in an advanced dilapidated condition and requires critical maintenance/repair items to allow the building to be fit for purpose. General maintenance has been neglected over a period of years and RSA now deem as critical maintenance items. The description of repairs required are:

- Large deformation cracks surround the building indicating differential settlement and lateral movement. These cracks indicate the building is in a fragile state and significant sections of walls lack mortar bonding between brick matrices (Items 1-6, 13, 15-20, 33). Work should be planned once receiving this report and commence as soon as practical.
- The entire North-Western wall is >25mm out of plumb from the base. The deformation indicates the wall has shunted over at the top and as a result is essentially pushed past the tolerances outlined in AS 3600:2018 – Masonry Structures (Item 23). The wall requires sections to be removed and reinstated, while temporary supports are placed to reduce the risk of collapse. This remedial work should be undertaken immediately once planned after receiving this report.
- The 2nd main truss from the entry is effectively too short for the brick supports. The inclined vertical web member is bearing on the edge of the brick supports and has cracked the brickwork (Item 28). The brickwork requires reinstating while a temporary prop is placed so the roof is supported. Work is required to be done as soon as planned once receiving this report.

Due to the age of the building, the earthquake damage and more recent flood damage the decision to repair this building will likely be emotive. The building will likely cost as much to remediate than to build new and provide better lifespan, less maintenance cost and possibly multi-disciplinary use.

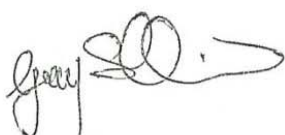
NOTE: Appendix A is advice on the suitable mortar mix for repairs.

NOTE: Appendix B is advice on steps to combat salt attack in old masonry buildings. For further guidance on damp rising and salt attack refer to

<https://www.fremantle.wa.gov.au/sites/default/files/Technical%20Advice%20Sheet%20-5%20Dealing%20with%20dampness%20in%20old%20walls.pdf>

If conditions on site are found to be different when repairs are being performed, please contact this office for advice.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Sullivan', written over a horizontal line.

Greg Sullivan STUDIEAust
Graduate Engineer

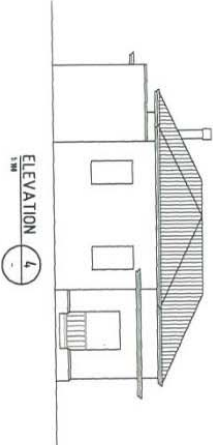
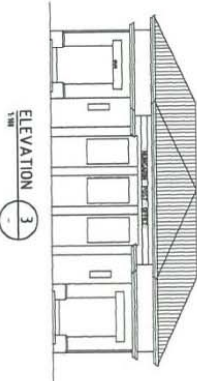
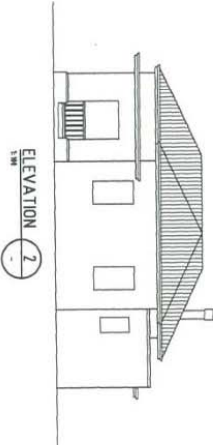
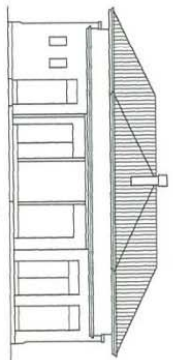
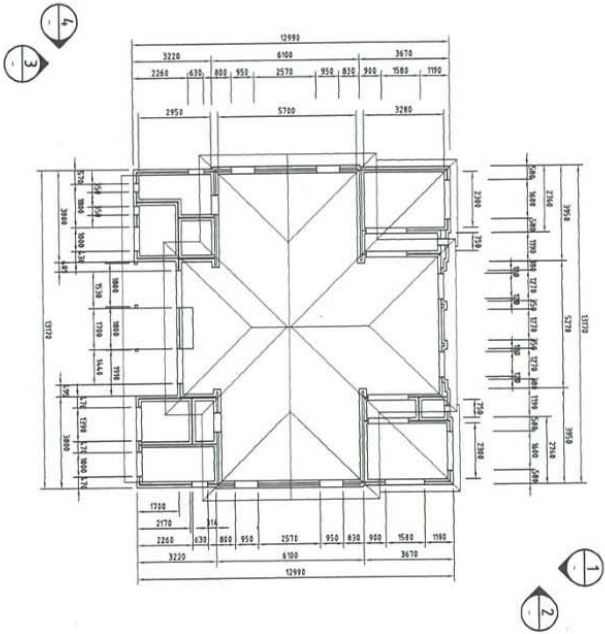
A handwritten signature in blue ink, appearing to read 'Tristan Salter', written over a horizontal line.

Tristan Salter BEng (Hons) MIEAust CPEng NER
Civil and Structural Engineer

Appendix A

TABLE 1 Mortar mixes and grade of masonry units for common exposure environments (based on Tables 5.1 and 10.1 in AS 3700—2001 and Amendment No. 1—2002)

Exposure environment of masonry	Mortar type	Mix proportions (parts by volume)				Minimum salt-attack resistance grade of masonry units
		Cement Type GP/Type GB	Building lime	Masonry cement	Sand	
<ul style="list-style-type: none"> ■ Located within 100 m of non-surf coast or 1 km of surf coast and above dpc ■ In contact with ground in aggressive soils ■ In tidal and splash zones 	M4	1	0-0.25	-	3	Exposure
		1	0.5	-	4.5	
		1+water thickener	-	-	4	
		-	-	1	3	
<ul style="list-style-type: none"> ■ Located within 100 m to 1 km of non-surf coast or 1 km to 10 km of surf coast and above dpc ■ In contact with ground in non-aggressive soils ■ In fresh water ■ In domestic barbeques and incinerators 	M3	1	1	-	6	General purpose
		1+water thickener	-	-	5	
		-	-	1	4	
<ul style="list-style-type: none"> ■ In interior environments not subject to wetting and drying ■ Above dpc in other than marine environments defined above ■ Above dpc and protected by a waterproof coating, flashed junctions and top covering ■ Below dpc or in contact with ground but protected from water ingress by waterproof coating 	M2	1	2	-	9	Protected



NO.	DATE	DESCRIPTION

**CONSULTING ENGINEERS
DESIGNERS & PROJECT MANAGERS**



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ALL WORKS ARE TO BE DONE IN ACCORDANCE WITH THE COMPANION RULES OF THE ENGINEERING BOARD OF AUSTRALIA

PROJECT
NUNGARIN POST OFFICE
28 RAILWAY AVE
PLAN AND ELEVATIONS

CLIENT
SHIRE OF NUNGARIN

SCALE
 DATE 19/06/23
 DRAWN BY [signature]
 CHECKED BY [signature]
 DESIGNED BY [signature]

RSA 19-0242
 S3.01
 A



Appendix 8.2.1C

BUILDING REPORT - NUNGARIN HALL



Nungarin Old Hall Dilapidation Report

Nungarin Shire - Nungarin

Client
Adam Majid representing Nungarin Shire

Project
RSA-19-0242

Document No
[19-0242-RP-S-001]

Issue Date
11 June 2020



REVISION HISTORY

REV	ISSUE DATE	DESCRIPTION	PREPARED BY*	APPROVED BY*
0	11/06/20	First Issue	GDS	TRS

**For and on behalf of RSA Pty Ltd.*

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1. Executive Summary

Adam Majid representing Nungarin Shire has engaged RSA to undertake a structural inspection of the common areas, including the roofs at the Nungarin Old Hall and four other shire assets. See Figure 2 for a site overview. The purpose of this, and subsequent asset reports is to identify current and potential structural issues and assist in the maintenance of the buildings.

The town hall was constructed between 1965-1970 (actual dates are unknown). Nungarin Old Hall consists of a main hall, stage, kitchen and Mens/Womens toilets. RSA understands that the hall is currently unused in its current condition.

Due to the age of the building, the earthquake damage and more recent flood damage the decision to repair this building will likely be emotive. The building will likely cost as much to remediate than to build new and provide better lifespan, less maintenance cost and possibly multi-disciplinary use.

2. Critical Repairs Required

This section highlights to the reader any issues RSA found that need urgent attention.

1. All flooring components have settled and are out of level, posts are weathered, and the bearers are damaged. To repair this section of the building correctly, it will require restumping of the bearers (Items 4, 5, 14 & 20 – 27). This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or repair the floor bearers to the provided details 1 and 2 (Items 28 & 29). Repairs should be planned once receiving this report.
2. Due to the settlement of the building, the asbestos sheeting has cracked at discreet locations inside the structure. Ideally, the asbestos sheeting shall not be removed, and any exposed cracks should be sealed to prevent hazardous airborne fibrous particles to be released into the air and risk the health of the workers undertaking the work. Patch over crack using taped flush joint with fairing coat and repaint over cracked ACM. Repairs should be planned once receiving this report and work commence as soon as practical. In addition, there is an ability to remove the ACM however, this may be too expensive to be a beneficial repair.
3. King post connection to bottom chord of roofing truss over the stage has failed. Replace the connection using 3mm flat bar and M16 bolt through the member. Repairs should be planned once receiving this report and work commence.

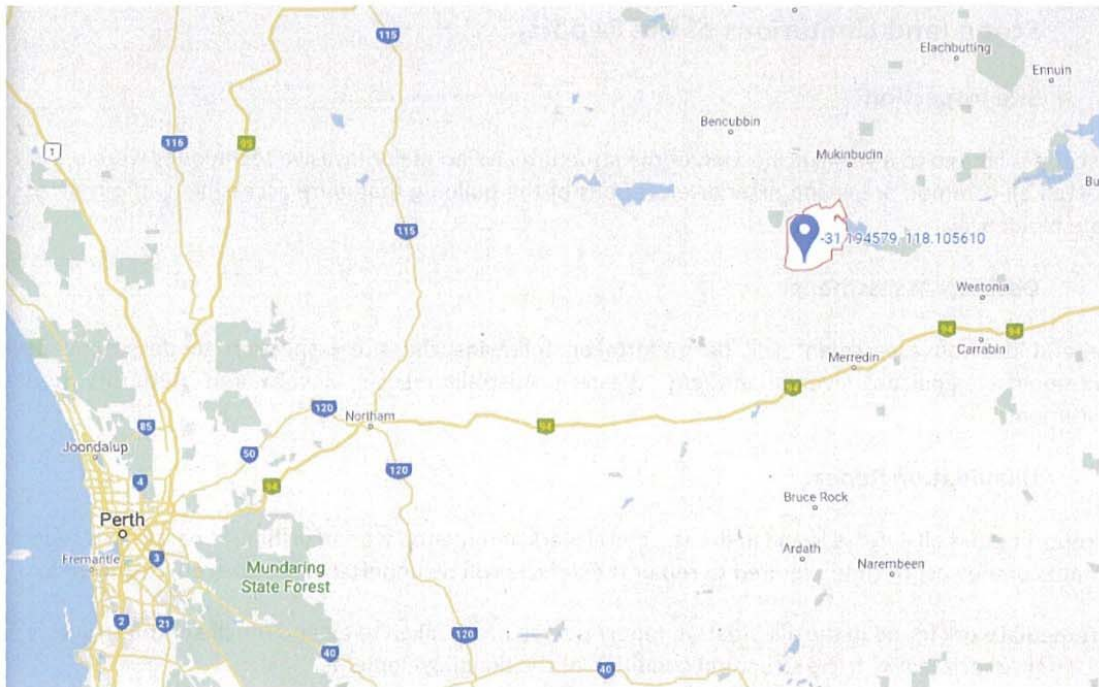


Figure 1: Nungarin old hall site location. Source: Google maps



Figure 2: Aerial image of Nungarin Hall.



3. Scope (and Limitations of the Report)

3.1 Site Inspection

The scope is limited to a visual inspection of the structure and no major invasive techniques were used. RSA inspected all common areas and exterior elevations of the building that were accessible without accessing private residences.

3.2 Desktop Assessment

A general desktop assessment will be undertaken following the site inspection to determine design requirements, significant events and any Western Australian Local Government Authority heritage requirements.

3.3 Dilapidation Report

This report details all defects found in the structural work and related workmanship. As part of this report no estimates of the cost or time required to repair the defects will be undertaken for the remedial works.

The remedial work found in the dilapidation report is to be undertaken to extend the life of the structure and reduce risk associated with the structural condition of the building elements.

4. Site Inspection

Greg Sullivan as the RSA Structural Engineers inspected all common areas and exterior elevations of the building on the 16th of January 2020.

4.1 Findings

The complex is generally in an advanced dilapidated state and maintenance is required.

A detailed report is in Section 4.3, the dilapidation report.

5. Desktop Assessment

5.1 General Assessment

RSA has assessed the site and building type for IL2 and believe that the factors found in Table 1 should be used for the design considerations of a standard building in this location.

Table 1: Design factors for site conditions and building type IL2.

Basis of Certification	Parameter	Notes/Ref	
0.0	BCA Importance Level	2	Volume 2:2016
1.0	Site Soil Classification	M ¹	AS 2870-2011
1.1	Predicted Surface Movement	10-20mm	
1.2	Current Bearing Capacity	-	
2.0	Imposed Loads	-	AS/NZS 1170.1:2011
2.1	Floor Load	5 kPa / 3.6 kN	
2.2	Roof Load	0.25 kPa / 1.1 kN	
3.0	Wind Loading / Region	A	AS/NZS 1170.2:2011
3.1	Terrain Category	2	
3.2	V ₅₀₀	45 m/s	
3.3	M _{z,cat}	0.91	
3.4	M _s	1	
3.5	M _t	1	
4.0	Earthquake Loading	Z = 0.1	AS/NZS 1170.4:2007
5.0	Steel Structures	-	AS 4100-1998
7.0	Concrete Structures	-	AS 3600 -2018
8.0	Masonry Structures	-	AS 3700-2018
9.0	Timber Structures	-	AS 1720.1-2010

¹ Assumed site soil classification based on engineering judgement and knowledge of the location. No formal Site Soil Classification has been undertaken.

5.2 Significant Events

The Meckering earthquake on 14th October, 1968 was measured at 6.9 on the Richter scale and deemed by the Western Australian department of mines, Industry and safety to have a moment magnitude M_w of 6.5 shown in Figure 3. The effects from the earthquake was spread over 700km radius and being approximately 180km, Nungarin was within the fault zone and caused subsequent damage to masonry buildings in the area.


Simplified observations		Modified Mercalli intensity scale*
Alarm may approach panic. Steering of vehicles affected. Severe damage or collapse of unreinforced structures		VIII (maximum felt effects of M_w 6.5 Meckering EQ)

Figure 3: Mercalli intensity scale – source:(http://www.dmp.wa.gov.au/gswa_news/files/2-page-spread_Meckering_Earthquake.pdf)

In 2011, Nungarin encountered a flash flood that rapidly inundated the town centre with approximately 1.5m of water in low lying areas. Four of the five Shire assets are in the vicinity of the flooded areas and were in service during the event. Significant moisture entrainment within the clay layers has more than likely contributed to differential slab and foundation heave movement, and as a result created cracks in masonry walls.

5.3 State Heritage Council Requirements

The heritage council of Western Australia offers registration, listing databases and advice to protect significant heritage properties and structures within the local municipal authorities of WA. Nungarin Town Hall was built between 1965-1970 (actual date unknown) and as a result has no significant historical heritage in the area.

<https://www.dplh.wa.gov.au/about/the-heritage-council-of-western-australia>

Level of Significance	Category	Description	Heritage List
Exceptional significance	1	Essential to the heritage of the locality. Rare or outstanding example.	All places included in heritage list.
Considerable significance	2	Very important to the heritage of the locality. Shows a high degree of integrity/ authenticity.	All places included in heritage list.
Some / Moderate significance	3	Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the place.	Places may be included in the heritage list
Little significance	4	Has elements or values worth noting for historical interest but otherwise makes little contribution.	Below the threshold for the heritage list.

Figure 4: Inclusion threshold in the inherit heritage list – Source: <http://www.inherit.stateheritage.wa.gov.au/>

RSA conducted a search on inherit the state heritage office web page and found that this building was not listed. No heritage requirements relate to the town hall materials or building techniques.

6. Dilapidation Report

The next section of this report presents photographs illustrating specific locations requiring consideration to decide how to maximise the life of the building and to understand at what point has the use by date been reached of the structure. It is intended that this section will be of use to readers looking for overall photos showing the general area at the time of inspection.

RSA have selected the aligned the severity of the dilapidation portion of this report with our interpretation of the standard risk matrix, shown below. Shire management should discuss any item that may be deemed harsh or less important and advise RSA accordingly.

Table 2: Risk Matrix

Consequence	Extreme (5)	5A	5B	5C	5D	5E
	Severe (4)	4A	4B	4C	4D	4E
	Major (3)	3A	3B	3C	3D	3E
	Moderate (2)	2A	2B	2C	2D	2E
	Minor (1)	1A	1B	1C	1D	1E
	(A)	(B)	(C)	(D)	(E)	
	Very unlikely	Unlikely	Possible	Likely	Very likely	
	Likelihood					

Table 3: Risk Exposure

Risk exposure	
Critical	Critical risk exposure. Objectives will not be achieved. Requires relevant management's highest priority.
High	High risk exposure. Achievement of objectives under serious threat. Requires relevant management's active involvement.
Medium	Medium risk exposure. Some threat to achievement of objectives. Requires relevant management's active monitoring.
Low	Low risk exposure. Achievement of objectives not under threat. Can be dealt with in normal course of business.

This report will often state that the defect is minor and will need to be periodically monitored by a qualified person. The person can be the staff that regularly maintain the asset.

When undertaking repairs

- Be aware of slips and trips and working from heights;
- Be vigilant for further signs of water ingress and corrosion during remediation;
- Be vigilant for any signs of extraordinary deflection in structural elements;
- When using power tools use correct PPE including hearing and glasses.



- Managing the risks of asbestos – Safe Work Australia guidelines
 - Identifying asbestos and asbestos containing material at the workplace and recording this in an asbestos register
 - Assessing the risk of exposure to airborne asbestos
 - Eliminating or minimising the risks associated with asbestos by implementing control measures
 - Reviewing control measures to make sure they are effective.
<https://www.safeworkaustralia.gov.au/asbestos#managing-the-risks-associated-with>

- Managing risks of lead-based paint contamination – Worksafe Queensland guidelines
 - Complete exterior work before doing the interior. Remove any lead dust in the house generated by exterior work during the interior clean up.
 - Cover the ground and vegetation with plastic sheeting extended two meters from the base of the house and an additional meter for each storey to catch dust and debris.
 - Use impervious materials such as tarpaulin or plastic sheeting to prevent dust from travelling to neighboring properties. Attach the tarpaulin to house guttering at the top and to the plastic ground sheet at the bottom.
 - Use bricks or rocks to hold the edges of the plastic sheeting in place and place wooden studs under the edges of the sheeting to contain liquid.
 - Close windows and doors to prevent dust from entering the building.
 - Avoid working in windy conditions, as the lead dust and paint might be blown off the plastic sheeting as it dries.
 - Move play equipment and personal belongings away from the work area and cover sandpits.
 - Advise the neighbors to close windows and doors while exterior work is being done, move play equipment away from the boundary fence and cover their own sandpits.
 - Exclude all others from the work area, especially pregnant women, children and pets.

For further guidance on safe OHS practices and guidelines can be found on the Queensland Worksafe web page. <https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-exposures/lead/working-with-lead-based-paint>



IMAGE DETAILS	Item 1	Date:	11/06/20
Location:	Internal		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Minor	Very likely	Medium
Commentary: Differential settlement of door frame. Overall settlement of the building is evident. Repair of this element is likely cost prohibitive for low benefit.			
Advice: Adjust doors to frame if they become problematic to open.			



IMAGE DETAILS	Item 2	Date:	11/06/20
Location:	Internal		
Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Moderate	Unlikely	Low
Commentary: Cracked ACM sheeting			
Advice: Patch over crack using taped flush joint with fairing coat and repaint over cracked ACM			




	IMAGE DETAILS	Item 3	Date:	28/4/20
	Location:	Internal – main hall		
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
		Severe	Possible	High
	Commentary: Timber columns are lined with ACM. The columns are out of plumb and indicating movement/settlement of the structure. Change in load path from the deflected column.			
Advice: Replace flooring posts, foundations, bearers, joists. Ensure flooring is level. When flooring is replaced use prop to plumb column back to place. Inspect column footing for defects and structural integrity.				

	IMAGE DETAILS	Item 4	Date:	11/06/20
	Location:	Internal - floor surface top of stage stairs		
	Risk: Slips and trips	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
	Commentary: Uneven floor surface top of stairs Flooring is no longer level or plumb. It is likely that differential settlement has occurred at this location in the building. Could be a trip hazard if left as is			
Advice: To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair sketch details 1 &2.				




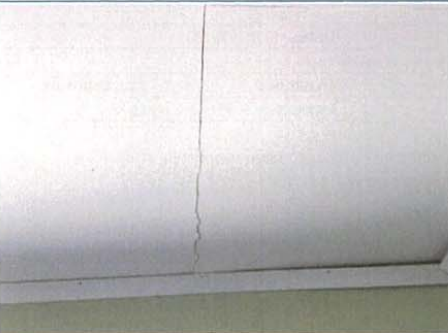
	IMAGE DETAILS	Item 5	Date:	11/06/20
	Location:	Internal – kitchen floor		
	Risk: Slips and trips	Consequence	Likelihood	Risk Exposure
		Moderate	Likely	High
Commentary: Uneven floor surface in kitchen Flooring is no longer level or plumb. It is likely that differential settlement has occurred at this location in the building. Could be a trip hazard if left as is.				
Advice: To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair sketch details 1 &2.				

	IMAGE DETAILS	Item 6	Date:	11/06/20
	Location:	Internal – stage rear exit		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Very likely	Medium
Commentary: Differential settlement and movement of door framing. Cracked ACM				
Advice: Adjust doors to frame if they become problematic to open Patch over crack using taped flush joint with fairing coat and repaint over cracked ACM				




	IMAGE DETAILS	Item 7	Date:	11/06/20
	Location:	Internal – stage facing kitchen		
Risk: Property damage	Consequence	Likelihood	Risk Exposure	
	Minor	Likely	Medium	
Commentary: Cracked ACM sheeting				
Advice: Patch over crack using taped flush join with fairing coat and repaint over cracked ACM				
	IMAGE DETAILS	Item 8	Date:	11/06/20
	Location:	Internal – ladies cloakroom		
Risk: Property damage	Consequence	Likelihood	Risk Exposure	
	Minor	Possible	Low	
Commentary: Cracked ACM sheeting.				
Advice: Patch over crack using taped flush join with fairing coat and repaint over cracked ACM				



	IMAGE DETAILS	Item 9	Date:	11/06/20
	Location:	Internal – gents cloakroom		
Risk: Property damage	Consequence	Likelihood	Risk Exposure	
	Minor	Possible	Low	
Commentary: Cracked ACM sheeting				
Advice: Patch over crack using taped flush join with fairing coat and repaint over cracked ACM				
	IMAGE DETAILS	Item 10	Date:	11/06/20
	Location:	Internal – gents cloakroom		
Risk: Property damage	Consequence	Likelihood	Risk Exposure	
	Minor	Unlikely	Low	
Commentary: Cracked ACM sheeting Image is typical to most sheeting joints.				
Advice: Patch over crack using taped flush join with fairing coat and repaint over cracked ACM Replace cornice and seal gaps.				



	IMAGE DETAILS	Item 11	Date:	11/06/20
	Location:	Internal – ladies cloakroom		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary:			
Cracked ACM sheeting over the head of an internal door. The cracking is likely due to the lintel size being inadequate.				
Advice:				
Patch over crack using taped flush join with fairing coat and repaint over cracked ACM				

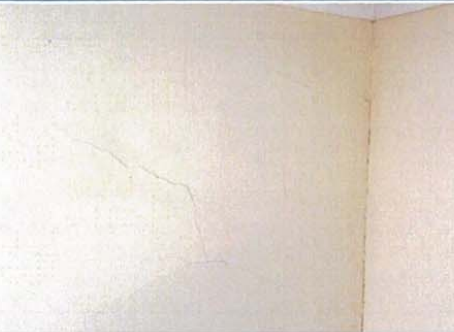
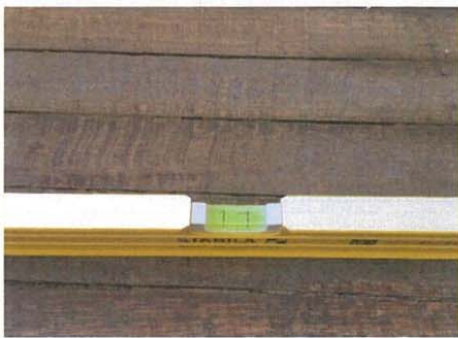
	IMAGE DETAILS	Item 12	Date:	11/06/20
	Location:	Internal – ladies cloakroom		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary:			
Possible ACM wall sheeting has become dislodged from supporting studs. The ACM should be secured back to the wall studs				
Advice:				
Locate wall studs and screw fix sheeting back to stud framing. Batten over and screw through Patch over crack using taped flush join with fairing coat and repaint over cracked ACM				



	IMAGE DETAILS	Item 13	Date:	11/06/20
	Location:	Internal – ladies cloakroom		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Possible	Low
	Commentary: Damp rising through ACM sheeting.			
Advice: Advice includes removing the ACM and replace with cement sheeting or equal while, inspecting the source of moisture. Removing the sheeting will require specialised ACM contractors and may not be cost effective.				

	IMAGE DETAILS	Item 14	Date:	11/06/20
	Location:	Internal - stage floor		
	Risk: Slips and trips	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
	Commentary: uneven floor surface to stage Flooring is no longer level or plumb. It is likely that differential settlement has occurred at this location in the building. Could be a trip hazard if left as is			
Advice: To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair sketch details 1 & 2.				




	IMAGE DETAILS	Item 15	Date:	11/06/20
	Location:	Internal – ladies cloakroom		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Possible	Low
	Commentary: Cracked asbestos sheeting. Damaged cornice and ceiling panel joint.			
Advice: Patch over crack using taped flush join with fairing coat and repaint over cracked ACM Replace cornice.				

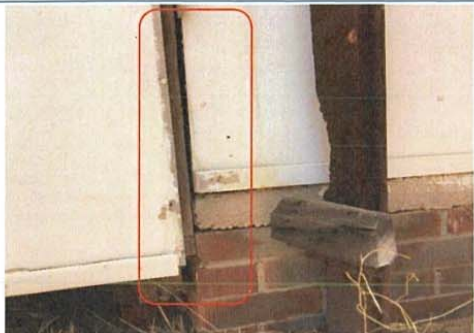
	IMAGE DETAILS	Item 16	Date:	11/06/20
	Location:	Internal - ladies cloakroom		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary: Cracked asbestos sheeting.			
Advice: Patch over crack using taped flush join with fairing coat and repaint over cracked ACM				



	IMAGE DETAILS	Item 17	Date:	11/06/20	
	Location:	Internal			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Minor	Possible	Low	
	Commentary: Damaged cornice and ceiling panel joint.				
Advice: Replace cornice					

	IMAGE DETAILS	Item 18	Date:	11/06/20	
	Location:	Roof space – over stage			
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure	
		Moderate	Possible	Medium	
	Commentary: Truss bottom chord to web connection missing				
Advice: Provide 3mm flat bar as strap connection over bottom chord and bolted using M16 bolted central through existing hole in web. The strap is to be U shaped and bound around the bottom chord, with legs upward to accommodate bolt shown in the image as a circle.					



	IMAGE DETAILS	Item 19	Date:	11/06/20
	Location:	Northern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Likely	High
	Commentary: Missing cover flashing to external wall.			
Advice: Provide flashing to seal buildings. Use a structural adhesive to avoid drilling into ACM sheeting.				


	IMAGE DETAILS	Item 20	Date:	11/06/20
	Location:	External - crawl space		
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
		Major	Possible	High
	Commentary: Supporting floor posts out of plumb indicating movement and settlement. Change in load path and decreased structural capacity.			
Advice: To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair sketch items 28 & 29.				



	IMAGE DETAILS	Item 21	Date:	11/06/20	
	Location:	External - crawl space			
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure	
		Major	Likely	High	
Commentary: Microbial dry rot to timber floor stilts. Loss structural capacity of the member.					
Advice: To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair sketch items 28 & 29.					

	IMAGE DETAILS	Item 22	Date:	11/06/20	
	Location:	External - crawl space			
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure	
		Major	Very likely	Critical	
Commentary: A previous repair to attempt to level the floor has resulted in the cutting of the bearers. This is not a well thought out repair which has caused other issues. cut over support resulting in loss of capacity of the member. 1/3 of the members section is carrying load.					
Advice: To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair sketch items 28 & 29.					



IMAGE DETAILS	Item 23	Date:	11/06/20
Location:	External - crawl space		
Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Major	Very likely	Critical
Commentary:			
Floor bearer cut over support resulting in loss of capacity of the member. 1/3 of the members section is carrying load.			
Advice:			
To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair sketch items 28 & 29.			

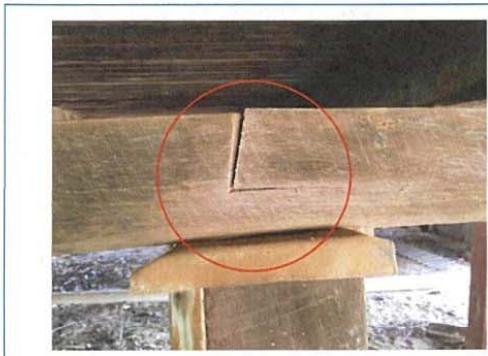


IMAGE DETAILS	Item 24	Date:	11/06/20
Location:	External - crawl space		
Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Major	Very likely	Critical
Commentary:			
Floor bearer cut over support resulting in loss of capacity of the member. 1/3 of the members section is carrying load.			
Advice:			
To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair sketch items 28 & 29.			



IMAGE DETAILS	Item 25	Date:	11/06/20
Location:	External - crawl space		
Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Major	Likely	High
Commentary:			
Floor bearer majorly out of level. Large differential settlement is evident.			
Advice:			
To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair sketch items 28 & 29.			

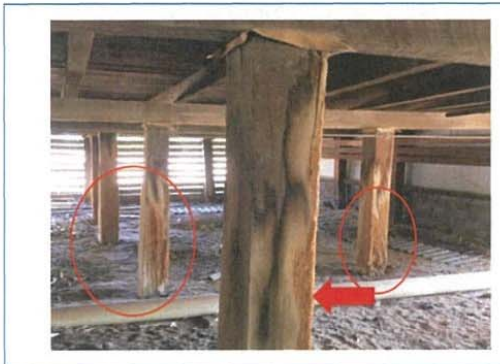


IMAGE DETAILS	Item 26	Date:	11/06/20
Location:	External - crawl space		
Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Major	Likely	High
Commentary:			
Microbial dry rot to timber floor stilts. Loss structural capacity of the member.			
Advice:			
To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair items 28 & 29.			



IMAGE DETAILS	Item 27	Date:	11/06/20
Location:	External - crawl space		
Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Major	Likely	High
Commentary:			
Microbial dry rot to timber floor stilts. Loss structural capacity of the member.			
Advice:			
To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair sketch items 28 & 29.			

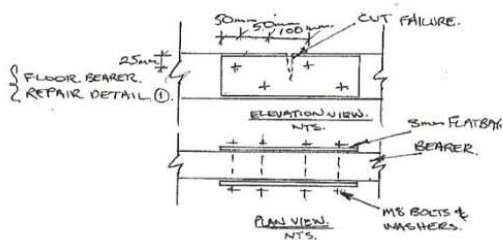


IMAGE DETAILS	Item 28	Date:	11/06/20
Location:	External - crawl space		
Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Major	Likely	High
Commentary:			
Damaged floor bearer Detail 1 typical for all cut bearers mentioned above.			
Advice:			
To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair sketch items 28 & 29.			



	IMAGE DETAILS	Item 29	Date:	11/06/20	
	Location:	External - crawl space			
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure	
		Major	Likely	High	
Commentary: Damaged floor bearer Detail 2 typical for all cut bearers mentioned above.					
NOTE: maximum height between top of post and underside of bearer to be 200mm					
Advice: To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or. Level the bearer at the stump location by using the repair sketch details 1 & 2.					

7. Conclusion

Greg Sullivan as the RSA Structural Engineer inspected all common areas and exterior elevations of the building during the 16th of January 2020. Generally, Nungarin town hall is in an advanced dilapidated condition and requires critical maintenance/repair items to allow the building to be fit for purpose. General maintenance has been neglected; therefore, 6RSA now deem these items as critical maintenance repairs. The description of repairs required are:

- all flooring components have settled and are out of level, weathered posts, and damaged bearers. To repair this section of the building correctly will require restumping of the bearers. This is likely to be prohibitively expensive. It might be better to remove the floorboards and shim the existing joists, then relay the floorboards or repair the floor bearers to the provided details 1 and 2. Repairs should be planned once receiving this report and work commence within 2 years.
- due to the large amount of settlement of the building the asbestos sheeting has cracked at discreet locations inside the structure. Ideally the asbestos sheeting shall not be removed, and any exposed cracks should be sealed to prevent hazardous airborne fibrous particles to be released into the air and risk the health of the workers undertaking the work. Patch over crack using taped flush joint with fairing coat and repaint over cracked ACM. Repairs should be planned once receiving this report and work commence as soon as practical.
- the king post connection to bottom chord of roofing truss over the stage has failed. Replace the connection using 3mm flat bar in a U-shaped saddle, with M16 bolt through the saddle and member. Repairs should be planned once receiving this report and work commence as soon as practical.

Due to the age of the building, the earthquake damage and more recent flood damage the decision to repair this building will likely be emotive. The building will likely cost as much to remediate than to build new and provide better lifespan, less maintenance cost and possibly multi-disciplinary use.

If conditions on site are found to be different when repairs are being performed, please contact this office for advice.

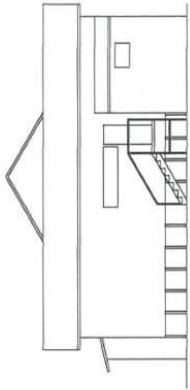
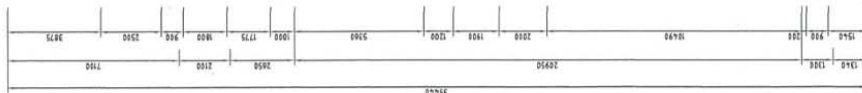
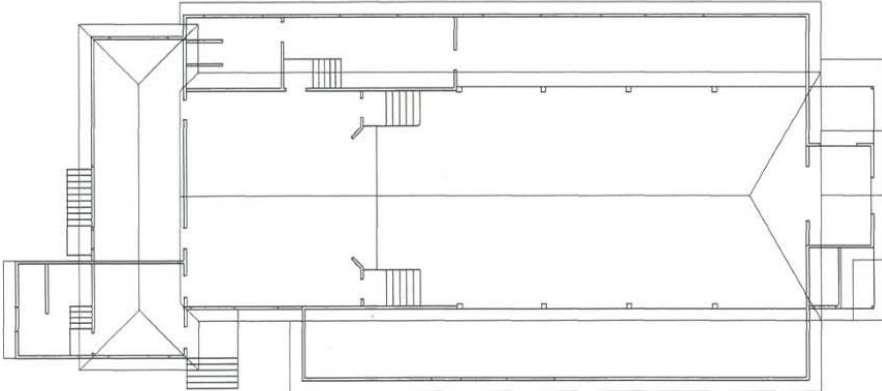
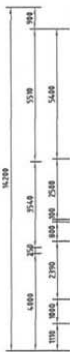
Sincerely,



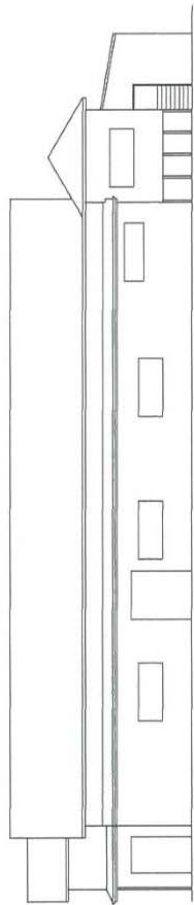
Greg Sullivan STUDIEAust
Graduate Engineer



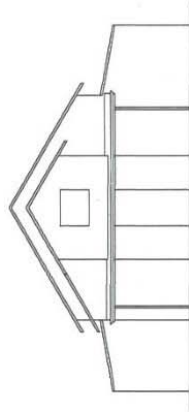
Tristan Salter BEng (Hons) MIEAust CPEng NER
Civil and Structural Engineer



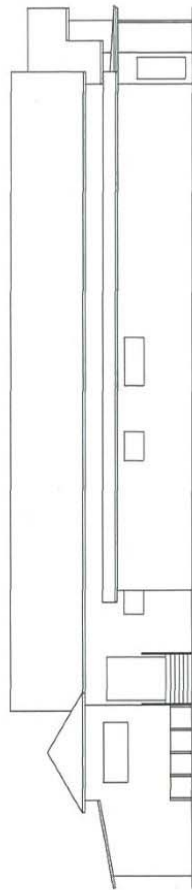
ELEVATION 1
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ELEVATION 2
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ELEVATION 3
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ELEVATION 4
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PROJECT NUNGARIN OLD HALL
60, DUNBERRIN RD
TITLE PLAN AND ELEVATIONS

ELEMENT SHIRE OF NUNGARIN
SCALE 1/50
DATE 17/06/20
DESIGNED DRAWN
CHECKED TS
DATE 17/06/20
DRAWN
CHECKED TS

RSA 19-0242
S1.01 A

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Appendix 8.2.1D

BUILDING REPORT – MEMORIAL HALL



War Memorial Dilapidation Report

Nungarin Shire - Nungarin

Client

Adam Majid representing Nungarin Shire

Project

RSA-19-0242

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**For and on behalf of RSA Pty Ltd.*

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1. Executive Summary

Adam Majid representing Nungarin Shire has engaged RSA on behalf of the Shire of Nungarin to undertake a structural inspection of the common areas including the roofs at Nungarin War Memorial and four other shire assets. See Figure 2 for a site overview. The purpose of this report is to identify current and potential structural issues and assist in the maintenance of the buildings to extend the working life of the structure.

The Nungarin War Memorial was constructed from 1957 and consists of two major halls, kitchen and toilets. The hall is currently unused. Local municipal has adopted the building as a category 3 heritage building and contributes to the local heritage within the town.

Due to the age of the building, the earthquake damage and more recent flood damage the decision to repair this building will likely be emotive. The building will likely cost as much to remediate than to build new and provide better lifespan, less maintenance cost and possibly multi-disciplinary use.

2. Critical Repairs Required

This section highlights to the reader any issues RSA found that need urgent attention:

1. Almost the entire exterior brickwork has significant salt attack and fretted mortar joints up to approximately 800mm from ground surface (Items 1-3, 8-12, 14-24, 26-35, 42, 47, 48). The exterior masonry requires removal of the salt through washing techniques further explained in Appendix A and B. Mortar joints are to be re-pointed using a weak mix once the masonry has been sufficiently dried. Repairs should be planned once receiving this report and work commence as soon as practical.
2. Portions of brickwork on Western and Eastern side have large amounts of salt decay and require replacing during the washing process and reinstated using weak mortar mixes (Items 26, 42). Repairs should be planned once receiving this report and work commence as soon as practical.
3. Significant collapse of brickwork on Southern and Eastern side of the building from mortar decay. The bricks need to be relaid in position using a weak mortar mix (Items 27, 32, 47). Repairs should be planned once receiving this report and work commence as soon as practical.
4. All downpipes are blocked or damaged running moisture to building foundations (Items 6, 7, 25, 33, 39). Drainage is required away from building of approximately 1.5m to limit salt attack and differential soil movement to the masonry. Repairs should be planned once receiving this report and work commence as soon as practical.
5. There is a significant differential settlement cracks in mortar joints on the Northern side. Cracks require reinforcing to limit the extent of further propagation and damage to the masonry (Item 10). Repairs should be planned once receiving this report and work commence as soon as practical.
6. Ground levels sloping towards the building at the rear of the structure contributing to excess water entrainment into the building foundations and bottom coursing of bricks (Items 10). A windrow is required to divert the water away from building foundations. Repairs should be planned once receiving this report and work commence as soon as practical.
7. Active termite infestation within flooring located in the adjoining room to kitchen area (Items 46). The damaged flooring must be removed and replaced and an inspection of the joists and bearers during removal to assess any termite damage. Repairs should be planned once receiving this report and work commence as soon as practical.

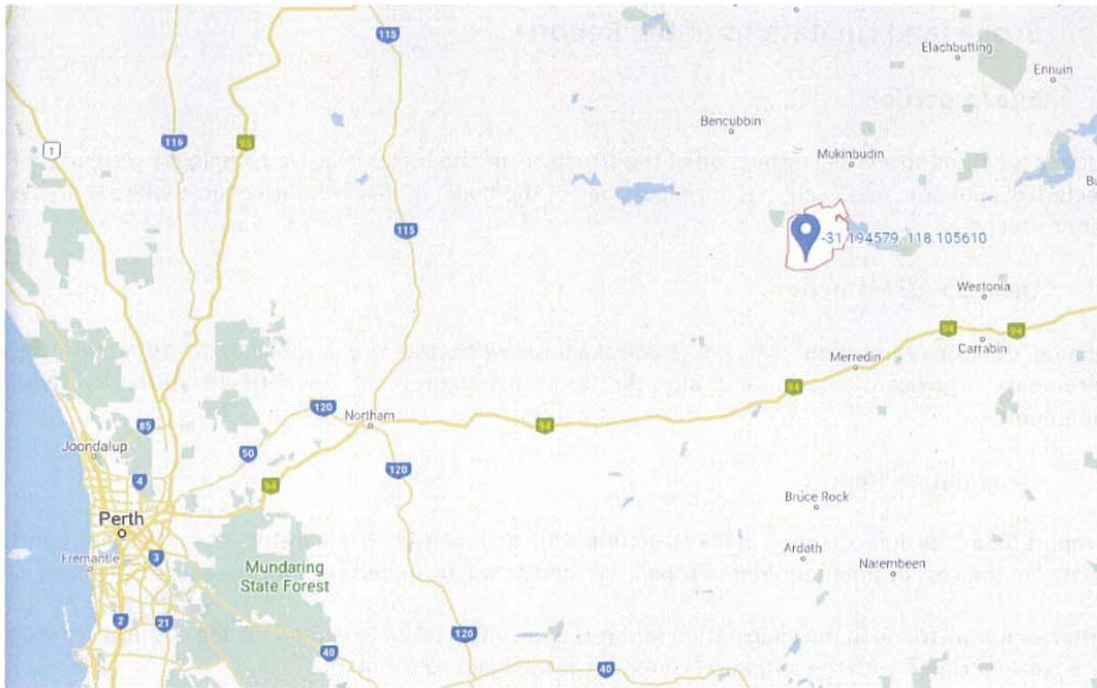


Figure 1: War memorial site location. Source: Google maps



Figure 2: Aerial image of Nungarin war memorial.

3. Scope (and Limitations of the Report)

3.1 Site Inspection

The scope is limited to a visual inspection of the structure and no major invasive techniques were used. RSA inspected all common areas and exterior elevations of the building that were accessible without accessing private residences.

3.2 Desktop Assessment

A general desktop assessment will be undertaken following the site inspection to determine design requirements, significant events and any Western Australian Local Government Authority heritage requirements.

3.3 Dilapidation Report

This report details all defects found in the structural work and related workmanship. As part of this report no estimates of the cost or time required to repair the defects will be undertaken for the remedial works.

The remedial work found in the dilapidation report is to be undertaken to extend the life of the structure and reduce risk associated with the structural condition of the building elements.

4. Site Inspection

Greg Sullivan as the RSA Structural Engineers inspected all common areas and exterior elevations of the building during the 13th of January 2020.

4.1 Findings

The complex is generally in a moderately dilapidated state and maintenance is required. The dominating cause of damage to the structure is a result of poor drainage away from the buildings footprint. Drainage should be fixed to allow the remedial/repair work to be a more permanent solution and increase the life of the structure by 10-15 years. If the drainage is not rectified, then the remedial work is nothing more than a temporary solution and would require constant maintenance and monitoring.

A detailed report is in Section 4.3, the dilapidation report.

5. Desktop Assessment

5.1 General Assessment

RSA has assessed the site and building type for IL2 and believe that the factors found in **Error! Reference source not found.** should be used for the design considerations of a standard masonry building in this location

Table 1: Design factors for site conditions and building type IL2.

Basis of Certification	Parameter	Notes/Ref	
0.0	BCA Importance Level	2	Volume 2:2016
1.0	Site Soil Classification	M ¹	AS 2870-2011
1.1	Predicted Surface Movement	10-20mm	
1.2	Current Bearing Capacity	-	
2.0	Imposed Loads	-	AS/NZS 1170.1:2011
2.1	Floor Load	5 kPa / 3.6 kN	
2.2	Roof Load	0.25 kPa / 1.1 kN	
3.0	Wind Loading / Region	A	AS/NZS 1170.2:2011
3.1	Terrain Category	2	
3.2	V ₅₀₀	45 m/s	
3.3	M _{z,cat}	0.91	
3.4	M _s	1	
3.5	M _t	1	
4.0	Earthquake Loading	Z = 0.1	AS/NZS 1170.4:2007
5.0	Steel Structures	-	AS 4100-1998
7.0	Concrete Structures	-	AS 3600 -2018
8.0	Masonry Structures	-	AS 3700-2018
9.0	Timber Structures	-	AS 1720.1-2010

¹ Assumed site soil classification based on engineering judgement and knowledge of the location. No formal Site Soil Classification has been undertaken.

5.2 Significant Events

The Meckering earthquake on 14th October 1968 was measured at 6.9 on the Richter scale and deemed by the Western Australian department of mines, Industry and safety to have a moment magnitude M_w of 6.5 shown in Figure 3. The effects from the earthquake was spread over 700km radius and being approximately 180km, Nungarin was within the fault zone and caused subsequent damage to masonry buildings in the area.

<i>Simplified observations</i>	<i>Modified Mercalli intensity scale*</i>
Alarm may approach panic. Steering of vehicles affected. Severe damage or collapse of unreinforced structures	 <div style="background-color: #e67e22; color: white; padding: 5px; text-align: center;"> VIII (maximum felt effects of M_w 6.5 Meckering EQ) </div>

Figure 3: Mercalli intensity scale – source: (http://www.dmp.wa.gov.au/gswa_enews/files/2-page-spread_Meckering_Earthquake.pdf)

2011 Nungarin encountered a flash flood that rapidly inundated the town centre with approximately 1.5m of water in low lying areas. Four of the five Shire assets are in the vicinity of the flooded areas and were in service during the event. Significant moisture entrainment within the clay layers has more than likely contributed to differential slab and foundation heave movement and as a result creates cracks in masonry walls.

5.3 State Heritage Council Requirements

The Nungarin war memorial was constructed from 1957 and is a category 3 local municipal heritage listed building as shown in Figure 4. The heritage council of Western Australia offers registration, listing databases and advice to protect significant heritage properties and structures within the local municipal authorities of WA.

<https://www.dplh.wa.gov.au/about/the-heritage-council-of-western-australia>

Level of Significance	Category	Description	Heritage List
Exceptional significance	1	Essential to the heritage of the locality. Rare or outstanding example.	All places included in heritage list.
Considerable significance	2	Very important to the heritage of the locality. Shows a high degree of integrity/ authenticity.	All places included in heritage list.
Some / Moderate significance	3	Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the place.	Places may be included in the heritage list
Little significance	4	Has elements or values worth noting for historical interest but otherwise makes little contribution.	Below the threshold for the heritage list.

Figure 4: Inclusion threshold in the inherit heritage list – Source: <http://www.inherit.stateheritage.wa.gov.au/>

RSA conducted a search on inherit the state heritage office web page and found that this building was listed as a category 3 heritage building. Repairs must attempt to retain and conserve original building materials and techniques where possible. In addition, management should endeavour to conserve the historical significance through provisions of the Nungarin Shire town planning scheme.

6. Dilapidation Report

The next section of this report presents photographs illustrating specific locations requiring consideration to decide how to maximise the life of the building and to understand at what point has the use by date been reached of the structure. It is intended that this section will be of use to readers looking for overall photos showing the general area at the time of inspection.

RSA have selected the aligned the severity of the dilapidation portion of this report with our interpretation of the standard risk matrix, shown below. Nungarin Shire management should discuss any item that may be deemed harsh or less important and advise RSA accordingly.

Table 2: Risk Matrix

Consequence	Extreme (5)	5A	5B	5C	5D	5E
	Severe (4)	4A	4B	4C	4D	4E
	Major (3)	3A	3B	3C	3D	3E
	Moderate (2)	2A	2B	2C	2D	2E
	Minor (1)	1A	1B	1C	1D	1E
		(A) Very unlikely	(B) Unlikely	(C) Possible	(D) Likely	(E) Very likely
		Likelihood				

Table 3: Risk Exposure

Risk exposure	
Critical	Critical risk exposure. Objectives will not be achieved. Requires relevant management's highest priority.
High	High risk exposure. Achievement of objectives under serious threat. Requires relevant management's active involvement.
Medium	Medium risk exposure. Some threat to achievement of objectives. Requires relevant management's active monitoring.
Low	Low risk exposure. Achievement of objectives not under threat. Can be dealt with in normal course of business.

This report will often state that the defect is minor and will need to be periodically monitored by a qualified person. The person can be the staff that regularly maintain the asset.

When undertaking repairs

- Be aware of slips and trips and working from heights;
- Be vigilant for further signs of water ingress and corrosion during remediation;
- Be vigilant for any signs of extraordinary deflection in structural elements;
- When using power tools use correct PPE including hearing and glasses.





- Managing the risks of asbestos – Safe Work Australia guidelines
 - Identifying asbestos and asbestos containing material at the workplace and recording this in an asbestos register
 - Assessing the risk of exposure to airborne asbestos
 - Eliminating or minimising the risks associated with asbestos by implementing control measures
 - Reviewing control measures to make sure they are effective.
<https://www.safeworkaustralia.gov.au/asbestos#managing-the-risks-associated-with>

- Managing risks of lead-based paint contamination – Worksafe Queensland guidelines
 - Complete exterior work before doing the interior. Remove any lead dust in the house generated by exterior work during the interior clean up.
 - Cover the ground and vegetation with plastic sheeting extended two meters from the base of the house and an additional meter for each storey to catch dust and debris.
 - Use impervious materials such as tarpaulin or plastic sheeting to prevent dust from travelling to neighboring properties. Attach the tarpaulin to house guttering at the top and to the plastic ground sheet at the bottom.
 - Use bricks or rocks to hold the edges of the plastic sheeting in place and place wooden studs under the edges of the sheeting to contain liquid.
 - Close windows and doors to prevent dust from entering the building.
 - Avoid working in windy conditions, as the lead dust and paint might be blown off the plastic sheeting as it dries.
 - Move play equipment and personal belongings away from the work area and cover sandpits.
 - Advise the neighbors to close windows and doors while exterior work is being done, move play equipment away from the boundary fence and cover their own sandpits.
 - Exclude all others from the work area, especially pregnant women, children and pets.


For further guidance on safe OHS practices and guidelines can be found on the Queensland Worksafe web page. <https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-exposures/lead/working-with-lead-based-paint>




	IMAGE DETAILS	Item 1	Date:	11/06/20
	Location:	Front entry		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 2	Date:	11/06/20
	Location:	Front entry		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				



	IMAGE DETAILS	Item 3	Date:	11/06/20
	Location:	Front entry		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 4	Date:	11/06/20
	Location:	Front entry		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Likely	Medium
	Commentary: Weathering of fascia board and connections. Signs of rot in timber.			
Advice: Replace nailed connections.				


	IMAGE DETAILS	Item 5	Date:	11/06/20
	Location:	Front entry		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
Commentary: Salt attack through rising damp and fretting mortar joints.				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 6	Date:	11/06/20
	Location:	Northern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
Commentary: Tree root beside wall. Downpipe blocked and source of moisture.				
Advice: Replace plumbing on downpipe to allow water to flow away from building. OR Provide drainage away from the building 1.5m MIN.				



	IMAGE DETAILS	Item 7	Date:	11/06/20	
	Location:	Northern side			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Major	Likely	High	
	Commentary: Downpipe blocked and source of moisture.				
Advice: Replace plumbing on downpipe to allow water to flow away from building. OR Provide drainage away from the building 1.5m MIN. via earth spoon drain.					

	IMAGE DETAILS	Item 8	Date:	11/06/20	
	Location:	Northern side			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Major	Possible	High	
	Commentary: Cracked mortar joint indicating differential settlement.				
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).					





	IMAGE DETAILS	Item 9	Date:	11/06/20	
	Location:	Northern side			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Minor	Likely	Medium	
	Commentary: Cracked mortar joint indicating differential settlement.				
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).					

	IMAGE DETAILS	Item 10	Date:	11/06/20	
	Location:	Northern side			
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure	
		Severe	Possible	High	
	Commentary: Cracked mortar joint indicating differential settlement.				
Advice: Rake out 25 – 35mm mortar from horizontal mortar bed and 500mm past the crack. 3 course vertical spaces for placement of 6mm Helibar to manufacturers crack stitching installation methods - https://www.helifix.com.au/products/remedial-products/crack-stitching/ Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).					



	IMAGE DETAILS	Item 11	Date:	11/06/20
	Location:	Northern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				


	IMAGE DETAILS	Item 12	Date:	11/06/20
	Location:	Northern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				



	IMAGE DETAILS	Item 13	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
	Commentary: Damaged downpipe and blocked plumbing. Source of water and salt			
Advice: Replace plumbing on downpipe to allow water to flow away from building. OR Provide drainage away from the building 1.5m MIN.				


	IMAGE DETAILS	Item 14	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				




IMAGE DETAILS	Item 15	Date:	11/06/20
Location:	Western side		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Moderate	Possible	Medium
Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			



IMAGE DETAILS	Item 16	Date:	11/06/20
Location:	Western side		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Moderate	Possible	Medium
Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			

	IMAGE DETAILS	Item 17	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Minor	Likely	Medium	
Commentary: Cracked mortar indicating differential settlement.				
Advice: Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 18	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Moderate	Possible	Medium	
Commentary: Salt attack through rising damp and fretting mortar joints.				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				




	IMAGE DETAILS	Item 19	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 20	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 21	Date:	11/06/20	
	Location:	Western side			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Moderate	Possible	Medium	
	Commentary: Salt attack through rising damp and fretting mortar joints.				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).					

	IMAGE DETAILS	Item 22	Date:	11/06/20	
	Location:	Western side			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Moderate	Possible	Medium	
	Commentary: Salt attack through rising damp and fretting mortar joints.				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).					



	IMAGE DETAILS	Item 23	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary:			
Salt attack through rising damp and fretting mortar joints.				
Advice:				
Apply sacrificial lime mortar for 6 months or captive head washing technique.				
Allow to dry for 2 weeks.				
Rake out 50 – 60mm of existing mortar from the affected bedded area.				
Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 24	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Possible	High
	Commentary:			
Salt attack through rising damp and fretting mortar joints.				
Advice:				
Apply sacrificial lime mortar for 6 months or captive head washing technique.				
Allow to dry for 2 weeks.				
Rake out 50 – 60mm of existing mortar from the affected bedded area.				
Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 25	Date:	11/06/20
	Location:	Western side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
	Commentary: Damaged downpipe and blocked plumbing. Source of water			
Advice: Replace plumbing on downpipe to allow water to flow away from building. OR Provide drainage away from the building 1.5m MIN.				


	IMAGE DETAILS	Item 26	Date:	11/06/20
	Location:	Southern side		
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand). Replace decayed bricks.				



	IMAGE DETAILS	Item 27	Date:	11/06/20
	Location:	Southern side		
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
		Major	Possible	High
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Relay brickwork. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 28	Date:	11/06/20
	Location:	Southern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

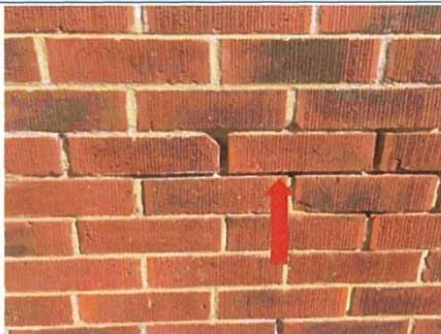

	IMAGE DETAILS	Item 29	Date:	11/06/20
	Location:	Southern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 30	Date:	11/06/20
	Location:	Southern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				

	IMAGE DETAILS	Item 31	Date:	11/06/20
	Location:	Eastern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				


	IMAGE DETAILS	Item 32	Date:	11/06/20
	Location:	Eastern side		
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
	Commentary: Salt attack through rising damp and fretting mortar joints. Collapsed brickwork due to decayed mortar.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Relay brickwork. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				



IMAGE DETAILS	Item 33	Date:	11/06/20
Location:	Eastern side		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Major	Possible	High
Commentary: Damaged downpipe and blocked plumbing. Source of salt			
Advice: Replace plumbing on downpipe to allow water to flow away from building. OR Provide drainage away from the building 1.5m MIN.			



IMAGE DETAILS	Item 34	Date:	11/06/20
Location:	Eastern side		
Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Moderate	Possible	Medium
Commentary: Salt attack through rising damp and fretting mortar joints.			
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).			


	IMAGE DETAILS	Item 35	Date:	11/06/20
	Location:	Eastern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Possible	High
Commentary: Salt attack through rising damp and fretting mortar joints.				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).				


	IMAGE DETAILS	Item 36	Date:	11/06/20
	Location:	Eastern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Possible	Medium
Commentary: Badly weathered door framing.				
Advice: Replace door framing OR sand back the surface and apply paint to all exposed surfaces. Re-apply every 10 years.				




	IMAGE DETAILS	Item 37	Date:	11/06/20	
	Location:	Eastern side			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Minor	Likely	Medium	
	Commentary: Timber rot in rafter.				
Advice: Cut end of rafter and splice new 1200mm rafter beside existing rafter and bolt centrally using 2xM10 bolts.					

	IMAGE DETAILS	Item 38	Date:	11/06/20	
	Location:	Eastern side			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Moderate	Possible	Medium	
	Commentary: Salt attack through rising damp and fretting mortar joints.				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand).					

	IMAGE DETAILS	Item 39	Date: 11/06/20	
	Location:	Eastern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
	Commentary: Damaged downpipe and blocked plumbing. Source of water			
Advice: Replace plumbing on downpipe to allow water to flow away from building. OR Provide drainage away from the building 1.5m MIN.				

	IMAGE DETAILS	Item 40	Date: 11/06/20	
	Location:	Eastern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
	Commentary: Ground level sloping towards building. Source of water			
Advice: Provide windrow to divert drainage away from the building and encourage infiltration into the soil. Depth of windrow typically 300mm below ground surface.				



	IMAGE DETAILS	Item 41	Date:	11/06/20
	Location:	Eastern side		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
	Minor	Unlikely	Low	
Commentary: Timber rot in rafter.				
Advice: Cut end of rafter and splice new 1200mm rafter beside existing rafter and bolt centrally using 2xM10 bolts.				


	IMAGE DETAILS	Item 42	Date:	11/06/20
	Location:	Southern side		
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
	Moderate	Possible	Medium	
Commentary: Salt attack through rising damp and fretting mortar joints.				
Advice: Apply sacrificial lime mortar for 6 months or captive head washing technique. Allow to dry for 2 weeks. Rake out 50 – 60mm of existing mortar from the affected bedded area. Re-point mortar using M3 mortar mix (i.e.: 1 x cement:1 x lime:6 x sand). Replace decayed bricks.				



	IMAGE DETAILS	Item 43	Date:	11/06/20
	Location:	Honour role room		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary: Cracked render. Aesthetically unpleasing. NOTE: The crack may not extend into the mortar bed, therefore, closer inspections are required upon removal of render.			
Advice: Patch with general purpose render OR polyfiller equivalent. Paint over surface				

	IMAGE DETAILS	Item 44	Date:	11/06/20
	Location:	Honour role room		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Unlikely	Low
	Commentary: Cracked render. Aesthetically unpleasing. NOTE: The crack may not extend into the mortar bed, therefore, closer inspections are required upon removal of render.			
Advice: Patch with general purpose render OR polyfiller equivalent. Paint over surface				



	IMAGE DETAILS	Item 45	Date:	11/06/20
	Location:	Honour role room		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Likely	Medium
<p>Commentary: Weathered door framing. Signs of rot.</p>				
<p>Advice: Replace door framing OR sand back the surface and apply paint to all exposed surfaces. Re-apply every 10 years.</p>				

	IMAGE DETAILS	Item 46	Date:	11/06/20
	Location:	Kitchen		
	Risk: harm or injury	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
<p>Commentary: Active termite infestation. Flooring has lost all structural integrity.</p>				
<p>Advice: Remove and replace flooring to H3 treated timber flooring. Inspect joists and bearer members for termite activity and replace in the case of active termite damage.</p>				




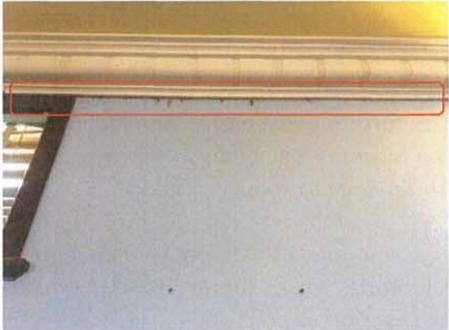
	IMAGE DETAILS	Item 47	Date: 11/06/20	
	Location:	Kitchen		
	Risk: Harm or injury	Consequence	Likelihood	Risk Exposure
		Severe	Possible	High
	Commentary: Cracked mortar joint indicating differential settlement.			
Advice: The bricks from the bottom extent of the crack up to the ceiling require removal and relaying.				

	IMAGE DETAILS	Item 48	Date: 11/06/20	
	Location:	Main hall		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Possible	Low
	Commentary: Cracked render. Aesthetically unpleasing. NOTE: The crack may not extend into the mortar bed, therefore, closer inspections are required upon removal of render.			
Advice: Patch with general purpose render OR polyfiller equivalent. Paint over surface				



	IMAGE DETAILS	Item 49	Date:	11/06/20
	Location:	Main hall		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Possible	Low
Commentary: Gap in cornice. Allows debris carried in from outside.				
Advice: Seal gaps using silicon-based sealant.				

7. Conclusion

Greg Sullivan as the RSA Structural Engineers inspected all common areas and exterior elevations of the building during the 13th of January 2020. The complex is generally in a moderately dilapidated state and maintenance is required. The dominating cause of damage to the structure is a result of poor drainage away from the buildings footprint. Drainage should be fixed to allow the remedial/repair work to be a more permanent solution and increase the life of the structure. If the drainage is not rectified, then the remedial work is nothing more than a temporary solution and would require constant maintenance and monitoring. General maintenance has been neglected over a period of years and RSA now deem as critical maintenance items.

Items listed below must be completed to allow the structure to be fit for purpose. The items affect the structural robustness of the structure and pose a risk of harm or injury to occupants.

- Almost the entire exterior brickwork has significant salt attack and fretted mortar joints up to approximately 800mm from ground surface (Items 1-3, 8-12, 14-24, 26-35, 42, 47, 48). The exterior masonry requires removal of the salt through washing techniques further explained in Appendix A and B. Mortar joints are to be re-pointed using a weak mix once the masonry has been sufficiently dried. Repairs should be planned once receiving this report and work commence as soon as practical.
- Portions of brickwork on Western and Eastern side have large amounts of salt decay and require replacing during the washing process and reinstated using weak mortar mixes (Items 26, 42). Repairs should be planned once receiving this report and work commence as soon as practical.
- Significant collapse of brickwork on Southern and Eastern side of the building from mortar decay. The bricks need to be relayed in position using a weak mortar mix (Items 27, 32, 47). Repairs should be planned once receiving this report and work commence as soon as practical.
- All downpipes are blocked or damaged running moisture to building foundations (Items 6, 7, 25, 33, 39). Drainage is required away from building of approximately 1.5m to limit salt attack and differential soil movement to the masonry. Repairs should be planned once receiving this report and work commence as soon as practical.
- There is a significant differential settlement cracks in mortar joints on the Northern side. Cracks require reinforcing to limit the extent of further propagation and damage to the masonry (Item 10). Repairs should be planned once receiving this report and work commence as soon as practical.
- Ground levels sloping towards the building at the rear of the structure contributing to excess water entrainment into the building foundations and bottom coursing of bricks (Items 10). A windrow is required to divert the water away from building foundations. Repairs should be planned once receiving this report and work commence as soon as practical.
- Active termite infestation within flooring located in the adjoining room to kitchen area (Items 46). The damaged flooring must be removed and replaced and an inspection of the joists and bearers during removal to assess any termite damage. Repairs should be planned once receiving this report and work commence as soon as practical.



NOTE: Appendix A is advice on the suitable mortar mix for repairs.

NOTE: Appendix B is advice on steps to combat salt attack in old masonry buildings. For further guidance on damp rising and salt attack refer to

<https://www.fremantle.wa.gov.au/sites/default/files/Technical%20Advice%20Sheet%20-5%20Dealing%20with%20dampness%20in%20old%20walls.pdf>

Due to the age of the building, the earthquake damage and more recent flood damage the decision to repair this building will likely be emotive. The building will likely cost as much to remediate than to build new and provide better lifespan, less maintenance cost and possibly multi-disciplinary use.

If conditions on site are found to be different when repairs are being performed, please contact this office for advice.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Greg Sullivan', with a stylized flourish at the end.

Greg Sullivan STUDIEAust
Graduate Engineer

A handwritten signature in blue ink, appearing to read 'Tristan Salter', with a stylized flourish at the end.

Tristan Salter BEng (Hons) MIEAust CPEng NER
Civil and Structural Engineer

Appendix A

TABLE 1 Mortar mixes and grade of masonry units for common exposure environments (based on Tables 5.1 and 10.1 in AS 3700—2001 and Amendment No. 1—2002)

Exposure environment of masonry	Mortar type	Mix proportions (parts by volume)				Minimum salt-attack resistance grade of masonry units
		Cement Type GP/Type GB	Building lime	Masonry cement	Sand	
<ul style="list-style-type: none"> ■ Located within 100 m of non-surf coast or 1 km of surf coast and above dpc ■ In contact with ground in aggressive soils ■ In tidal and splash zones 	M4	1	0–0.25	–	3	Exposure
		1	0.5	–	4.5	
		1+water thickener	–	–	4	
<ul style="list-style-type: none"> ■ Located within 100 m to 1 km of non-surf coast or 1 km to 10 km of surf coast and above dpc ■ In contact with ground in non-aggressive soils ■ In fresh water ■ In domestic barbeques and incinerators 	M3	1	1	–	6	General purpose
		1+water thickener	–	–	5	
		–	–	1	4	
<ul style="list-style-type: none"> ■ In interior environments not subject to wetting and drying ■ Above dpc in other than marine environments defined above ■ Above dpc and protected by a waterproof coating, flashed junctions and top covering ■ Below dpc or in contact with ground but protected from water ingress by waterproof coating 	M2	1	2	–	9	Protected

Appendix B

Heritage Building Conservation Technical Advice Sheet 5 - Dealing with dampness in old walls

Allow the walls to dry out – sacrificial treatments

Previous 'repairs' made with cement mortars and renders should be removed to allow the walls to dry out. Rake out cement pointing and decayed mortar joints to least 25 mm depth. Great care is required to avoid damage to bricks and stones. If there's substantial decay at the base of walls they may be structurally unsound — if you have any concerns consult a structural engineer (but first see *Solid walls — grouting first*, below).

There can be a considerable build-up of salts within a wall that has been sealed for many years with paint, cement renders or cement pointing. Following their removal there can be a rapid migration of salt to the wall surface as the trapped moisture escapes. It is advisable to wait for this first rush of salt and moisture to escape before repointing or re-rendering. However, where there's a lot of salt it should be captured by the techniques mentioned in the next section.

Repoint joints with well-drained lime putty and clean sharp sand in mix proportions of about 1:2½, i.e. one part lime putty to two and a half parts of sand (for details see technical advice sheet 6 *Repointing lime mortar joints*). Use a tamped finish on the joints to maximise their breathing capacity. Do not use any cement, pozzolanic material or natural hydraulic lime.

The new mortar may fail in a relatively short period (a few years) but that's the plan — for the new mortar to act sacrificially and fail in preference to the surrounding masonry. It's much easier to replace mortar than it is to replace bricks or stones. As the mortar decays, sweep up the debris and dispose of it away from the building, for it will almost certainly contain salt which we don't want to recycle through the base of the walls.

The same approach should be applied to cement renders at the base of walls — replace them with a sacrificial lime render of the same mix as the mortar. Expect it to decay and catch the debris before it is recycled through the soils. When needed, remove the decaying render and re-apply a similar render, protecting it with a limewash finish to make it last longer.



This wall has a severe case of rising damp and salt attack and needs urgent attention. While it may seem that there is a problem with the mortar, in fact the permeable lime mortar has protected the bricks by acting sacrificially. The correct approach to repair is to repoint the joints in a lime mortar. (Photograph David Young)

Removing excess salt

If there is more salt than can be successfully managed with sacrificial treatments alone there are two options:

Captive head washing

In this system low-pressure water is sprayed at the wall inside a rubber-skirted head that is attached to a wet vacuum cleaner. The vacuum's suction draws most of the water off the wall, bringing with it loose dirt and also soluble salts from in and just under the surface. Slow passes are made across the surface and repeated several times without letting the wall dry between passes.

Poultice

A poultice, made from paper pulp and highly absorbent material, is applied to the wall as a wet paste. Water from the poultice moves into the wall as it shrinks and dries against the surface. The water dissolves salts in the wall and then evaporates, leaving the salt behind in the poultice, which is taken off when it's dry. Several cycles may be needed depending on the amount of salt present.

Using these techniques in combination may be an effective way to reduce salt loads in old walls. Both techniques can be used together with sacrificial mortars, plasters or renders so that deeper salts, which take time to come to the surface, can be extracted.



Appendix 8.2.1E

BUILDING REPORT - RECREATION CENTRE



Recreation Centre Dilapidation Report

Nungarin Shire - Nungarin

Client
Adam Majid representing Nungarin Shire

Project
RSA-19-0242

Document No
[19-0242-RP-S-002]

Issue Date
11 June 2020



REVISION HISTORY

REV	ISSUE DATE	DESCRIPTION	PREPARED BY*	APPROVED BY*
0	11/06/20	First Issue	GDS	TRS

**For and on behalf of RSA Pty Ltd.*

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1. Executive Summary

Adam Majid representing Nungarin Shire has engaged RSA on behalf of the Shire of Nungarin to undertake a structural inspection of the common areas including the roofs at the Nungarin Recreation Centre and four other shire assets. See Figure 2 for a site overview. The purpose of this report is to identify current and potential structural issues and assist in the maintenance of the buildings.

The Nungarin Recreation Centre acts as a community sports and social hub. The building is a single level extension to the existing Ron Herbert building, with bar and function rooms.

It is intended that this report forms a maintenance plan for this Council Owned asset. RSA would suggest that type of structure is inspected every 5 years to help with upkeep.

2. Critical Repairs Required

This section highlights to the reader any issues RSA found that need urgent attention:

1. The pavers on the Eastern side, have a cross fall towards the building. These pavers need to be repaved to accommodate a cross fall away from the building and window frames to limit water damage and galvanic corrosion of the window frames (Items 14). The work should be planned once receiving this report and as soon as practical.
2. The aluminium window framing in the new extension has significant galvanic corrosion. The fasteners need to be insulated where dissimilar metals are used OR use same metal fasteners as the fixing channel and window frame (Items 2-4, 8-10, 13, 15). This work should be undertaken as soon as practically possible once planned upon receiving this report.
3. Reticulation on Eastern side is not directly on the vegetation and resulting in water ponding on pavers and contributing to galvanic corrosion of the window framing. The pavers require relaying to provide a cross fall away from the building at 3° or greater to ensure water is draining away from the structure (Items 14). The work should be planned once receiving this report and as soon as practical.
4. The aluminium window frames on the Eastern side has significantly more corrosion compared to the Western side. This is partly due to a repair attempt that has worsened the corrosion in the framing by providing a clear path for water to travel towards the framing. Flashing is to be removed and provide insulation barriers between the fixing channel and framing OR ensure the metals are all similar, to remove the galvanic electric circuit (Items 3, 9, 10, 15). This work should be undertaken as soon as practically possible once planned upon receiving this report.
5. Incorrect slab to frame fixing channel of galvanised steel that contributes to galvanic cell interaction. Replace fixing channel to similar metals to the window frame and fasteners OR provide insulation barriers at dissimilar metal interfaces to limit the electrical current formed from the dissimilar metals in contact (Items 4, 13). The work should be planned once receiving this report and as soon as practical.

3. General Repairs Required

The following section informs the reader of any general maintenance items RSA found to increase the working life of the structure:

1. Facia boards on the Western and the South-Western side are significantly rotten and require replacing to limit water entrainment into the roof space. The facia boards require attention and replacing as soon as practically possible upon receiving this report.
2. The gutter on South Western corner rivets and bracket fixings are damaged and the gutter is not performing as required. The gutter fixings need replacing as soon as practical once receiving this report.

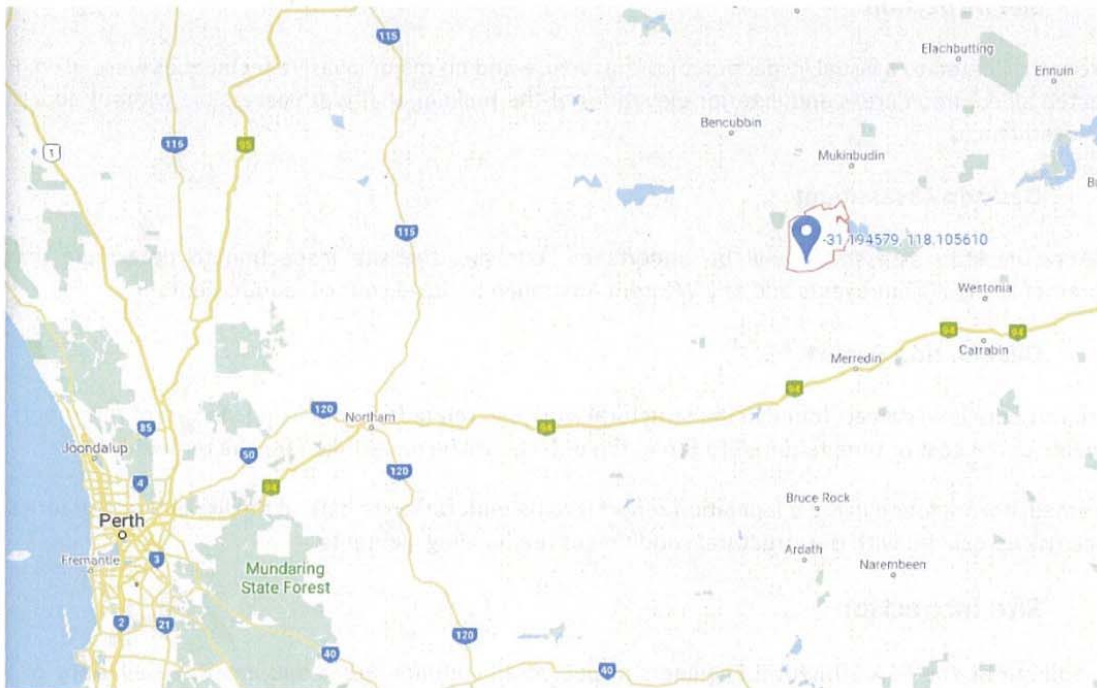


Figure 1: Nungarin recreation centre regional location. Source: Google maps.



Figure 2: Aerial image of Nungarin Recreation Centre.



4. Scope (and Limitations of the Report)

4.1 Site Inspection

The scope is limited to a visual inspection of the structure and no major invasive techniques were used. RSA inspected all common areas and exterior elevations of the building that were accessible without accessing private residences.

4.2 Desktop Assessment

A general desktop assessment will be undertaken following the site inspection to determine design requirements, significant events and any Western Australian heritage council requirements.

4.3 Dilapidation Report

This report details all defects found in the structural work and related workmanship. As part of this report no estimates of the cost or time required to repair the defects will be undertaken for the remedial works.

The remedial work found in the dilapidation report is to be undertaken to extend the life of the structure and reduce risk associated with the structural condition of the building elements.

5. Site Inspection

Greg Sullivan as the RSA Structural Engineers inspected all common areas and exterior elevations of the building during the 14th of January 2020.

5.1 Findings

The complex is generally in a mode condition and maintenance required.

A detailed report is in Section 4.3, the dilapidation report.

6. Desktop Assessment

6.1 General Assessment

RSA has assessed the site and building type for IL2 and believe that the factors found in **Error! Reference source not found.** should be used for the design considerations of a standard building in this location.

Table 1: Design factors for site conditions and building type IL2.

Basis of Certification	Parameter	Notes/Ref	
0.0	BCA Importance Level	2	Volume 2:2016
1.0	Site Soil Classification	M ¹	AS 2870-2011
1.1	Predicted Surface Movement	10-20mm	
1.2	Current Bearing Capacity	-	
2.0	Imposed Loads	-	AS/NZS 1170.1:2011
2.1	Floor Load	5 kPa / 3.6 kN	
2.2	Roof Load	0.25 kPa / 1.1 kN	
3.0	Wind Loading / Region	A	AS/NZS 1170.2:2011
3.1	Terrain Category	2	
3.2	V ₅₀₀	45 m/s	
3.3	M _{z,cat}	0.91	
3.4	M _s	1	
3.5	M _t	1	
4.0	Earthquake Loading	Z = 0.1	AS/NZS 1170.4:2007
5.0	Steel Structures	-	AS 4100-1998
7.0	Concrete Structures	-	AS 3600 -2018
8.0	Masonry Structures	-	AS 3700-2018
9.0	Timber Structures	-	AS 1720.1-2010

¹ Assumed site soil classification based on engineering judgement and knowledge of the location. No formal Site Soil Classification has been undertaken.

6.2 Significant Events

2011 Nungarin encountered a flash flood that rapidly inundated the town centre with approximately 1.5m of water in low lying areas. Four of the five Shire assets are in the vicinity of the flooded areas and were in service during the event. Significant moisture entrainment within the clay layers has more than likely contributed to differential slab and foundation heave movement and as a result creates cracks in masonry walls.

6.3 State Heritage Council Requirements

The Nungarin recreation centre is a relatively new building and as a result has no significant historical heritage in the area. No WALGA heritage requirements relate to the recreation centres materials or building techniques.

<https://www.dplh.wa.gov.au/about/the-heritage-council-of-western-australia>

Level of Significance	Category	Description	Heritage List
Exceptional significance	1	Essential to the heritage of the locality. Rare or outstanding example.	All places included in heritage list.
Considerable significance	2	Very important to the heritage of the locality. Shows a high degree of integrity/ authenticity.	All places included in heritage list.
Some / Moderate significance	3	Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the place.	Places may be included in the heritage list
Little significance	4	Has elements or values worth noting for historical interest but otherwise makes little contribution.	Below the threshold for the heritage list.

Figure 3: Inclusion threshold in the inherit heritage list – Source: <http://www.inherit.stateheritage.wa.gov.au/>

RSA conducted a search on inherit the state heritage office web page and found that this building was not listed.

7. Dilapidation Report

The next section of this report presents photographs illustrating specific locations requiring consideration to decide how to maximise the life of the building and to understand at what point has the use by date been reached of the structure. It is intended that this section will be of use to readers looking for overall photos showing the general area at the time of inspection.

RSA have selected the aligned the severity of the dilapidation portion of this report with our interpretation of the standard risk matrix, shown below. Nungarin Shire management should discuss any item that may be deemed harsh or less important and advise RSA accordingly.

Table 2: Risk Matrix

Consequence	Extreme (5)	5A	5B	5C	5D	5E
	Severe (4)	4A	4B	4C	4D	4E
	Major (3)	3A	3B	3C	3D	3E
	Moderate (2)	2A	2B	2C	2D	2E
	Minor (1)	1A	1B	1C	1D	1E
		(A) Very unlikely	(B) Unlikely	(C) Possible	(D) Likely	(E) Very likely
		Likelihood				

Table 3: Risk Exposure

Risk exposure	
Critical	Critical risk exposure. Objectives will not be achieved. Requires relevant management's highest priority.
High	High risk exposure. Achievement of objectives under serious threat. Requires relevant management's active involvement.
Medium	Medium risk exposure. Some threat to achievement of objectives. Requires relevant management's active monitoring.
Low	Low risk exposure. Achievement of objectives not under threat. Can be dealt with in normal course of business.


This report will often state that the defect is minor and will need to be periodically monitored by a qualified person. The person can be the staff that regularly maintain the asset.


When undertaking repairs

- Be aware of slips and trips and working from heights;
- Be vigilant for further signs of water ingress and corrosion during remediation;
- Be vigilant for any signs of extraordinary deflection in structural elements;
- When using power tools use correct PPE including hearing and glasses.



	IMAGE DETAILS	Item 1	Date:	11/06/20	
	Location:	Front entrance			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Minor	Possible	Low	
	Commentary: Salt attack to pavers from damp rising.				
Advice: Apply captive-head washing technique or remove pavers and wash with fresh water and allow to dry completely for 2 weeks.					

	IMAGE DETAILS	Item 2	Date:	11/06/20	
	Location:	Front entrance			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure	
		Major	Likely	High	
	Commentary: Galvanic corrosion to bottom rail of aluminium window framing.				
Advice: See item 4					

	IMAGE DETAILS	Item 3	Date:	11/06/20
	Location:	Eastern end of building extension		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Likely	High
	Commentary: Attempted remedial work, flashing used to hold waterproof membrane above pavers and fixed using steel screw, increased capillary pressure. Galvanic corrosion to window frame as a result.			
Advice: Remove flashing, screws and membrane. See item 4				

<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid red; padding: 2px; width: 45%;"> <p>Provide insulating barrier between channel and window frame OR Ensure fixing channel is aluminium</p> </div> <div style="border: 1px solid red; padding: 2px; width: 45%;"> <p>Provide plastic insulating shoulder/washer at these fixing locations</p> </div> </div> 	IMAGE DETAILS	Item 4	Date:	11/06/20
	Location:	Western end of building extension		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
	Commentary: Galvanised fixing channel in contact with aluminium window frame and in contact with high salinity moisture resulting in galvanic corrosion.			
Advice: Remove windows and framing to access bottom fixing channel. Remove the galvanised fixing channel and fixtures. Replace channel from galvanised steel to aluminium and or provide insulation between the 2 dissimilar metals using bitumen membrane or plastic insulators at interfaces.				



	IMAGE DETAILS	Item 5	Date:	11/06/20
	Location:	Southern end of Ron Herbert Pavilion		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Possible	Low
	Commentary: Damp rising and dry rot to timber window reveals.			
Advice: Remove old paint and during dry months dry naturally over 1 week. Sand back timber and apply new coat of paint.				


	IMAGE DETAILS	Item 6	Date:	11/06/20
	Location:	Western end of Ron Herbert Pavilion		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Possible	Low
	Commentary: Significant dry rot and white ant damage to fascia board.			
Advice: Replace fascia board.				



	IMAGE DETAILS	Item 7	Date:	11/06/20
	Location:	Northern end of Ron Herbert Pavilion		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Possible	Low
	Commentary: Eave fascia board rot and gutter damage.			
Advice: Remove rotten section of fascia panel and replace with new segment. Seal gutter joint using a silicon sealant and replace missing rivets.				

	IMAGE DETAILS	Item 8	Date:	11/06/20
	Location:	Northern end of building extension		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Very likely	Medium
	Commentary: Galvanic corrosion in door channel.			
Advice: See items 3 & 4				



	IMAGE DETAILS	Item 9	Date:	11/06/20
	Location:	Eastern end of building extension		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Very likely	High
	Commentary:			
<p>Attempted remedial work, flashing used to hold waterproof membrane above pavers and fixed using steel screw, increased capillary pressure. Galvanic corrosion to window frame as a result.</p>				
Advice:				
See items 3 & 4				

	IMAGE DETAILS	Item 10	Date:	11/06/20
	Location:	Eastern end of building extension		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Very likely	Medium
	Commentary:			
<p>Attempted remedial work, flashing used to hold waterproof membrane above pavers, increased capillary pressure. Galvanic corrosion to window frame as a result.</p>				
Advice:				
See items 3 & 4				



	IMAGE DETAILS	Item 11	Date:	11/06/20
	Location:			
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Possible	Low
	Commentary: Salt attack to brickwork and blistering paint around affected area.			
Advice: Sand back blistered paint, wash bricks using captive head washing or fresh water and dry for 1-2 weeks in dry months. Re-paint affected areas.				


	IMAGE DETAILS	Item 12	Date:	11/06/20
	Location:	Eastern end of building extension		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Minor	Likely	Medium
	Commentary: Reticulation not directly at vegetation base and pavers cross falling towards building.			
Advice: Move reticulation directly above plant. Remove pavers close to building and provide spoon drain with grate OR remove and re-lay pavers to suitable fall away from building of approximately 3°				



	IMAGE DETAILS	Item 13	Date:	11/06/20
	Location:	Western end of building extension		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Very likely	High
	Commentary:			
Galvanic corrosion between screw fixing and galvanised channel.				
Advice:				
See items 3 & 4				

	IMAGE DETAILS	Item 14	Date:	11/06/20
	Location:	Eastern end of building extension		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Major	Likely	High
	Commentary:			
Pavers falling towards building that will contribute to the galvanic corrosion and possible internal flooding.				
Advice:				
Remove pavers close to building and provide spoon drain with grate OR remove and re-lay pavers to suitable fall away from building of approximately 3°				



	IMAGE DETAILS	Item 15	Date:	11/06/20
	Location:	Eastern end of building extension		
	Risk: Property damage	Consequence	Likelihood	Risk Exposure
		Moderate	Very likely	High
Commentary: Appears to be an attempt to rectify the damp rising issue by using a waterproof membrane below the pavers and run up to aluminium framing and fixed in place using flashing and rivets. Rising salt attack is increased due to the capillary action through the small opening.				
Advice: See items 3 & 4				

8. Conclusion

Generally, the Nungarin Recreation Centre is in good condition, however there are still some maintenance required to maintain and extend the life of the structure. The building is in relatively new condition and no structural issues were found during the site inspection.

Remedial work outlined in section 4.3 are maintenance items found during the site inspection. These items are of significance to Nungarin management to prevent large scale property damage and should be undertaken as soon as practically possible. Maintenance items are.

- The pavers on the Eastern side, have a cross fall towards the building. These pavers need to be repaved to accommodate a cross fall away from the building and window frames to limit water damage and galvanic corrosion of the window frames (Items 14). The work should be planned once receiving this report and as soon as practical.
- The aluminium window framing in the new extension has significant galvanic corrosion. The fasteners need to be insulated where dissimilar metals are used OR use same metal fasteners as the fixing channel and window frame (Items 2-4, 8-10, 13, 15). This work should be undertaken as soon as practically possible once planned upon receiving this report.
- Reticulation on Eastern side is not directly on the vegetation and resulting in water ponding on pavers and contributing to galvanic corrosion of the window framing. The pavers require relaying to provide a cross fall away from the building at 3° or greater to ensure water is draining away from the structure (Items 14). The work should be planned once receiving this report and as soon as practical.
- The aluminium window frames on the Eastern side has significantly more corrosion compared to the Western side. This is partly due to a repair attempt that has worsened the corrosion in the framing by providing a clear path for water to travel towards the framing. Flashing is to be removed and provide insulation barriers between the fixing channel and framing OR ensure the metals are all similar, to remove the galvanic electric circuit (Items 3, 9, 10, 15). This work should be undertaken as soon as practically possible once planned upon receiving this report.
- Incorrect slab to frame fixing channel of galvanised steel that contributes to galvanic cell interaction. Replace fixing channel to similar metals to the window frame and fasteners OR provide insulation barriers at dissimilar metal interfaces to limit the electrical current formed from the dissimilar metals in contact (Items 4, 13). The work should be planned once receiving this report and as soon as practical.

If conditions on site are found to be different when repairs are being performed, please contact this office for advice.

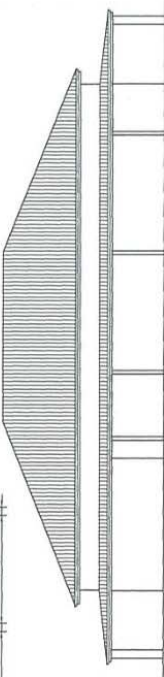
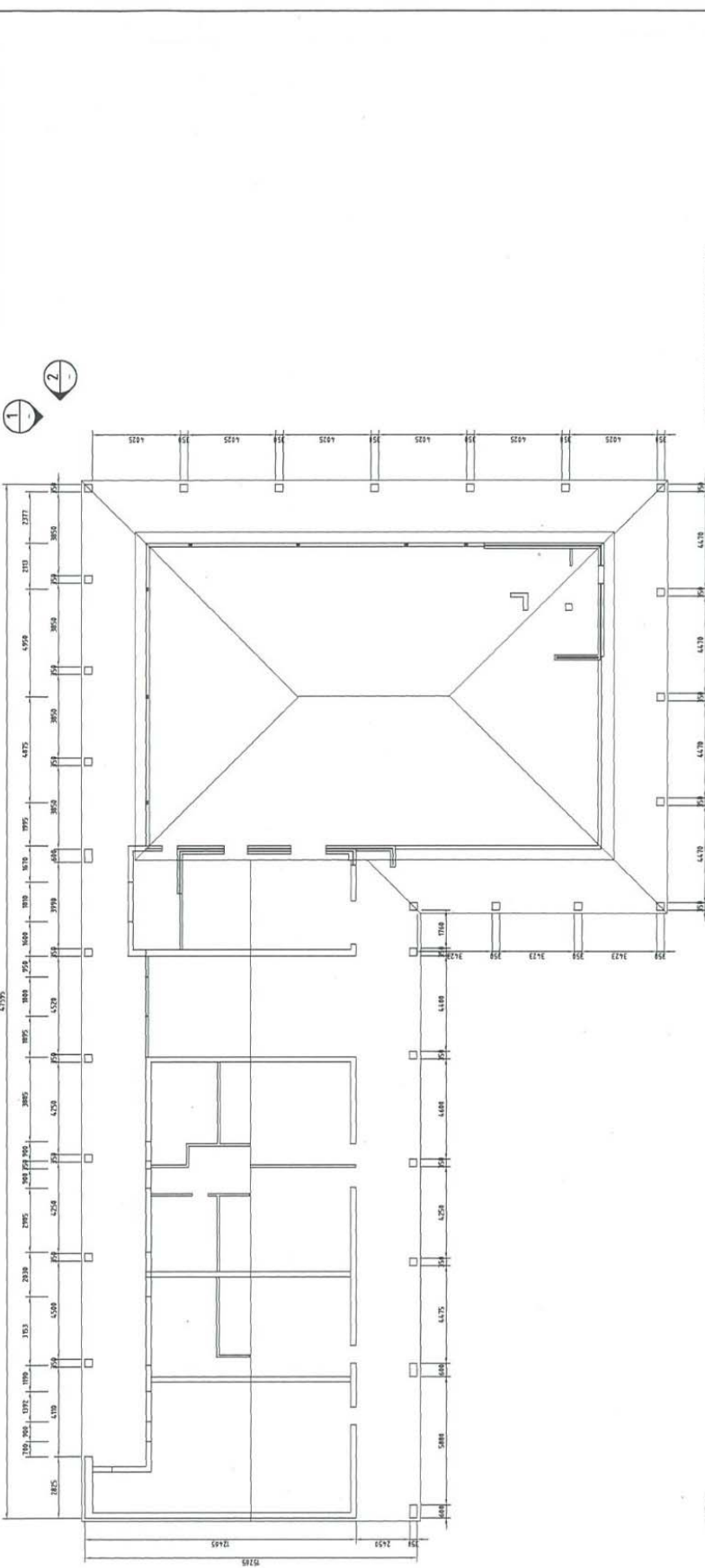
Sincerely,



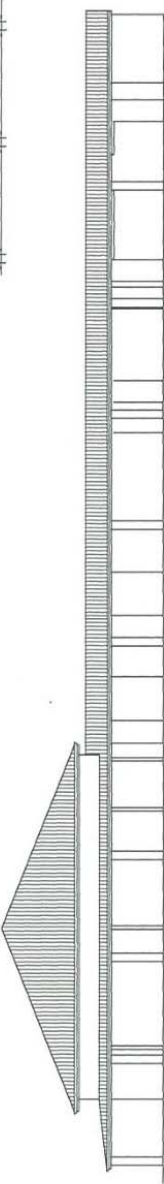
Greg Sullivan STUDIEAust
Graduate Engineer



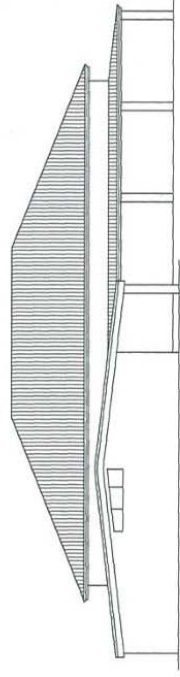
Tristan Salter BEng (Hons) MIEAust CPEng NER
Civil and Structural Engineer



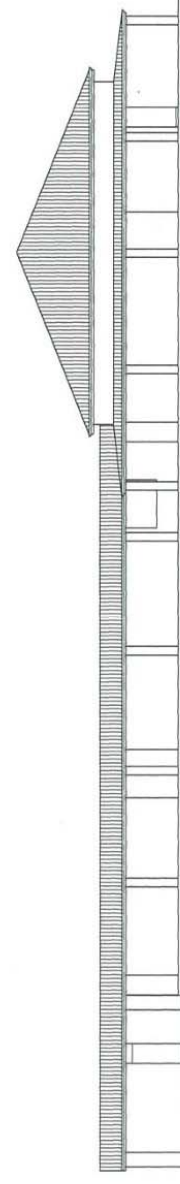
ELEVATION 1
1/8"



ELEVATION 2
1/8"



ELEVATION 3
1/8"



ELEVATION 4
1/8"

<p>CONSULTING ENGINEERS DESIGNERS & PROJECT MANAGERS</p> <p>Unit 6 / 9 Playle Street Myaree 6154 WA P 08 9317 3331 F 08 9317 3337 E info@rsapartn.com.au AN ASSOCIATE OF THE COMPANY OF SOUTH AUSTRALIAN ARCHITECTS INC.</p>		<p>PROJECT NUNGARIN RECREATIONAL CENTER 112, DUNBERRIN RD</p>		<p>CLIENT SHIRE OF NUNGARIN</p>	
<p>RSB</p>		<p>SCALE DATE 11/06/20 DESIGNED TS DRAWN DH CHECKED TS</p>		<p>008 No. RSA_19-0242</p>	
<p>REV DATE DESCRIPTION</p>		<p>TITLE PLAN AND ELEVATIONS</p>		<p>REV DATE DESCRIPTION</p>	
<p>A. 10/06/20</p>		<p>54.01</p>		<p>A</p>	



Appendix 8.4.1A

Governance Review Status

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SHIRE OF NUNGARIN

GOVERNANCE REVIEW – MAY 2018

BRIEF

To undertake a Governance Review to ascertain the Shire's level of compliance with the requirements of the *Local Government Act 1995* (LGA) and other key legislation.

I visited the Shire on 7 and 8 May 2018 and during that visit relevant documents and registers were examined including;

- Minutes from July 2017 to March 2018 along with;
- Compliance Audit Return;
- Audit Reports;
- Policy Manual;
- Delegations Register;
- Annual Report;
- Integrated Planning and Reporting Documents;
- Key Registers; and
- Shire Records

This report is based on my assessment of these and other documents and makes recommendations to improve the Shire's level of compliance and governance practices.

KEY FINDINGS

RECORDS MANAGEMENT

A substantial challenge facing the new administration at the Shire, is the state of the Shire's Records Management System. Whilst there is a central system, it does not hold the Shire's key records. The previous CEO managed his own records; including all correspondence relating to Council decisions, these records were not passed to administration on his departure for inclusion into the central system.

Some of these records were boxed, but not indexed, and are held in the Records Room at the back of the Administration Office. I was advised that other records were loaded into a front-end loader and buried in a pit. There are no details concerning which documents were allegedly buried. Disposal of records via this method is not approved by the State Records Office.

If the CEO or Council has evidence to support this allegation, Council should refer the matter to the State Records Office.

There are a significant number (hundreds) of electronic documents held on the CEO's computer. These also are not indexed, and it is not known which if any are also in the central system.

Numerous key governance documents could not be located. These include but are not limited to:- declarations of office, financial interest returns, 2017/18 adopted Annual Budget, Code of Conduct, Record Keeping Plan, Third Party Disclosures, certified Electoral Rolls, Audit Agreement and tender documents.

While these documents may be held in the Shire office, if they can't be located and produced when required, the Shire does not comply with many of the requirements of the LGA and other legislation.

The Shire's Central Records Management system (physical documents) is based on accounting functions and activities (eg – Transport, Recreation etc). This indexing method does not adequately address Council's operations.

The indexing system should be replaced with a property-based filing index which holds property records and all correspondence that relates to a property and a second index based on a functional thesaurus.

Resources must be allocated to sort through the records boxed by the former CEO. All documents that have a continuing value - (ie administrative, legal, fiscal, evidential and historical value) should be housed in the central system.

During my visit I checked a box and found a mix of documents: correspondence to Council, advertising material, and payslips.

Resources should also be allocated to classify the electronic records held on the CEO's computer before transferring them to a shared drive. At some point in the future Council should invest in an electronic records management system.

Through the State Records Office I was able to obtain a copy of the Shire's Record Keeping Plan as required by the State Records Act. This 2010 Plan does not reflect how the Shire manages its records - and several of the statements are incorrect. The plan should be updated to reflect current practices.

RECOMMENDATION

- 1. That Council as a matter of priority make resources available to engage Records Management advice on appropriate Records Management systems to address the boxed, paper based and electronic records and provide advice and assistance to update Council's Record Keeping Plan.*

COUNCIL MEETINGS, MINUTES AND AGENDAS

LEGISLATIVE REQUIREMENT

Local Government (Administration) Regulations – Regulation 29(d) Information to be available for public inspection (Act s. 5.94)

- (d) *notice papers and agenda relating to any council or committee meeting and reports and other documents which —*
- (i) are to be tabled at the meeting; or*
 - (ii) have been produced by the local government or a committee for presentation at the meeting,*
- and which have been made available to members of the council or committee for the meeting;*

Council does not keep its agenda documents or details of any reports tabled or circulated with the Agenda. Most local governments also include these documents as an attachment to the minutes, particularly where there could have been amendments made at the meeting.

During the review, I attempted to obtain the adopted 2017/18 Annual Budget. The Agenda papers could not be located. Council's resolution did not specify the amount to be made up from rates. It was not possible to verify if the document supplied was in fact the document adopted by Council. Additionally, it was not included in the Minutes.

From an accountability and compliance perspective it is essential that key documents adopted by Council, such as the Annual Budget, Annual Report, Annual Financial Statement, Compliance Audit Return, Policies, Delegations and Strategic Planning Documents are attached to the minutes.

I reviewed minutes and found several instances where the intent of Council's decision was not clear. Council resolutions should stand alone. That is, the CEO or members of the public should be able to ascertain Council's decision without referral to other documents.

For Example:

In October 2016, Council adopted the following resolution about its review of Shire's Policy Manual.

"That Council review Sections 10,11 and 12 of the Council manual and adopt it with any agreed amendments."

To the reader, it's not clear if there are any amendments, and what those amendments may have been.

To exacerbate, this situation the policies reviewed are not included in the minutes and the agenda documents cannot be located. Also, the policy manual supplied for the Governance Review does not indicate that any polices were updated in October 2016

There are several examples of similar resolutions throughout the Minutes. Resolutions should clearly state what action the Council expects the CEO to take to enact its decisions.

Council has a legislative responsibility to oversee the performance of the local government's functions and to provide for the good government of persons in its district. The CEO must cause council decisions to be implemented.

Without clear resolutions that describe actions to be taken, monitoring the CEO's performance becomes very difficult. Most local governments monitor the implementation of decisions, via a Status Report.

Each decision is listed on the Status Report and the CEO updates actions taken to implement the decision. The matter stays on the report until all actions relating to the decision have been completed.

The Shire does not have any details of actions taken to enact Council decisions. This will have implications for the new CEO, particularly given the issues with Council's records.

Council also has a practice of adopting the minutes of other organisations, such as the minutes of the Great Eastern Country Zone of WALGA. Council should only note or receive these minutes.

Minutes from committees and other organisations can only be received. If there are matters that require a Council decision the CEO should prepare an officer's report. This is considered separately from the receipt of the minutes.

RECOMMENDATION

2. *The CEO establishes procedures to ensure all Agendas and any reports tabled or circulated are retained as required by the LGA, Regulations and in accordance with the State Records Act.*
3. *The CEO establishes procedures to ensure key documents are retained in the minutes.*
4. *That the CEO establishes processes to ensure all Council resolutions stand alone.*
5. *That the CEO introduce a Status Report which is circulated with each Council agenda, and details the actions taken to implement Council's decisions.*
6. *That the CEO reviews Council decisions from 1 July 2017 and commences the Status Report from 1 July 2017*
7. *That Council amend its procedures and only note or receive minutes from external organisations*

OTHER FINDINGS

AUDIT COMMITTEE

Legislative Requirement

LGA - Section 7.1A

1. *A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*

Council operates a "Portfolio System" and the Shire President is the current portfolio holder for Governance/Health/Audit. Meetings of the Portfolio Group do not constitute an "Audit Committee" as required under the legislation. (Functions of the Audit Committee are regulated and can be found in the Local Government (Audit) Regulations.)

The Audit Report for the financial year ended 30 June 2017, from Anderson Munro and Wylie and correspondence from the Department of Local Government, Sport and Cultural Industries (the Department) in July 2017 raised concerns about the Shire's ongoing financial performance. I could find no record that indicated Council had discussed the Audit Report or strategies to improve its financial performance. This is after Council gave an undertaking to the Department to investigate further areas where it could raise revenue along with an undertaking to update its Asset Management and Long Term Financial Plans to accommodate changes made through the application of "Fair Value" to its assets.

A key function of the Council is to oversee the local government's finances and resources. The Audit Committee is one of the tools Council has at its disposal to fulfil this function.

The matters discussed above should be subject of monitoring by the Audit Committee.

RECOMMENDATION

8. *That Council as a matter of urgency, appoint an Audit Committee.*
9. *The Audit Committee review the 2017 Audit Report comments and the correspondence from the Department of Local Government, Sport and Cultural Industries to ascertain the status of undertakings given and any additional actions that need to be implemented to address the concerns raised.*

FINANCIAL INTEREST

Legislative Requirement

LGA – Section 5.88

- (1) *A CEO is to keep a register of financial interests.*
- (2) *The register is to contain —*
 - (a) *the returns lodged under section 5.75 and 5.76; and*
 - (b) *a record of the disclosures made under sections 5.65, 5.70 and 5.71, and be in the form that is prescribed (if any).*

The Shire maintains a register of Financial Interest Returns (as required by clause 2(a), however returns for Crs O'Connell and Coumbe prior to 2008 have been removed from the Register. I could not locate these returns in the Records System.

All returns, Primary and Annual must be retained in the register, until the elected member ceases to be a Councillor. If the returns cannot be found for the missing period, I recommend notations are made in the register and a revised Primary Return is completed and included in the register.

Under the Act, this register is available for public inspection and should be stored in a secure but known location. I inadvertently located the register in the Council chambers.

Council does not have a register of disclosures made at meetings (as required by clause 2(b)). Currently all disclosures of interest are recorded in the minutes of the meeting.

This register should be put in place as a matter of urgency, and for the probity purposes the register should be backdated to October 2017 (the last local government Elections) based on the disclosures recorded in the Minutes. A notation also needs to be included in this register directing interested parties to the minutes for any previous disclosures.

To assist councillors in meeting their disclosure obligations the CEO should establish standard disclosure forms. These forms should be circulated with each Agenda.

This register is also available for public inspection and should be stored in a secure but known location.

RECOMMENDATION

10. *That the CEO places notations in the Financial Returns register for Crs O'Connell and Coumbe stating that returns for the period prior to 2008 were accidentally removed and cannot be located and that a revised Primary Return has been completed as at 1 October 2017.*
11. *That Crs O'Connell and Coumbe complete a revised Primary Return and these returns are placed alongside the notation reference in 10 above.*
12. *That as a matter of urgency the CEO establish a financial interest declaration register and backdates entries from October 2017 based on disclosures recorded in Council Minutes.*
13. *That the CEO make a notation in the financial interest declaration register, directing interested parties to the minutes for any disclosure prior to the period referenced in 12 above.*
14. *That the CEO establish standard disclosure forms to assist elected members in meeting their disclosure obligations and these forms be circulated with every set of agenda documents.*

CODE OF CONDUCT

Legislative Requirement

LGA – Section 5.103

- (1) Every local government is to prepare or adopt a code of conduct to be observed by council members, committee members and employees.*

A search of Shire records did not locate a current “Code of Conduct”. The Shire President recalls that Council once had a Code, however, was unable to locate a copy in her records.

A Code of Conduct should be reviewed on a regular basis, to consider, any legislative changes and at a Shire level any changes to the way in which council meets its operational needs.

The Code sets out the principles and standards of conduct and integrity for elected members, staff and contractors. It is a key tool to inform the public of the conduct it is entitled to expect and assists in upholding public confidence in the Shire.

It should form part of the Shire’s induction process for all elected members, staff and contractors. It should also compliment other Shire policies and procedures.

As a key document, the content of the Code should have input from all elected members and the CEO.

RECOMMENDATION

- 15. That Council hold a workshop to discuss and prepare a Code of Conduct for adoption.*

GIFT REGISTER

Legislative Requirement

LGA – Section 5.89A

- (1) A CEO is to keep a register of gifts and contributions to travel.
(2) The register is to contain a record of the disclosures made under sections 5.82 and 5.83.
(3) The register is to be in the form that is prescribed (if any).
(4) The CEO is to make the register available for public inspection.
(5) The CEO is to publish the register on the local government’s official website.*

The previous CEO had created a register for notifiable gifts as required by the Local Government Regulations. However, if elected members, the CEO or other relevant persons were to receive a gift or contribution to travel under sections 5.82 or 5.83 of the LGA, the CEO would be unable to meet legislative requirements, referenced above, if the Shire cannot publish the register on its Website.

This register should have been established in March 2016, when the legislation was enacted.

RECOMMENDATION

16. That the CEO establish processes to modify the Shire's website to include the Gift and Contribution to Travel Register as required by section 5.89A of the LGA.

DECLARATION OF OFFICE

LEGISLATIVE REQUIREMENT

LGA – Section 2.29

- (1) *A person elected as an elector mayor or president or as a councillor has to make a declaration in the prescribed form before acting in the office*
- (2) *A person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.*

A search of Council records failed to locate declaration of office forms for Crs Davis, de Lacey, Palmer and Taylor. Forms for Crs O'Connell, Coumbe and Dayman were in a working file associated with the 2017 elections and held in the CEO's office.

These declarations should either be in the central filing system or included in the Minutes of the meeting where the declaration was made.

I understand from discussions with the Shire President that the forms were completed in 2015 at the swearing in ceremony.

RECOMMENDATION

17. That Declaration of Office forms for Crs O'Connell, Coumbe and Dayman, be included in the minute book at an attachment to the meeting of 25 October 2017, with a copy of the forms also placed in the central records system.

18. If the forms for Crs Davis, deLacey, Palmer and Taylor cannot be located the CEO seek legal advice on the best way to address this matter.

TENDERS

LEGISLATIVE REQUIREMENT

Local Government (Function and General) Regulations – Regulation 17 Tenders register

- (1) *The CEO is responsible for keeping the tenders register and making it available for public inspection.*
- (2) *The tenders register is to include, for each invitation to tender —*
 - (a) *a brief description of the goods or services required; and*
 - ~~[(b) deleted]~~
 - (c) *particulars of —*
 - (i) *any notice by which expressions of interests from prospective tenderers was sought; and*
 - (ii) *any person who submitted an expression of interest; and*
 - (iii) *any list of acceptable tenderers that was prepared under regulation 23(4);**and*
 - (d) *a copy of the notice of the invitation to tender; and*
 - (e) *the name of each tenderer whose tender has been opened; and*
 - (f) *the name of any successful tenderer.*

- (3) *The tenders register is to include for each invitation to tender the amount of the consideration or a summary of the amount of the consideration sought in the tender accepted by the local government.*

The Shire does have a Tenders Register, but it does not meet the requirement of the regulations and it is not up to date.

The last tender called was in 2016/17 (Tender 2/2017/17) however, the register only includes a copy of the advertisement inviting Tenders and payments made to the successful tenderer.

Additionally, there are no details of any of the parties who responded to the invitation to tender, including documentation from the successful tenderer.

A review of creditor payments for the current financial year was undertaken to ascertain whether the Shire had avoided the tender process. It was noted that Council does extensive business with one electrical company. The Shire does not have a contract with this company. Given the volume of business created it may be prudent to subject these services to a tender process.

RECOMMENDATION

19. That the CEO establish a new tender register.

20. That the CEO establish procedures to ensure long term contractors, from whom goods or services are procured on a regular basis that may exceed the tender threshold are subject to a tender process.

STANDING ORDERS LOCAL LAW AND OTHER LOCAL LAWS.

At the December 2017 Council meeting, Council adopted the draft Standing Orders Local Laws with any amendments as required. This item had "laid on the table" since the October meeting.

Following that meeting the former CEO forwarded a copy to the Department for comment with a request for details of the procedure going forward.

The process for adopting a local law is detailed in section 3.12 of the LGA, and each step must be strictly followed. Before commencing the process, the local government must draft and adopt the local law.

The first step section 3.12 requires is the local government to give state wide notice or advertises its intention to make a local law, the purpose and effect of the local law and where a copy of the local law may be inspected or obtained. There is a six (6) week advertising period, where anyone can make a submission on the proposed local law. At the time the local law is advertised a copy must also be forwarded to the Minister responsible, in this case the Minister for Local Government.

On 19 December the Department advised the former CEO of the procedure and advised interim comments would be provided later regarding the proposed law.

The Department followed up with the former CEO in February 2018 but received no response. The preliminary advice from the Department, was quite extensive and required several matters to be addressed.

Council has not commenced the local law process and given the advice from the Department it would be prudent to re-commence the process.

According to the Department's Local Law Register, the Shire have twenty-four (24) local laws that have not been repealed and are not current, some of which appear to be duplicates. The Shire needs to review its local laws at some point. There is a legislative requirement (Section 3.16 of the LGA) for local laws to be reviewed every eight (8) years.

RECOMMENDATION

21. *That the CEO re-draft the Standing Orders Local Law and present them to Council for adoption and advertising in accordance with the requirements of the LGA.*

22. *That the CEO review the local laws listed in the Department's Local Law Register and commence action to either amend or repeal the local laws.*

COMPLIANCE AUDIT RETURN

Legislative Requirement

Local Government (Audit) Regulation – Regulation 14

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*
 - (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*
 - (c) *recorded in the minutes of the meeting at which it is adopted.*

Regulation 15

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*

Council adopted its Compliance Audit Return at its March meeting and a certified copy of the Return was forwarded to the Department as required. However, the Return was not the subject of review by a meeting of the Audit Portfolio. Council missed some of the key steps in the process required by the regulations.

Also, a review of the Compliance Audit Return for the year end 31 December 2017 revealed several false responses.

These include responses that Council had:

- A complete Financial Interest Return Register;
- A Financial Interest Disclosure Register;

- Established an audit committee;
- An Audit Agreement with its Auditor;
- A Tender register that complied with the regulations; and
- A current purchasing policy.

PERFORMANCE REVIEWS

Legislative Requirement

LGA – Section 5.38

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

The former CEO had not undertaken performance reviews for any of his staff for several years. Office staff could not recall any performance reviews since they were employed and there was no record in employment files to suggest otherwise.

Employment files did not contain current position descriptions and again office staff confirmed they did not have a current position description. Increases in salaries were approved verbally with a written note passed to the payroll officer to authorise the payment.

All the position descriptions within the Shire should have a strong linkage to the Shire's Corporate Plan and be aligned to the Shire's Workforce Plan.

Given that Council is reviewing its Community Strategic Plan, new position descriptions would best be developed at the end of that review and reflect Council's revised Strategic direction.

RECOMMENDATION

23. That the CEO develop position descriptions for all Shire employees, in alignment with Council's strategic objectives.

24. After the development of position descriptions, the CEO undertake a performance review with each employee with one (1) or more years of service at the Shire.

POLICIES

The Shire's Policy manual is poorly constructed and is a mix of policy positions, procedures and delegations.

The LGA requires a local government to have policies on the following matters:

- Employee payments on finishing employment (LGA s5.50);
- Purchasing Policy (Function & General Regulation 11A (1));
- Gifts to elected members (Retirement) (Administration Regulation 34AC);
- Regional Price Preference Policy (Function and General Regulation 24E) (if the Shire gives a preference to local and regional suppliers); and
- Prequalified Suppliers (Function and General Regulation 24AC); (if the Shire is establishing pre-qualified supplier panels)

The CEO has drafted a purchasing policy, but other policies mentioned above do not exist.

The policy manual should be reviewed on a regular basis and council workshops are ideal for these reviews. As a starting point the CEO should research a couple of other local government policy manuals and compare them to the Shire's manual. A list of possible policies that reflect the Shire's operational needs should then be developed and these suggestions workshopped with Council. Once Council has endorsed the list, each individual policy can then be developed.

Appendix B details policies in Council's current manual that should be revoked and provides a list of suggested policies.

RECOMMENDATION

25. That the CEO develop a revised policy manual through a series of workshops with councillors.

DELEGATIONS

Legislative Requirement

LGA – Section 5.42 Delegation of some powers and duties to CEO

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
- (a) *this Act other than those referred to in section 5.43; or*
 - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

** Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

LGA – Section 5.46 Register of, and records relevant to. Delegations to CEO and other employees

- (1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
- (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- (3) *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

In addition to the legislation mentioned above, Council can also delegate some of its functions under the following legislation;

- Building Act;
- Bush Fires Act;
- Cat Act;
- Dog Act;
- Public Health Act;
- Caravan and Camping Grounds Act;
- Control of Vehicles (Off Road Areas) Act;
- Food Act; and
- Planning and Development Act.

The CEO is developing a new Delegation's Register. The proposed Register was reviewed and is very comprehensive. The proposed Register needs to be localised to align with Shire's functions and organisational structure.

The CEO also has an obligation to keep records of each instance he or other employees exercise their delegated power. This does not mean a separate record must be created in a register, but details of where such records are held is sufficient. For example, the CEO has approval to make payments from the Municipal and Trust Funds. The List of payments presented monthly to Council is the record of exercise of this delegation.

Where there is no record like the above example, the CEO should provide Council monthly details of any delegation exercised.

RECOMMENDATION

26. That the CEO develop a revised delegation register through a series of workshops with councillors.

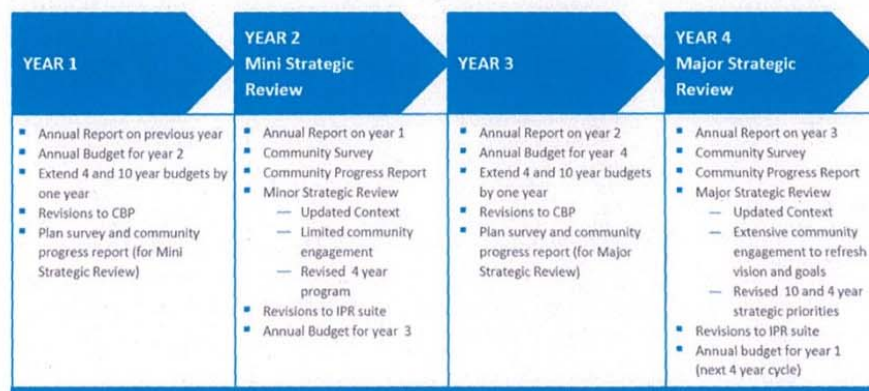
INTEGRATED PLANNING AND REPORTING

Council developed the suite of IPR documents in the 2013/14 financial year. I understand through discussions with the CEO and Shire President that the major Strategic Review will occur shortly.

The current Community Strategic Plan includes high level objectives, and the action plans to fulfil those objectives should form the Corporate Business Plan. This is not the case. The same objectives are included in both plans. The Long Term Financial Plan should include funding requirements for the "action plans" from the Corporate Business Plan and informs the annual budget.

I could not establish an alignment between the Corporate Business Plan, Long Term Financial Plan and the Annual Budget.

The IPR suite "rolls forward" every year, with one year added and annual adjustments made, the Strategic Review is the main process by which the IPR suite is kept current. The two-yearly reviews alternate between a Minor Strategic Review and a Major Strategic Review. The indicative four-year IPR "roadmap" is shown below.



There is a requirement to provide an overview of the Community Strategic Plan including major initiatives that are proposed to commence or continue in the next financial year in the Shire's Annual Report. The Shire's Annual Report does not include these matters.

RECOMMENDATION

27. That Council undertake as soon as practicable a major review of its Community Strategic Plan and ensure that the Corporate Business Plan and key informing documents are updated accordingly.

ELECTIONS

As part of the review I attempted to review the electoral rolls used for the 2017 elections. I could not establish if an owners/occupiers roll had been prepared or if the Shire had any eligibility claims to be included on the owners/occupiers' roll.

There were no certified copies of the roll in the records system and no details of the WAEC roll that was supplied to Council.

I spent minimum time on this matter, as new rolls would be required should an extraordinary election be required prior to the 2019 annual elections.

An attempt should be made to establish whether there are eligibility claims in the boxes stored in the records room.

Election files found in the CEO's office should be included in the central records system.

RECOMMENDATION

28. That CEO undertake an examination of the boxes stored in the records room for election eligibility claims.

29. That the CEO move the elections file from his office for storage within the central records system.

PORTFOLIO SYSTEM

During the review, I noted that Council had a Portfolio System in preference to a Committee system and that major reviews, such as policy reviews, are held as part of the Council meeting.

I strongly recommend Council abolishes the Portfolio system and adopts a concept/workshop forum approach. These forums could be held prior to the Council meeting and would allow council to discuss and formulate ideas, strategies, and policy direction, separate to the decision-making process.

It would allow the CEO to get critical input and guidance from elected members as he prepares a report for Council's future consideration.

RECOMMENDATION

30. That the Council abolish the Portfolio system and put in place a regular concept/workshop forum system.

OTHER REGISTERS

Legislative Requirements

Local Government (Uniform Local Provisions) Regulations – Regulation 9

Permission to have gate across public thoroughfare

- (1) A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.*
- (8) A local government must keep a register of gates and other devices constructed in accordance with a permission granted under this regulation.*

The Shire does not have a “Gate and Other Devices” register. Whilst not a high priority, the CEO needs to review Shire records to ascertain where any approvals have been granted and if so establish the required register. This register can be useful in emergency situations.

Although, not required by legislation, it is considered good practice to have both a register of certificates of title, vesting orders etc and a register of agreements. Council has both these registers, but they are not up to date. Both these registers should be updated as part of the Shire’s review of its Records Management system.

RECOMMENDATION

31. That the CEO review council records to ascertain whether any approvals have been issued to build a gate or other devices across a public thoroughfare and if such records are found a “Gate and Other Devices” register be established.

32. That the Registers of Titles and Vesting Orders and Agreements be updated.

CONCLUDING COMMENTS

This report identifies many areas where Council is in breach of its legislative obligations. These matters must to be addressed as a matter of priority. It is acknowledged that this is exacerbated by the state of the Shire's Records Management system. The situation where records can't be found or produced when required, means that the Shire is not compliant with the requirements of the LGA and other legislation.

Through my review it is apparent that over an extended period very little emphasis has been placed on governance and compliance requirements. Council now faces a period of re-building and establishing acceptable governance and compliance standards and should commit to resourcing these activities.

ATTACHMENTS

Appendix A	Summary of Recommendations
Appendix B	Policies

SUMMARY OF RECOMMENDATIONS

1. *That Council as a matter of priority make resources available to engage Records Management advice on appropriate Records Management systems to address the boxed, paper based and electronic records and provide advice and assistance to update Council's Record Keeping Plan.*
2. *The CEO establishes procedures to ensure all Agendas and any reports tabled or circulated are retained as required by the LGA, Regulations and in accordance with the State Records Act.*
3. *The CEO establishes procedures to ensure key documents are retained in the minutes.*
4. *That the CEO establishes processes to ensure all Council resolutions stand alone.*
5. *That the CEO introduce a Status Report which is circulated with each Council agenda, and details the actions taken to implement Council's decisions.*
6. *That the CEO reviews Council decisions from 1 July 2017 and commences the Status Report from 1 July 2017.*
7. *That Council amend its procedures and only note or receive minutes from external organisations.*
8. *That Council as a matter of urgency, appoint an Audit Committee.*
9. *The Audit Committee review the 2017 Audit Report comments and the correspondence from the Department of Local Government, Sport and Cultural Industries to ascertain the status of undertakings given and any additional actions that need to be implemented to address the concerns raised.*
10. *That the CEO places notations in the Financial Returns register for Crs O'Connell and Coumbe stating that returns for the period prior to 2008 were accidentally removed and cannot be located and that a revised Primary Return has been completed as at 1 October 2017.*
11. *That Crs O'Connell and Coumbe complete a revised Primary Return and these returns are placed alongside the notation reference in 10 above.*
12. *That as a matter of urgency the CEO establish a financial interest declaration register and backdates entries from October 2017 based on disclosures recorded in Council Minutes.*
13. *That the CEO make a notation in the financial interest declaration register, directing interested parties to the minutes for any disclosure prior to the period referenced in 12 above.*

14. *That the CEO establish standard disclosure forms to assist elected members in meeting their disclosure obligations and these forms be circulated with every set of agenda documents.*
15. *That Council hold a workshop to discuss and prepare a Code of Conduct for adoption.*
16. *That the CEO establish processes to modify the Shire's website to include the Gift and Contribution to Travel Register as required by section 5.89A of the LGA.*
17. *That Declaration of Office forms for Crs O'Connell, Coumbe and Dayman, be included in the minute book as an attachment to the meeting of 25 October 2017, with a copy of the forms also placed in the central records system.*
18. *If the forms for Crs Davis, deLacey, Palmer and Taylor cannot be located the CEO seek legal advice on the best way to address this matter.*
19. *That the CEO establish a new tender register.*
20. *That the CEO establish procedures to ensure long term contractors, from whom goods or services are procured on a regular basis that may exceed the tender threshold are subject to a tender process.*
21. *That the CEO re-draft the Standing Orders Local Law and present them to Council for adoption and advertising in accordance with the requirements of the LGA.*
22. *That the CEO review the local laws listed in the Department's Local Law Register and commence action to either amend or repeal the local laws.*
23. *That the CEO develop position descriptions for all Shire employees, in alignment with Council's strategic objectives.*
24. *After the development of position descriptions, the CEO undertake a performance review with each employee with one (1) or more years of service at the Shire.*
25. *That the CEO develop a revised policy manual through a series of workshops with councillors.*
26. *That the CEO develop a revised delegation register through a series of workshops with councillors.*
27. *That Council undertake as soon as practicable a major review of its Community Strategic Plan and ensure that the Corporate Business Plan and key informing documents are updated accordingly.*
28. *That the CEO undertake an examination of the boxes stored in the records room for election eligibility claims.*
29. *That the CEO move the elections file from his office for storage within the central records system.*

30. *That the Council abolish the Portfolio system and put in place a regular concept/workshop forum system.*
31. *That the CEO review council records to ascertain whether any approvals have been issued to build a gate or other devices across a public thoroughfare and if such records are found a "Gate and Other Devices" register be established.*
32. *That the Registers of Titles and Vesting Orders and Agreements be updated.*

Temporary Road Closures
Freedom of Information (Legislative Requirement)
Risk Management
Execution of Documents
Corporate Credit Cards
Public Consultation
Public Interest Disclosure (Legislative Requirement)
Fraud, Corruption and Misconduct Prevention (Recommended by CCC)
Tender Evaluation Criteria

Policies not listed, should be reviewed to ensure they are still required and meet the Shire's operational needs.



Appendix 8.4.2A

Annual Review –
Delegation of Authority
Register 2020/21



Delegation of Authority Register

2020/21

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1. INTRODUCTION

1.1 LEGISLATION

The *Local Government Act 1995 (Act)*, became operative on 1 July 1996 and provided significant changes in the way local governments conduct business. The general aim of the Act is to enable local governments to provide good, open and accountable government to the community.

The Act allows the Council, as the governing body of a local government, to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act, subject to some exceptions. However, all delegations made by Council must be by absolute majority decision (s5.42(1) of the Act).

1.2 ASSOCIATED LEGISLATION

Legislation other than the Act, its regulations and the local government's local laws created under the Act, where delegations or authorisations may occur, are as follows:

Building Act 2011 and regulations;
Bush Fires Act 1954, regulations and local laws created under that Act;
Caravan Parks and Camping Grounds Act 1995;
Cat Act 2011, regulations and local laws created under that Act;
Control of Vehicles (Off-road Areas) Act 1978 and regulations;
Dog Act 1976, regulations and local laws created under that Act;
Food Act 2008 and regulations;
Freedom of Information Act 1992;
Health Act 1911, regulations and local laws created under that Act;
Public Health Act 2016 and regulations;
Land Administration Act 1997 and regulations;
Local Government (Miscellaneous Provisions) Act 1960;
Planning and Development Act 2005 and regulations

*Note – This is not an exhaustive list

1.3 DELEGATIONS BY THE CHIEF EXECUTIVE OFFICER

The Act allows the Chief Executive Officer to delegate any of the powers to another employee (s5.44(1)) and

must be done in writing (s5.44(2)). The Act allows the Chief Executive Officer to place conditions on any delegations if desired (s5.44(4)).

A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year (s5.46(1),(2)). If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used (s5.46(3)).

A person to whom a power is delegated under the Act is considered to be a 'designated employee' pursuant to s5.74(b) and is required to complete a primary return and an annual return each year.

1.4 MATTERS WHICH CANNOT BE DELEGATED

There are a number of matters that cannot be delegated and which remain the right of Council.

Refer to s5.43 of the *Local Government Act 1995*:

"A local government cannot delegate to a CEO any of the following powers or duties-

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) appointing an auditor;*
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purposes of this paragraph;*
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) borrowing money on behalf of the local government;*
- (g) hearing or determining an objection of a kind referred to in section 9.5;*
- (h) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (i) any power or duty that requires the approval of the Minister or the Governor;*
- (j) such other powers or duties as may be prescribed.*

2. BACKGROUND

Delegations and authorisations are the means by which decision making bodies can access the power to undertake certain statutory functions.

A delegation is the conferral of the ability to exercise a power or duty to a person or body from a person or body that is vested with the responsibility to exercise that power or duty.

An authorisation is the designation of an officer or a body as a person or body that is capable of exercising a specific statutory power or duty.

When a person or body exercises delegated authority they do so “on behalf” of the delegator and in doing so the person or body exercising delegated authority forms the relevant state of mind to make the decision “on behalf” of the delegator. An authorised person or body exercises a statutory function in their own right.

The Western Australian local government statutory regime also provides for the Council and CEO to “act through” other officers, agents and bodies to achieve statutory functions. “Acting through” in this manner is not the exercise of delegated authority or an authorised power and must be handled differently.

2.1 THE GOVERNANCE STRUCTURE

The Western Australian local government governance regime provides that the Council appoints a CEO and the CEO appoints employees. Similarly, all local government employees are responsible to the CEO who in turn is responsible to the Council.

Wherever possible, the Shire of Nungarin will endeavour to ensure authorisations and delegations conform with this governance structure. Delegations will be established from the Council to the CEO and this will enable the CEO to either delegate power to officers or authorise officers as the CEO sees fit.

Delegations and authorisations from the Council directly to officers other than the CEO will be avoided unless legislation specifically provides that this is the only manner in which the power can be provided to an officer other than the CEO.

2.2 THE CONCEPT OF ‘ACTING THROUGH’

(Extracted from Department Local Government, Sport & Cultural Industries Guideline 17 – Delegations)

In addition to covering delegations, the *Local Government Act 1995* (“the Act”) introduces the concept of ‘acting through’. Section 5.45 of the Act states that in relation to delegations, nothing prevents a “local government from performing any of its functions by acting through a person other than the CEO” or “a CEO from performing any of his or her functions by acting through another person.” The Act does not specifically define the meaning of the term ‘acting through.’ However, the key difference between a delegation and ‘acting through’ is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the ‘acting through’ concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority. For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

An appropriate method for a council of a local government to make a decision which will be implemented by its officers is for it to make a policy about particular functions that it performs. In that case there is no need for a delegation as it will be the role of the organisation to implement those policy decisions.

3. AUTHORISATIONS FROM COUNCIL

Definition:

“Authorisations from Council” –

Where an officer or class of officers are formally authorised to act on behalf of the Council in respect to specific legislation and that legislation requires that the Council rather than the Chief Executive Officer provide the authorisations.

3.1 BUSH FIRES ACT 1954 – APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

Authorisation From	Council
Authorisation To	Chief Executive Officer
Legislative Authority for Authorisation	s48 Bush Fires Act 1954

Authorisation

The Chief Executive Officer is authorised by Council to act as the Chief Bush Fire Control Officer.

The Chief Executive Officer is further authorised to appoint such persons, as is necessary, to be bush fire control officers under and for the purposes of the Bush Fires Act 1954.

Of those people, appoint the following:

- Deputy Chief Executive Officer/Works Manager as Deputy Chief Bush Fire Control Officer
- Works Leading Hand as Fire Control Officer

Authority for exercise of Authorisation: *Bush Fires Act 1954*

s38(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

s48(1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.

Conditions attached to Authorisation

The local government shall cause notice of an appointment to be published at least once in a newspaper circulating in its district (s38(2A) of the *Bush Fires Act 1954*).

A bush fire control officer appointed by the local government shall be issued with a certificate of appointment (s38(2E) of the *Bush Fires Act 1954*).

Amendments		
Date	Details	Reference

3.2 CARAVAN PARKS AND CAMPING GROUNDS ACT 1995 – APPOINTMENTS

Authorisation From	Council
Authorisation To	Chief Executive Officer
Legislative Authority for Authorisation	S17 and s23 of the Caravan Parks and Camping Grounds Act 1995

Authorisation

The Chief Executive Officer is authorised to exercise the powers and duties of a local government, and to administer and enforce the provisions of the *Caravan Parks and Camping Grounds Act 1995*.

To appoint certain persons as Authorised Persons for the purpose of s23(11) of the *Caravan Parks and Camping Grounds Act 1995*

Authority for exercise of Authorisation: *Caravan Parks and Camping Grounds Act 1995*:

s17(1) The chief executive officer of the Department or a local government —

- (a) may appoint such persons to be authorised persons for the purposes of this Act as the Chief Executive Officer or the local government considers necessary;

Authorised Persons for the purposes of s17 of the Act:

- Chief Executive Officer
- Manager Works and Services
- Principal Environmental Health Officer

In accordance with s23 (2) and (3) the following are appointed as authorised persons for the purpose of serving infringement notices:

- Manager Works and Services

s23(5) an authorised person may, in a particular case, extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed.

s23(7) an authorised person may, whether or not the modified penalty has been paid, withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn.

s23(11) A local government may in writing, appoint persons or classes of persons to be authorised persons for the purposes of subsection (2),(3), (5) or (7) or for the purposes of 2 or more of those subsections, but a person who is authorised to give infringement notices under subsection (2) is not eligible to be an authorised person for the purposes of any of the other subsections.

Authorised Persons for the purposes of s23 (5): extension period and 23 (7): infringement notice withdrawal are:

- Chief Executive Officer

Conditions attached to Authorisation

s17 and s23 of the *Caravan Parks and Camping Grounds Act 1995*:

A local government must issue each person appointed as an Authorised Person, with an identity card, in the prescribed form, certifying that the person is an Authorised Person for the purposes of this Act (s17(1)(b) *Caravan Parks and Camping Grounds Act 1995*).

Amendments		
Date	Details	Reference

3.3 CAT ACT 2011 – APPOINTMENTS

Authorisation From	Council
Authorisation To	Chief Executive Officer
Legislative Authority for Authorisation	s42, s44 and s48 Cat Act 2011

Authorisation

The Chief Executive Officer is delegated the authority of the local government to, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under the *Cat Act 2011*.

Legislative Power *Cat Act 2011*

s42 A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act

s44(1) *Cat Act 2011*: The local government may delegate to its Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

s48(1) A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act.

Authority for exercise of Authorisation and Delegation: *Cat Act 2011*

- s.9(1)(a) Grant or refuse to grant the registration of a cat.
- s.9(1)(b) Renew or refuse to renew the registration of a cat.
- s.9(5) Require an applicant to provide any document or information required to determine an application for registration.
- s.9(6) Refuse to consider an application, where an applicant has not complied with a request for information.
- s10 Cancel the registration of a cat.
- s13 Give notice of decisions.

Authorised persons for all purposes under the *Cat Act 2011* and *Cat Regulations 2012*, including the registration of cats under Section 9 of the *Cat Act 2011*, excluding the issuing or withdrawal of infringement notices under Sections 62, 64 and 65 of the *Cat Act 2011*:

- Senior Finance and Administration Officer

- Finance and Administration Officer

Authorised persons for all purposes under the Cat Act 2011 and Cat Regulations 2012, including the registration of cats under section 9 of the Cat Act 2011 including the issue of infringement notices but excluding the withdrawal of infringement notices:

- Shire Ranger

Authorised Persons for the purposes of s9 of the Act and to withdraw infringement notices:

- Chief Executive Officer

Authorised Persons for the purposes of s9 of the Act and the power to commence a prosecution in accordance with section 73 for an offence against the Cat Act 2011 or a local law made under the Cat Act 2011.

s73 (1) Persons that are performing their duties as local government employees or have been authorised by the local government to implement the Act are authorised to commence a prosecution for an offence against this Act

s73(2) Persons that are performing their duties as local government employees or have been authorised by the local government to implement the local law are authorised to commence a prosecution for an offence against the local law

- Chief Executive Officer
- Shire Ranger

Conditions attached to Authorisation

The local government is to issue each Authorised Person a certificate stating that the person is an authorised person for the purposes of this Act (s48(5) *Cat Act 2011*).

Amendments		
Date	Details	Reference

3.4 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978

Authorisation From	Council
Authorisation To	Chief Executive Officer Manager Works and Services Shire Ranger
Legislative Authority for Authorisation	s38(3) Control of Vehicles (Off-road Areas) Act 1978

Authorisation

The Chief Executive Officer is delegated the authority to exercise the powers and duties of a local government and to administer and enforce the provisions in accordance with s38(3) of the *Control of Vehicles (Off-road Areas) Act 1978*.

For the Chief Executive Officer to sign withdrawals of infringement notices on behalf of the local government as an authorised person.

Authority for exercise of Authorisation *Control of Vehicles (Off-road Areas) Act 1978*

s38(3)(a) A local government may by resolution appoint —
(a) any employee of the local government to be an 'authorised officer' for the purposes of the Control of Vehicles (Off-Road Areas) Act 1978.

Conditions attached to Authorisation

s38(3) *Control of Vehicles (Off-road Areas) Act 1978*, requires a resolution of Council to approve the authorisation.

Authorised persons to issue infringement notices:

- Manager Works and Services
- Shire Ranger

Only the Chief Executive Officer may sign a withdrawal of a Control of Vehicle (Off-Road Areas) infringement notice.

The local government shall issue each Authorised Person with a certificate of his/her appointment as an authorised person, in the prescribed form, evidencing the area of jurisdiction entrusted to him/her under this Act, which he/she shall, on reasonable demand, produce for inspection by any person (s38(4)(a) *Control of Vehicles (Off-road Areas) Act 1978*).

Amendments		
Date	Details	Reference

3.5 Dog Act 1976 – CEO’s Delegated Authority and Appointments

Authorisation and Delegation From	and	Council
Authorisation and Delegation To	and	Chief Executive Officer
Legislative Authority for Authorisation		s10AA, s10AB, s11(1), s14(1), s26(3), s27, s29 and s33E Dog Act 1976

Authorisation and Delegation

The Chief Executive Officer is delegated authority to appoint certain persons as Registration Officers, Authorised Persons and Pound Administration Persons to exercise the powers and duties of a local government, and to administer and enforce the provisions of the *Dog Act 1976*.

Authority for exercise of Authorisation and Delegation

s10AA (1) A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, delegate to its Chief Executive Officer any power or duty of the local government under another provision of this Act.

s10AA (5) Nothing in this section limits the ability of a local government’s Chief Executive Officer to perform a function through an officer or agent.

s10AB. Register of, and review of, delegations.

s11(1) Establish and maintain dog management facilities .

s14(1) Keep a register of dogs.

s26(3) Grant an exemption regarding the number of dogs that may be kept.

s27 Approve kennel establishments

s29(1) Appoint persons to seize dogs

s33(E) Declare a dog to be a dangerous dog

Conditions attached to Authorisation

Authorised persons for registering the dogs within the Shire:

- Senior Finance and Administration Officer
- Finance and Administration Officer

Authorised Persons for the purpose of the Dog Act 1976 to withdraw infringements:

- Chief Executive Officer

Registration Officers and Authorised Persons for the purposes of s29 of the Dog Act 1976:

- Manager Works and Services
- Shire Ranger

Registration Officers and Authorised Persons for the purposes of s29 and s33E of the Act and the power to initiate court proceedings under s44(2)(b) of the Act, regulations and local laws:

- Chief Executive Officer
- Shire Ranger

A person who is authorised by a local government to exercise any power under this Act, shall be furnished with a certificate in the prescribed form evidencing his/her appointment, and shall produce that certificate on being required to do so by a person in respect of whom he/she exercises, has exercised, or is about to exercise any such power (s11(3) Dog Act 1976).

Amendments		
Date	Details	Reference

3.6 PUBLIC HEALTH ACT 2016 – DELEGATION TO CHIEF EXECUTIVE OFFICER

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Power	s21 Public Health Act 2016

Delegation

The Chief Executive Officer is delegated the authority in writing to exercise the power or duty to fulfil the functions stipulated under s16 of the Public Health Act 2016 on behalf of the local government which is an enforcement agency.

s16 A local government has the following functions in relation to the administration of this Act —

- (a) to initiate, support and manage public health planning for its local government district;
- (b) to develop and implement policies and programmes to achieve the objects of this Act within its local government district;
- (c) to perform the functions that are conferred on local governments by or under this Act;
- (d) to administer and enforce this Act within its local government district in accordance with the objects and principles of this Act.

Legislative Power: *Public Health Act 2016*

s21. Enforcement agency may delegate

- (1) A power or duty conferred or imposed on an enforcement agency may be delegated —
 - (b) if the enforcement agency is a local government, to —
 - (i) the chief executive officer of the local government;

Conditions attached to Delegation

s21(2) A delegation under subsection (1)(b) or (c) must be in writing.

Amendments		
Date	Details	Reference

3.7 PUBLIC HEALTH ACT 2016 – APPOINTMENTS AND DESIGNATIONS OF AUTHORISED OFFICERS

Appointment and Designation of Authorised Officers by	Chief Executive Officer
Appointees and Designated Officers	Principal Environmental health officer
Legislative Power	s17, s24, s27 and s30 Public Health Act 2016

Appointments and Designations

The Chief Executive Officer is delegated the authority of the local government in writing to appoint one or more persons as environmental health officers.

The Chief Executive Officer is delegated the authority of the local government in writing to designate the environmental health officers as authorised officers under and for the purposes of the Public Health Act 2016 to perform such duties as the local government from time to time directs and also such as are specially prescribed by any order addressed by the Chief Health Officer, Public Health to the local government.

Legislative Power: *Public Health Act 2016*

s17(1) A local government may appoint one or more persons as environmental health officers.

s24(1) An enforcement agency may designate a person or class of person as authorised officers

s24(3) An enforcement agency that is a local government may designate under subsection (1) —

- (a) an environmental health officer or environmental health officers as a class

Conditions attached to the appointment: *Public Health Act 2016*

s17(3) A local government must not appoint a person as an environmental health officer unless the person has the qualifications and experience approved by the Chief Health Officer under section 18.

s27 Each enforcement agency must prepare and maintain a list of —

- (a) the persons (if any) who are individually designated as authorised officers by the agency; and

- (b) the classes of persons (if any) who are designated as authorised officers by the agency.

s30 Certificates of authority

- (1) An enforcement agency must issue to each person who is an authorised officer by virtue of a designation by the agency a certificate of authority as an authorised officer.
- (2) The certificate of authority must —
 - (a) state that it is issued under this Act; and
 - (b) state the name of the person to whom it is issued and bear —
 - (i) a photograph or digital image of that person; and
 - (ii) the person's signature; and
 - (c) state the date, if any, on which it expires; and
 - (d) specify —
 - (i) the Acts or the provisions of the Acts for the purposes of which the person is designated as an authorised officer; and
 - (ii) any provisions of an Act that are excluded from the designation; and
 - (e) specify any conditions or restrictions to which the person's authority is subject; and
 - (f) bear the signature of the person by whom it is issued and state the capacity in which the person is acting in issuing the certificate.
- (3) An authorised officer must produce the certificate of authority —
 - (a) if asked to do so by the person in charge of any premises entered under this Act by the authorised officer; or
 - (b) if asked to do so by a person who, under this Act, is required by the authorised officer to produce anything or to answer any question.

Authorised Persons are empowered to perform the following functions:

Issue improvement notices according to s212.

s214 Before the end of the period specified in the improvement notice under section s213(2)(e), an authorised officer may, on his or her own initiative or on the application of the person given the notice, extend by written notice given to the person the period within which the person must take action in accordance with the improvement notice.

Authority for the Environmental Health/Building Officer includes the ability to sign such documents and initiate appropriate legal action on behalf of the local government when a breach of the Act and related legislation warrants such action, provided that the power to prosecute any person

is ONLY exercised with the agreement of the Chief Executive Officer.

Amendments		
Date	Details	Reference

4. DELEGATIONS FROM COUNCIL



EXECUTIVE

4.1 Acting Chief Executive Officer

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the power to approve the Deputy Chief Executive Officer to be in the position of Acting Chief Executive Officer during unscheduled or scheduled absences of the Chief Executive Officer, and for periods of up to 35 days.

Legislative Power: *Local Government Act 1995*

s5.42 Delegation of some powers and duties to CEO

s5.43 Limits on delegations to CEO

s5.44 CEO may delegate powers and duties to other employees

Statutory power being delegated

Nil

Conditions attached to Delegation

Should the Chief Executive Officer be absent for more than 35 days, the authority to appoint an Acting Chief Executive Officer shall be determined by Council.

Amendments		
Date	Details	Reference

4.2 Administer Local Laws

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42 and s5.43 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to appoint certain persons to administer the Shire of Nungarin's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the *Local Government Act 1995*.

Statutory power being delegated: *Local Government Act 1995*.

s3.18 (1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.

Conditions attached to Delegation

The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person (s9.10(2) *Local Government Act 1995*).

Amendments		
Date	Details	Reference

4.3 CERTAIN PROVISIONS ABOUT LAND

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the power to appoint any person to exercise on behalf of the Council, the powers given to it in Subdivision 2, of Division 3 of Part 3 of the Act.

Statutory power being delegated: *Local Government Act 1995.*

s3.24 The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference

4.4 DISPOSING OF PROPERTY

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority Delegation for	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to approve the disposal of property to the highest bidder at public auctions, public tenders or by private treaty, in line with the Local Government Act and Regulations as detailed.

Statutory power being delegated:

Local Government Act 1995

s3.58 Disposing of property

Local Government (Functions and General) Regulations

1996.

r 30: Dispositions of property excluded from Act s. 3.58

Conditions attached to Delegation

Limit to \$5,000 for the disposition of land in accordance with Reg 30(2)(a) and (c) of the *Local Government (Functions and General) Regulations 1996*.

Limit to \$20,000 for the disposition of property, other than land, in accordance with Reg 30(3) of the *Local Government (Functions and General) Regulations 1996*.

Amendments		
Date	Details	Reference

4.5 EXECUTION OF DOCUMENTS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42 and s5.43 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to sign documents on behalf of the local government.

Statutory power being delegated: *Local Government Act 1995*.

s9.49A(4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

Conditions attached to Delegation

The Chief Executive Officer may only sign documents where:

- The Council has authorised entering into a formal contract; or
- The Chief Executive Officer considers a formal contract is required as a part of the day to day operation of the Council; or
- A formal contract is authorised under a delegated authority of the Council.

The Chief Executive Officer has no power to sub-delegate the authority to sign documents on behalf of the local government (s5.43 (ha) of the Act).

Amendments		
Date	Details	Reference

4.6 ISSUE OF NOTICES, CAUTIONS AND INFRINGEMENTS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42 and s5.43 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to appoint persons or classes of persons to be authorised for the purpose of issuing notices, cautions and infringements relating to various Acts, Regulations and Local Laws.

Statutory power being delegated: *Local Government Act 1995*

s9.10(1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.

s9.16(1) An authorised person who has reason to believe that a person has committed a prescribed offence against a regulation or local law made under this Act may, within 28 days after the alleged offence is believed to have been committed, give an infringement notice to the alleged offender.

Conditions attached to Delegation

The local government is to issue each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person (s9.10(2) *Local Government Act 1995*).

Amendments		
Date	Details	Reference

4.7 Legal Matters

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42 and s5.43 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to appoint an employee to represent the local government in legal proceedings either generally or in a particular case.

Authority to obtain legal advice and opinions as are deemed necessary in the exercise and management of local government.

Statutory Power being delegated: *Local Government Act 1995.*

s9.10(1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.

s9.29 Representing local government in court

Conditions attached to Delegation

The Chief Executive Officer may only appoint the following people to represent local government in legal proceedings or authorise them to obtain legal advice:

- Manager Works and Services
- Shire Ranger

Legal proceedings may only be initiated with prior approval from the Chief Executive Officer.

Subject to adequate provision existing in the budget.

Amendments		
Date	Details	Reference

4.8 Limitation May Be Placed on Who Can Tender

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to seek expressions of interest for the supply of goods or services and to choose acceptable tenderers.

Statutory Power being delegated - *Local Government (Functions and General) Regulations 1996:*

r 21 Limiting who can tender, procedure for

r 23 Rejecting and accepting expressions of interest to be acceptable tenderer

Conditions attached to Delegation

Authority to reject or accept expressions of interest to be acceptable tenderers is limited by regulation 23 of the *Local Government (Functions and General) Regulations 1996*.

Amendments		
Date	Details	Reference

4.9 Making of the Decision to Invite Tenders

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s3.57 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to invite tenders.

Statutory Power being delegated:

Local Government Act 1995

s3.57 (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

s3.57 (2) Regulations may make provision about tenders.

Local Government (Functions and General) Regulations 1996.

r 17(2) The tenders register is to include, for each invitation to tender —

- (b) particulars of the making of —
 - (i) the decision to invite tenders; and
 - (ii) if applicable, the decision to seek expressions of interest under regulation 21(1);

Conditions attached to Delegation

Authority to authorise a tender to be called is subject to the allocation of funding in the budget.

Authority to authorise the decision to seek expressions of interest is subject to regulation 21(1) of the *Local Government (Functions and General) Regulations 1996*.

r21 (1) If a local government thinks that there is good reason to make a preliminary selection from amongst prospective tenderers; it may seek expressions of interest with respect to the supply of the goods or services.

Written authorisation should be prepared for the CEO's consideration. The officer seeking the tender to be called, or expression of interest, shall provide supporting information for the tender or expression of interest.

Amendments		
Date	Details	Reference



FINANCE & ADMINISTRATION

4.10 AGREEMENT AS TO PAYMENTS OF RATES AND SERVICE CHARGES

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority Delegation for	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.

Statutory power being delegated - *Local Government Act 1995*.

s6.49 A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.

Conditions attached to Delegation

Authority is subject to the arrangements agreed to on the basis that the total debt outstanding will be extinguished by 30 June the following year.

Amendments		
Date	Details	Reference

4.11 Authority to Waive Fees

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority Delegation for	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to waive or grant a concession in relation to any amount of money which is owed to the Shire of Nungarin.

Statutory power being delegated - *Local Government Act 1995.*

s6.12. Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may —

- (a) when adopting the annual budget, grant a discount or other incentive for the early Payment of any amount of money; or
- (b) waive or grant concessions in relation to any amount of money; or
- (c) write off any amount of money,

Conditions attached to Delegation

The authority to waive or grant a concession is limited to the amount of \$2,000.

The authority to waive or grant a concession does not apply to an amount of money owing in respect of rates and service charges (s6.12(2) *Local Government Act 1995*).

s6.12(2) subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

Amendments		
Date	Details	Reference

4.12 AUTHORITY TO WRITE OFF MONIES

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to write off any amount of money which is owed to the Shire of Nungarin.

Statutory power being delegated: *Local Government Act 1995*.

s6.12. Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may —

(c) write off any amount of money

Conditions attached to Delegation

The debt must not exceed \$500 for an individual;

The maximum rates write off is \$500;

All necessary measures have been taken to recover the money;

The debt has remained outstanding for not less than 90 days.

Amendments		
Date	Details	Reference

4.13 EXTENSION OF PAYMENT TIME, WAIVER OR REDUCTION OF PENALTIES, WITHDRAWAL OF INFRINGEMENT NOTICES

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42, s5.43, s5.44 and 9.10 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the power to appoint Authorised Persons to grant extensions of time to pay, waive or reduce penalties and withdraw infringement notices related to local laws.

Authority for exercise of Delegation: *Local Government Act 1995.*

s6.12(1)(b) Subject to subsection (2) and any other written law, a local government may — waive or grant concessions in relation to any amount of money;

s6.12(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

s9.10 Appointment of authorised persons

s9.11 Persons found committing breach of Act to give name on demand

Conditions attached to Delegation

Delegation is subject to an objection being received as a result of a decision being made by an Authorised Person not to withdraw an infringement and is referred to the Chief Executive Officer for determination.

The local government is to issue each Authorised Person a certificate stating that the person is an authorised person for the purposes of granting an extension of time to pay, waive or reduce penalties and withdraw infringement notices related to local laws.

Amendments		
Date	Details	Reference

4.14 GRANTS AND SUBSIDIES – APPLICATION AND ACCEPTANCE

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to apply for grants and subsidies.

The Chief Executive Officer is delegated the authority to accept grants and subsidies.

Statutory power being delegated: *Local Government Act 1995*.

s6.15 (1) A local government may receive revenue or income from various sources authorised by the act or another written law or from dealings in property or grants or gifts

Conditions attached to Delegation

All applications must be in accordance with the Council's strategic objectives.

Council approval is required prior to acceptance unless the grant or subsidy is included in the budget.

The impact on subsequent budgets must be considered prior to the acceptance of the grant or subsidy.

Amendments		
Date	Details	Reference

4.15 MUNICIPAL FUND AND TRUST FUND

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority Delegation for	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to manage the municipal and trust funds of the Council.

Where local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented to the next ordinary meeting of Council.

The Chief Executive Officer is delegated the authority to approve expenditure on goods and or services and programs/projects.

Statutory power being delegated: *Local Government Act 1995.*

s6.6 Funds to be established

- (1) A local government is to have —
 - (a) a municipal fund; and
 - (b) a trust fund.

- (2) The municipal fund is to be kept separate and distinct from the trust fund.

s6.7 Municipal fund

- (1) All money and the value of all assets received or receivable by a local government are to be held and brought to account in its municipal fund unless required by this Act or any other written law to be held in the trust fund.

- (2) Money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by this Act or any other written law.

s6.8 Expenditure from municipal fund not included in annual budget

s6.9 Trust fund

Conditions attached to Delegation

The Chief Executive Officer must ensure:

- There is appropriate internal control over expenditure including credit cards, purchasing cards and other devices by which services, goods or other benefits may be made;
- That only those properly authorised are paid and that the goods or services were provided in a satisfactory condition and standard;
- Compliance with statutory requirements; and
- Compliance with Council policy.

The extent of expenditure is limited to the amounts and requirements set out in the Purchasing Policy.

Amendments		
Date	Details	Reference

4.16 PAYMENT OF ACCOUNTS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to make payments from the municipal fund and the trust fund within budget limits.

The Chief Executive Officer is delegated the authority to develop procedures for the authorisation of and the payment of accounts.

The Chief Executive Officer is delegated the authority to develop procedures for the approval of accounts.

Statutory power being delegated - *Local Government (Financial Management) Regulations 1996.*

r 11 Payments, procedures for making etc.

Conditions attached to Delegation

Each payment is to be noted on a list compiled for each month showing:

- The payee's name;
- The amount of the payment;
- The date of the payment; and
- Sufficient information to identify the transaction.

Ensure that there is effective security for, and properly authorised use of:

- Cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services or money or other benefits may be obtained; and
- Petty cash systems.

Ensure that before payment of an account, a determination is made that:

- The relevant debt was incurred by a person who was properly authorised to do so;
- The goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard, as the case requires.

Amendments		
Date	Details	Reference

4.17 POWER TO INVEST

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to invest any monies held in the trust fund or the municipal fund that is not, for the time being, required by the local government for any other purpose, may be invested in accordance with Part III of the *Trustees Act 1962*, in association with Council's Policy.

The Chief Executive Officer is delegated the authority to establish and document internal control procedures to be followed by employees to ensure control over assets.

Statutory power being delegated - *Local Government Act 1995*.

s6.14(1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.

Conditions attached to Delegation

Investment decisions for sums greater than \$500,000 are to be made by Council.

Investments must only be made with Australian registered financial institutions including the Western Australian Treasury Corporation.

Control procedures are to enable the identification of:

- The nature and location of all investments; and
- The transactions related to each investment.

Amendments		
Date	Details	Reference

4.18 RATE RECORD

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to:

- Compile the necessary rate records as specified in the *Local Government Act 1995* ("the Act") and reassess rates payable;
- Serve rates notices in accordance with the Act;
- Enter into agreements in accordance with the Act for payment of rates and service charges;
- Determine the date that a rate or service charge becomes due and payable under the Act;
- Recover rates and service charges in accordance with the Act;
- Lodge caveats on land where the rates are in arrears and it is considered that the interests of the Council should be protected and the subsequent withdrawal of caveats once arrears of rates have been settled;
- Exercise discretion in regard to granting of any extension of time for service of objection to the rate book;
- Allow or disallow any objection to the rate record lodged and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection;
- Extend the period for receipt of a notice and to refer notices received to the land valuation tribunal.

Authority, from time to time, to amend a rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with the *Local Government Act 1995* and issue an interim rate assessment, refund or credit as a result of such an amendment.

A local government *may* amend the rate record for the five years preceding the current financial year.

Statutory power being delegated - *Local Government Act 1995*

Division 6 Rates and service charges
ss6.39 (1), 6.39(2), 6.41, 6.49, 6.50(1), 6.50(2), 6.56(1), 6.60(2), 6.60(3), 6.60(4), 6.64(3), 6.76(1), 6.76(4), 6.76(5), 6.76(6) and 6.69(3)

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference

4.19 RATES OR SERVICE CHARGES RECOVERABLE IN COURT

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority Delegation for	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to recover a rate or service charge which remains unpaid after it becomes due and payable, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.

Statutory power being delegated - *Local Government Act 1995*.

s6.56 (1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.

Conditions attached to Delegation

Authority is subject to the recovery action having been taken in accordance with Council's Policy.

Amendments		
Date	Details	Reference

4.20 RECOVERY OF IMPOUNDING EXPENSES

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority Delegation for	s5.42, s5.43 and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to recover, from a convicted offender expenses incurred by the local government in removing, impounding and disposing of goods, which have been removed and impounded under s3.39 of the *Local Government Act 1995*.

Statutory power being delegated - *Local Government Act 1995*.

s3.48 If goods are removed and impounded under section 3.39 and the alleged offender is convicted, the local government may, by action in a court of competent jurisdiction, recover from the alleged offender

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference



DEVELOPMENT

4.21 BUILDING ACT 2011 – BUILDING AND DEMOLITION PERMITS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s127(1) Building Act 2011

Delegation

The Chief Executive Officer is delegated the power to perform the following functions:

1. Refer an uncertified application to a building surveyor [in circumstances set out in s.17(1)].
2. Require the applicant to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.18(1)].
3. Refuse to consider an application [s.18(2)].
4. Grant a building permit [ss.20 and 23].
5. Refuse to grant a building permit [ss.20 and 23, including in the circumstances in ss.22(1) and (2)].
6. Grant a demolition permit [ss.21 and 23].
7. Refuse to grant a demolition permit [ss.21 and 23, including in the circumstances in ss.22(1) and (2)].
8. Refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in ss.23(1) and (2) [s.23(4)].
9. Record the grounds on which a decision to refuse to grant a building permit or demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24].
10. Impose conditions on the grant of a permit in addition to any provided for in the Regulations, including specifying the way in which an outward facing side of a particular close wall must be finished [ss.27(1) and 88(3)].
11. Add, vary or revoke conditions imposed on a permit before the building work or demolition work is completed [s.27(3)].
12. Refuse to accept an application to extend the time during which a permit has effect made after the expiry day for the permit [r.23(3)].
13. Extend the time during which a permit has effect and impose conditions on the extended permits [s.32, rr.24(1) and (2)].
14. Refuse to extend the time during which a permit has effect [r.24(1)].

15. Approve a new person to be named as the builder on the building permit and amend the details set out in the permit accordingly [r.26(3) and (4)].
16. Approve a new person to be named as the demolition contractor on the demolition permit and amend the details set out in the permit accordingly [r.26(3) and (4)].

Statutory power being delegated - *Building Act 2011.*

s18 (1) A permit authority to which an application is made may require the applicant to give the permit authority, within a specified time of not more than 21 days, any document or information that it requires to determine the application and may require the applicant to verify the information by statutory declaration.

s20 (1) (a) A permit authority to which a certified application or an uncertified application is made must grant the building permit if it is satisfied — that the applicant has complied with section 16;

s21 (1) (a) The permit authority to which an application for a demolition permit is made must grant the demolition permit if it is satisfied — that the applicant has complied with section 16;

s27(1) A permit authority may impose conditions on the grant of a building permit or demolition permit in addition to any provided for in the regulations.

s127 (1) . A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.

Building Regulations 2012.

r23 Application to extend time during which permit has effect
(s. 32)

r24 Extension of time during which permit has effect (s. 32(3))

r26 Approval of new responsible person (s. 35(c))

Conditions attached to delegation

Authority to delegate is limited by s127 *Building Act 2011.*

s127 (6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section but in the case of such a power or duty —

- (a) the CEO's power under this subsection to delegate the exercise of that power or the discharge of that duty; and
 (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions, qualifications, limitations or exceptions imposed by the local government on its delegation to the CEO.

Records of determinations made under delegation to be kept on appropriate file or register.

Amendments		
Date	Details	Reference

4.22 BUILDING ACT 2011 – BUILDING INFORMATION

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s127(1) Building Act 2011

Delegation

The Chief Executive Officer is delegated the power to perform the following functions:

1. Keep a register of all building permits, demolition permits, occupancy permits and building approval certificates granted by it, and all building orders made by it, in an approved manner and form [s.128(1), (2)].
2. Amend the register to reflect the variation or revocation of a condition of, or any other change reflecting to that effect of, a building permit, a demolition permit, an occupancy permit, a building approval certificate or a building order resulting from a decision of the permit authority or information given to the permit authority [s.128(3)].
3. Make the register available for inspection by members of the public during normal office hours [s.129(1)].

4. On application by any person and on payment of the prescribed fee, if any, provide to the person a copy of a building permit, a demolition permit, an occupancy permit, a building approval certificate or a building order that is kept in the register [s.129(2)].
5. Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure that is the subject of -
 - a. An application for a building permit or demolition permit, or
 - b. An application of a kind mentioned in Part 4 Division 2; or
 - c. An inspection of a prescribed kind [s.130].
6. Allow an interested person to inspect a building record and provide to the interested person a copy of the building record [s.131(2)].
7. Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the *Financial Management Act 2006* Part 5 by the accountable authority [s.132(1)] and provide a record or information requested by the Building Commissioner [s.132(3), r.14].

Statutory Power Being Delegated - *Building Act 2011*.

s110 Building orders

s 117 Revocation of building order

s 118 Permit authority may give effect to building order if non-compliance

Conditions attached to Delegation

Authority to delegate is limited by s127 *Building Act 2011*.

Records of determinations made under delegation to be kept on appropriate file or register.

Amendments		
Date	Details	Reference

4.23 BUILDING ACT 2011 – BUILDING ORDERS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s127(1) Building Act 2011

Delegation

The Chief Executive Officer is delegated the power to perform the following functions:

Make an order in respect of one or more of the following –

1. Particular building work;
 - a. Particular demolition work;
 - b. A particular building or incidental structure, whether completed before or after commencement day [s.110(1)].
 - c. Specify the way in which an outward facing side of a particular close wall must be finished [s.88(3)].
2. Before making a building order, give each person to whom the order is proposed to be directed written notice of the terms of the proposed order and reasons for it and advise each person of time in which they may make submissions and consider each submission received [s.111(1)].
3. Serve a copy of the order on each person to whom the order is directed in accordance with s.76 of the *Interpretation Act 1994* [s.1114(1)].
4. Revoke a building order at any time [s.117(1)].
5. Decide whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s.112(3)(c) [s.117(2)].
6. Cause an authorised person to – Take any action specified in the order; or
 - a. To commence or complete any work specified in the order; or
 - b. If any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease [s.118(2)].
 - c. Recover as a debt from a person who has been served with a copy of a building order the

reasonable costs and expenses incurred in doing anything under s.118(2) [s.118(3)].

Statutory Power Being Delegated - *Building Act 2011*.

s110 Building orders
s117 Revocation of building order
s118 Permit authority may give effect to building order if non-compliance

Conditions attached to Delegation

Authority to delegate is limited by s127 *Building Act 2011*.

Records of determinations made under delegation to be kept on appropriate file or register.

Amendments		
Date	Details	Reference

4.24 Building Act 2011 – Enforcement – Authorised Persons

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s127(1) Building Act 2011

Delegation

The Chief Executive Officer is delegated the authority to perform the following functions:

1. Designate a person employed by the local government. According to s.96 (3) of the Building Act., a local government may, by instrument in writing, designate a person employed by the local government under the Local Government Act 1995 section 5.36, as an authorised person for the purposes of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government
2. Revoke a designation at any time [s.96(6)]
3. Limit the powers of an authorised person by imposing conditions on a person's instrument of designation or by written notice and at any time revoke or vary such condition or notice [s.99(2)(3)].
4. Give an identity card to each person designated by it as an authorised person [s.97]
5. Cause an authorised person to –
 - a. Take any action specified in the order; or
 - b. To commence or complete any work specified in the order; or
 - c. If any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease [s.118(2)].
6. Recover as a debt from a person who has been served with a copy of a building order the reasonable costs and expenses incurred in doing anything under s.118(2) [s.118(3)].

Statutory power being delegated - *Building Act 2011.*

s96 Authorised Persons

s99 Limitation on powers of authorised person

Conditions attached to Delegation

Authority to delegate is limited by s127 *Building Act 2011.*

Records of determinations made under delegation to be kept on appropriate file or register.

Amendments		
Date	Details	Reference

4.25 BUILDING ACT 2011 – INFRINGEMENT NOTICES

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s127(1) Building Act 2011

Delegation

The Chief Executive Officer is delegated the power to appoint certain persons as Authorised Officers to issue infringement notices and/or extend the period for payment of, or the withdrawal of infringement notices, under the *Building Act 2011* and *Building Regulations 2012*.

Statutory power being delegated - *Building Regulations 2012*.

Regulation 70 (2) Building Regulations 2012 – a permit authority that is a local government may, in writing, appoint to be an authorised officer for the purposes of the Criminal Procedure Act 2004 section 6(b) a person appointed under the Local Government Act 1995 section 9.10(1) and authorised for the purpose of performing functions under section 9.16 of that Act.

Conditions attached to delegation

Authorised persons to issue infringement notices:

- Chief Executive Officer

Withdrawal of infringement notices:

- Only the Chief Executive Officer may withdraw infringement notices.

Authority to delegate is limited by s127 *Building Act 2011*.

Records of determinations made under delegation to be kept on appropriate file or register.

Amendments		
Date	Details	Reference

4.26 BUILDING ACT 2011 – OCCUPANCY PERMITS AND BUILDING APPROVAL CERTIFICATES

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s127(1) Building Act 2011

Delegation

The Chief Executive Officer is delegated the power to perform the following functions:

1. Requires the applicant of an occupancy permit or building approval certificate to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.55(1)].
2. Refuse to consider an application [s.55(2)].
3. Grant or modify the occupancy permit or grant the building approval certificate [ss.58(1) and 59].
4. Refuse to grant or modify the occupancy permit or grant the building approval certificate [including in the circumstances set out in ss.58(2) and (3)].
5. Record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60].
6. Impose conditions on the occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s.62(1)].
7. Add, vary or revoke conditions while the occupancy permit or building approval certificate has effect [s.62(3)].
8. Give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s.62(4) and (5)].
9. Extend the period in which the occupancy permit or modification or the building approval certificate has effect [s.65(4)].

10. Refuse to extend the time during which an occupancy permit or a building approval certificate has effect or extend the permit or certificate for shorter period than requested by the applicant and, if so, record the grounds on which a decision is based and the reasons for the decision, and give written notice of the decision together with those grounds and reasons, and the person's right of review [s.65, r.40(5)]
11. Refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40(2)].

Statutory Power Being Delegated

Building Act 2011.

s55 Further information

s58 Grant of occupancy permit, building approval certificate

s62 Conditions imposed by permit authority

s65 Extension of period of duration

Building Regulations 2012.

r40 Extension of period of duration of time limited occupancy permit or building approval certificate (s. 65)

Conditions attached to Delegation

Authority to delegate is limited by s127 *Building Act 2011.*

Records of determinations made under delegation to be kept on appropriate file or register.

Amendments		
Date	Details	Reference

4.27 BUILDING ACT 2011 – PRIVATE SWIMMING POOLS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s127(1) Building Act 2011

Delegation

The Chief Executive Officer is delegated the power to:

1. Approve alternative requirements to r.50(4)(b) if satisfied that the alternative requirements will restrict access by young children to the swimming pool as effectively as if there were compliance with Australian Standard AS 1926.1 [r.51(2)].
2. Approve a door for the purposes of r.50(4)(c)(ii) if the door is in accordance with the requirements of Australian Standard AS 1926.1 and the conditions in r.51(3) are satisfied [r.51(3)].
3. Arrange for an authorised person to inspect the enclosures of private swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in rr.50 and 52 the Regulations are complied with [rr.50, 52 and 53(1)].

2012 Statutory Power Being Delegated - *Building Regulations*

r51 Approvals by permit authority

r53. Inspection of barrier to private swimming pool

Conditions attached to Delegation

Authority to delegate is limited by s127 *Building Act 2011*.

Records of determinations made under delegation to be kept on appropriate file or register.

Amendments		
Date	Details	Reference

4.28 BUILDING ACT 2011 – SMOKE ALARMS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s127(1) Building Act 2011

Delegation

The Chief Executive Officer is delegated the authority to approve the use, in a dwelling or in part of the dwelling, of a battery powered smoke alarm and to give approval in relation to an alarm that was installed before the approval is to be given [r.60(1) and (2)].

Statutory Power Being Delegated - *Building Regulations 2012*.

r61 Local government approval of battery powered smoke alarms

Conditions attached to Delegation

Authority to delegate is limited by s127 *Building Act 2011*.

Records of determinations made under delegation to be kept on appropriate file or register.

Amendments		
Date	Details	Reference

4.29 BUILDING PERMIT FEES – REFUNDS AND EXEMPTIONS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s127(1) Building Act 2011

Delegation

The Chief Executive Officer is delegated the authority to determine applications for the refund of building permit fees where a building project is abandoned after issue of the permit.

The Chief Executive Officer is delegated the authority to determine any applications from sporting, charitable or community organisations for exemption from payment of any building permit fees.

Authority for exercise of Delegation - *Local Government Act 1995.*

s6.12(1) Subject to subsection (2) and any other written law, a local government may_

(b) waive or grant concessions in relation to any amount of money or

(c) write off any amount of money

6.12(3) The grant of a concession under subsection (1)(b) maybe subject to any conditions determined by the local government

Conditions attached to Delegation

Any refund shall not exceed 50% of the fee paid and no refund is to be made when the project is abandoned after the expiry of 12 months from the date of issue of the permit.

Refund provisions only relate to that part of the fee retained by Council and not to any other part collected on behalf of a State Government agency including the Builder's Registration Board levy that commenced on 1 August 2001.

Amendments		
Date	Details	Reference

4.30 PLANNING AND DEVELOPMENT ACT 2005

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s142 Planning and Development Act 2005

Delegation

The Chief Executive Officer is delegated the authority to object to or make recommendations in response to a plan of subdivision which, in the opinion of the Western Australian Planning Commission, may affect the functions of a local government, pursuant to Section 142 of the *Planning and Development Act 2005*. This function will include:

- The setting of standards for the satisfaction of conditions;
- Advising that conditions have been satisfied;
- The acceptance and release of performance bonds.

For the purpose of the above powers of delegation, vacant lot strata and survey strata applications shall be regarded as subdivision.

Statutory Power being Delegated - *Planning and Development Act 2005*.

Part 10 Subdivision and development control

Conditions attached to Delegation

Power is delegated to the Chief Executive Officer subject to any objection to, or recommendation on, any application for subdivision which is not consistent with adopted Council Policy being referred to Council for determination.

Amendments		
Date	Details	Reference

4.31 ADMINISTRATION OF LOCAL PLANNING SCHEME

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority Delegation for	

To be developed on gazettal of Local Planning Scheme

Amendments		
Date	Details	Reference

4.32 FOOD ACT 2008 – APPOINTMENT OF AUTHORISED PERSONS AND DESIGNATED OFFICERS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s118 Food Act 2008, Food Regulations 2009

Delegation

The Chief Executive Officer is delegated the authority to appoint a person to be an authorised person for the purposes of the *Food Act 2008*.

The Chief Executive Officer is delegated the authority to appoint a person to be a Designated Officer for the purposes of the *Food Act 2008*.

Statutory power being delegated - *Food Act 2008*.

s38 Entry, inspection and seizure

s62 Issuing of Improvement Notices

s122 Appointment of authorised officers

s126 (2) Issuing of Infringement notices

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference

4.33 FOOD ACT 2008 – PROHIBITION ORDERS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s118 Food Act 2008, Food Regulations 2009

Delegation

The Chief Executive Officer is delegated the authority to:

1. Serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the *Food Act 2008*.
2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices.
3. Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection.

Statutory power being delegated - *Food Act 2008*.

s65 Prohibition order

s66 Certificate of clearance to be given in certain circumstances

s67(4) The CEO or other enforcement agency must give written notification to the proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection under this section or section 66.

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference

4.34 FOOD ACT 2008 – PROSECUTIONS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority Delegation for	s118 Food Act 2008, Food Regulations 2009

Delegation

The Chief Executive Officer is delegated the authority to institute proceedings for an offence under the *Food Act 2008*.

Statutory power being delegated - *Food Act 2008*.

s125 Institution of proceedings

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference

4.35 FOOD ACT 2008 – REGISTRATION OF FOOD BUSINESS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s118 Food Act 2008, Food Regulations 2009

Delegation

The Chief Executive Officer is delegated the authority to:

1. Register a food business in respect of any premises for the purposes of Part 9 of the *Food Act 2008* and issue a certificate of registration.
2. After considering an application, determine to grant (with or without conditions) or refuse the application.
3. Vary the conditions or cancel the registration of a food business in respect of any premises under Part 9 of the *Food Act 2008*.

Statutory power being delegated - *Food Act 2008*.

s110 (1) The appropriate enforcement agency may register a food business in respect of any premises for the purposes of this Part.

s110 (5) The appropriate enforcement agency may, after considering an application for registration —
 (a) grant the application, with or without conditions; or
 (b) refuse the application.

s112 Variation of conditions or cancellation of registration of food businesses

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference



WORKS & SERVICES

4.36 BUSH FIRES ACT 1954 – POWERS AND DUTIES

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s48 Bush Fires Act 1954

Delegation

The Chief Executive Officer is delegated the authority to exercise the powers and duties of a local government, and to administer and enforce the provisions of the *Bush Fires Act 1954*.

Authority for exercise of Delegation - *Bush Fires Act 1954*.

(s48(1) A local government may, in writing, delegate to its Chief Executive Officer the performance of any of its functions under this Act

Conditions attached to Delegation

A delegation under this section does not include the power to sub-delegate (s48(3) *Bush Fires Act 1954*).

Amendments		
Date	Details	Reference

4.37 BUSH FIRES ACT 1954 – PROHIBITED AND RESTRICTED BURNING TIMES

Delegation From	Council
Delegation To	Shire President Chief Bush Fire Control Officer Chief Executive Officer
Legislative Authority for Delegation	s17(10) Bush Fires Act 1954

Delegation

The Chief Executive Officer is delegated the authority to vary the prohibited and restricted burning times, in accordance with ss17(7) and (8) and s18(5) of the *Bush Fires Act 1954*, regarding:

- Shortening, extending, suspending or reimposing a period of prohibited or restricted burning times; or
- Imposing a further period of prohibited burning times.

Authority for exercise of Delegation - *Bush Fires Act 1954*.

s17(10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8). of this Act

Conditions attached to Delegation

Decisions under this delegation must be a decision made jointly between the delegates.

Amendments		
Date	Details	Reference

4.38 BUSH FIRES ACT 1954 – PROSECUTIONS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s59(3) Bush Fires Act 1954

Delegation

The Chief Executive Officer is delegated the authority to consider allegations of offences alleged to have been committed under the *Bush Fires Act 1954*, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences, and to pay out of its funds any costs and expenses incurred in or about the proceedings.

Authority for exercise of Delegation - *Bush Fires Act 1954*.

s59(3) A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer to consider allegations of offences alleged to have been committed against this Act in the district of the local government.

Conditions attached to Delegation

Only the Chief Executive Officer or Shire President may withdraw an infringement notice r4(a) of the *Bush Fires (Infringements) Regulations 1978*.

Amendments		
Date	Details	Reference

4.39 CAT ACT 2011 - DELEGATIONS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s44 and s45 Cat Act 2011

Delegation

The Chief Executive Officer is delegated the authority of the local government to administer its local laws and do all other things that are necessary or convenient to be done for or in connection with performing its functions under the Cat Act 2011.

Legislative Power - *Cat Act 2011*

s42 A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.

s44(1) *Cat Act 2011*: The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

s45 **Delegation of power of administration:** delegation by CEO:

The Chief Executive Officer delegates the authority of the local government to administer its local laws and do all other things that are necessary or convenient to be done for, or in connection with, performing its function under the Cat Act 2011.

s45 A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act.

Delegation of power for all purposes under the *Cat Act 2011* and *Cat Regulations 2012*, including the registration of cats under Section 9 of the *Cat Act 2011*, excluding the giving or withdrawing of infringement notices under Sections 62, 64 and 65 of the *Cat Act 2011* to the following officers:

- Senior Finance and Administration Officer
- Finance and Administration Officer

Delegation of power by the CEO for all purposes under the Cat Act 2011 and Cat Regulations 2012, including the registration of cats under section 9 of the Cat Act 2011 including the issue of infringement notices but excluding the withdrawal of infringement notices to the following:

- Shire Ranger

Delegation of power by the Chief Executive Officer to withdraw an infringement notice under section 62 of the Cat Act 2011 to the following officers:

- Nil

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference

4.40 DISPOSING OF CONFISCATED OR UNCOLLECTED GOODS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority Delegation for	s5.42, s5.43, and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to sell or otherwise dispose of any goods which have not been collected in accordance with a notice given, as per s3.47 *Local Government Act 1995* however, where the value of any tender exceeds \$1500 the tender is to be determined by Council.

Statutory power being delegated - *Local Government Act 1995.*

s 3.47 Confiscated or uncollected goods, disposal of

s3.47A Sick or injured animal, disposal of

Conditions attached to Delegation

Tenders exceeding the amount of \$1500 are to be determined by Council.

Amendments		
Date	Details	Reference

4.41 ENTRY TO PROPERTY

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority Delegation for	s5.42, s5.43, and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority, in an emergency, to lawfully enter any land, premises or thing immediately and without notice and perform any of its functions as it considers appropriate to deal with the emergency as determined by the Chief Executive Officer.

Authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land.

Statutory power being delegated - *Local Government Act 1995*.

s3.31(2) Except in an emergency or if the entry is authorised by the warrant of a justice, entry by or on behalf of a local government on to any land, premises or thing is not lawful unless —

- (a) the consent of the owner or occupier has been obtained; or
- (b) notice has been given under section 3.32.

s3.34(1) In an emergency a local government may lawfully enter any land, premises or thing immediately and without notice and perform any of its functions as it considers appropriate to deal with the emergency.

s3.36(3) If this section applies and it is not practicable to enter land that is fenced through the existing and usual openings in the fence, the local government may, on giving 3 days' notice in writing to the owner or occupier of the land that it intends to do so, open the fence.

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference

4.41 IMPOUNDED NON-PERISHABLE GOODS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority Delegation for	s5.42, s5.43, and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to either institute proceedings or give a notice stating where goods may be collected from, when any non-perishable goods have been removed and impounded under s3.39 of the *Local Government Act 1995*.

Statutory power being delegated - *Local Government Act 1995*.

s3.42 Impounded non-perishable goods

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference

4.42 NOTICE TO COLLECT GOODS IF NOT CONFISCATED

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority Delegation for	s5.42, s5.43, and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the authority to, give the alleged offender notice that the goods may be collected from a place specified during such hours as are specified:

- where non-perishable goods have been removed and impounded and a prosecution is instituted, but the alleged offender is not convicted; or
- is convicted but the court does not order that the goods be confiscated.

Statutory power being delegated - *Local Government Act 1995.*

s3.44 Notice to collect goods if not confiscated

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference

4.43 POWER TO REMOVE AND IMPOUND GOODS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.42, s5.43, and s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated the power to authorise an employee to remove and impound goods from a public place if the goods present a hazard to public safety or they obstruct the lawful use of any place or otherwise are involved in a contravention that can lead to impounding.

Statutory power being delegated - *Local Government Act 1995*.

s3.39(1) An employee authorised by a local government for the purpose may remove and impound any goods that are involved in a contravention that can lead to impounding.

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference

4.44 ROAD TRAIN AND EXTRA MASS PERMITS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated authority to determine any application recommending approval or refusal, with or without conditions, for referral to Main Roads WA to use road trains and for extra mass permits on any local road within the district.

Statutory power being delegated

Nil

Conditions attached to Delegation

Nil

Amendments		
Date	Details	Reference

4.45 TEMPORARY ROAD CLOSURES

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated authority to give the necessary notices and take all appropriate actions to temporarily close any thoroughfares for any period not exceeding 4 weeks.

Statutory power being delegated: *Local Government Act 1995.*

s3.50 Closing certain thoroughfares to vehicles

s3.50A Partial closure of thoroughfare for repairs or maintenance

Conditions attached to Delegation

- Any proposal to close a thoroughfare for longer than 4 weeks must be referred to Council.
- The permanent closure of thoroughfares is to be referred to Council.
- Roads shall only be temporarily closed for major infrastructure works, services and land developments. However, where it is likely to have a significant adverse effect on users, public notice should be given.
- All notices and advertisements are to clearly demonstrate that Council is not committed to the closure proposal, but is simply wanting comment to assist in determining whether to proceed with the closure or not.

Amendments		
Date	Details	Reference

4.46 TRAFFIC REGULATORY AND OTHER SIGNS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s5.44 Local Government Act 1995

Delegation

The Chief Executive Officer is delegated authority to make applications to Main Roads WA for approval to install stop and give way signs at such places as warranted and on receipt of the necessary approval to the appropriate signs erected in accordance with the approval.

Authority to arrange installation of “School Bus Stop” signs and other traffic regulatory signs as may be necessary.

Authority to erect street name signs and approved direction signs.

Authority for exercise of Delegation

Nil

Conditions attached to Delegation

Ensure that Council Policies are adhered to.

Amendments		
Date	Details	Reference

4.47 GRAFFITI VANDALISM ACT 2016 - DELEGATIONS

Delegation From	Council
Delegation To	Chief Executive Officer
Legislative Authority for Delegation	s16(1), s17(1) Graffiti Vandalism Act 2016

Delegation

The Chief Executive Officer is delegated the authority of the local government to deal with graffiti offences.

The Chief Executive Officer is delegated authority to appoint authorised officers that issue notices to offenders instructing them to remove graffiti. Local government officers are also authorised to enter properties under warrant to remove graffiti themselves. Authority to appoint authorised officers is in accordance with the Local Government Act 1995 s 9.10.

Legislative Power:

Graffiti Vandalism Act 2016

s16(1) The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Part.

s17(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Part other than this power of delegation.

Local Government Act 1995:

s9.10(1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.

Authorised persons to issue infringement notices:

s18(2) A local government may give a notice in writing to a person who is the owner of property or the occupier of a place on which graffiti described in subsection (1) is applied, requiring the person to ensure that the graffiti is obliterated in a manner acceptable to the local government within a time set out in the notice.

The following are authorised officers to issue infringement notices excluding the withdrawal of infringement notices.

- Deputy Chief Executive Officer/Works Manager

Authorised persons to withdraw infringement notices:

- Chief Executive Officer

Conditions attached to delegation:

Local Government Act 1995

s9.10(2) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.

Amendments		
Date	Details	Reference



Appendix 8.5.2A
ACCOUNTS PAID-
NOVEMBER 2020

SHIRE OF NUNGARIN

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT2215	03/11/2020	BOC GASES		40.51
INV	29/10/2020	Container Service Pool 28/09/2020 - 28/10/2020	40.51	
EFT2216	03/11/2020	RON BATEMAN & CO		135.20
INV 320167	28/10/2020	Various parts RV Dump point	135.20	
EFT2217	03/11/2020	ROSS'S DIESEL SERVICE		37.35
INV 94340	28/10/2020	Various tools	37.35	
EFT2218	03/11/2020	SIGMA CHEMICALS		4.29
INV 458398	13/11/2019	Credit Note for Drums & Pallet Returns - Pool	-1,284.80	
INV	26/10/2020	Assorted Chemicals - Pool	1,289.09	
EFT2219	03/11/2020	WESTRAC Pty Ltd		29.30
INV	28/10/2020	4x Keys	29.30	
EFT2220	03/11/2020	PERFECT COMPUTER SOLUTIONS		212.50
INV 26005	29/10/2020	Month monitoring fee - October 20	212.50	
EFT2221	03/11/2020	Great Eastern Freightlines		1,023.00
INV	27/10/2020	Freight on sand for oval	1,023.00	
EFT2222	03/11/2020	SHIRE OF BRUCE ROCK		4,290.00
INV 10754	27/10/2020	Machinery Hire for regional roads - Nungarin North rd	4,290.00	
EFT2223	03/11/2020	Nungarin Community Resource Centre		11.25
INV	27/10/2020	1x International Stamp	2.30	
INV	29/10/2020	Postage on library book	8.95	
EFT2224	03/11/2020	Eastern Wheatbelt Biosecurity Group Inc		110.00
INV	26/10/2020	EWBG Membership 2020/21	110.00	
EFT2225	03/11/2020	MARKETFORCE PTY LIMITED		335.41
INV 35719	26/10/2020	Ad for Tenders - Unit A & B Lot 48 First Ave 28/10/20	335.41	
EFT2226	03/11/2020	Wheatbelt Liquid Waste		3,630.00
INV 1508	27/10/2020	Pump out of black water - Grangarin	1,210.00	
INV 1510	29/10/2020	Pump out of black water - Grangarin	1,210.00	
INV 1513	30/10/2020	Pump out of black water - Grangarin	1,210.00	
EFT2227	03/11/2020	Wheatbelt Refrigeration & Air-Conditioning		2,252.36
INV	27/10/2020	Carry out AC Maintenance for air conditioner	2,252.36	
EFT2228	03/11/2020	Walker Electrical Contractors		1,101.05
INV	26/10/2020	Wire new Hot Water System for office kitchen	566.50	
INV	26/10/2020	Installed powerpoint for new auto locks, cut man hole	534.55	
EFT2229	03/11/2020	Vanessa May Seward		617.42
INV	25/10/2020	Reimbursement for travel and meals for transport training	617.42	

SHIRE OF NUNGARIN

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT2230	03/11/2020	Innaloo Quest		900.00
INV 8837	30/10/2020	Accommodation and parking for Transport Training	900.00	
EFT2231	03/11/2020	Frigmac Pty Ltd		1,040.93
INV	26/10/2020	New Water Bubbler/Cooler	968.00	
INV	27/10/2020	Water Bubbler/Cooler Parts	72.93	
EFT2232	03/11/2020	RON BATEMAN & CO		19.47
INV 320299	02/11/2020	Various parts - Pool	19.47	
EFT2233	03/11/2020	METAL ARTWORK CREATIONS		66.22
INV 79788	02/11/2020	Desk name plaque and name badge CEO	66.22	
EFT2234	03/11/2020	Wheatbelt Liquid Waste		1,738.00
INV 1514	03/11/2020	Pump out of black water - Grangarin	1,738.00	
EFT2235	03/11/2020	Michael Stewart Security Services		78.00
INV 1288	01/11/2020	Security Monitoring October 20 - Shire Offices		
INV 1287	01/11/2020	Security Monitoring October 20 - Rec Centre	39.00	
EFT2236	09/11/2020	GARY CHARLES COUMBE		183.34
INV	21/10/2020	Sitting Fee October Council Meeting - Gary Coumbe	100.00	
INV	21/10/2020	Deputy Presidents Allowance - Gary Coumbe	83.34	
EFT2237	09/11/2020	O'CONNELL, RENIRA EILEEN		100.00
INV	21/10/2020	Sitting Fee October Council Meeting - Eileen O'Connell	100.00	
EFT2238	09/11/2020	KERRY LORELLE DAYMAN		118.72
INV	21/10/2020	Travel Allow 24km @ .78 - Kerry Dayman	18.72	
INV	21/10/2020	Sitting Fee October Council Meeting - Kerry Dayman	100.00	
EFT2239	09/11/2020	Pippa de Lacy		714.95
INV	21/10/2020	Travel Allow 335.4km @ .78 - Pippa de Lacy	261.61	
INV	21/10/2020	Sitting Fee October Council Meeting - Pippa de Lacy	120.00	
INV	21/10/2020	Presidents Allowance - Pippa de Lacy	333.34	
EFT2240	09/11/2020	Jason Davis		100.00
INV	21/10/2020	Sitting Fee October Council Meeting - Jason Davis	100.00	
EFT2241	09/11/2020	Bill Lee		100.00
INV	21/10/2020	Sitting Fee October Council Meeting - Bill Lee	100.00	
EFT2242	09/11/2020	Roman Vincent Mizia		100.00
INV	21/10/2020	Sitting Fee October Council Meeting - Ray Mizia	100.00	
EFT2243	10/11/2020	AUSTRALIAN TAXATION OFFICE		9,467.00
INV PAYG	31/10/2020	Payg Withheld October 20	9,467.00	
EFT2244	11/11/2020	TWO DOGS HOME HARDWARE		121.90

INV 977340	09/11/2020	Blade replacement	94.92	
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SHIRE OF NUNGARIN

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
INV 977573	10/11/2020	TWO DOGS HOME HARDWARE Antislip Tape pool stairs	26.98	
EFT2245	11/11/2020	RON BATEMAN & CO		81.53
INV 320502	06/11/2020	Main Street Irrigation	81.53	
EFT2246	11/11/2020	MERREDIN TELEPHONE SERVICES		530.20
INV	11/11/2020	Cable Location at oval as requested - REC Centre	530.20	
EFT2247	11/11/2020	SUNNY SIGN COMPANY		983.40
INV 445182	09/11/2020	New Pavillion Sign	983.40	
EFT2248	11/11/2020	ROYAL LIFE SAVING (WA BRANCH)		329.50
INV 18685	05/11/2020	Uniforms - Pool Manager	329.50	
EFT2249	11/11/2020	AIT SPECIALISTS PTY LTD		125.84
INV 11930	10/11/2020	Fuel Tax Credits 1/10/20 - 31/10/20	125.84	
EFT2250	11/11/2020	MERREDIN RURAL SUPPLIES		589.02
INV	10/11/2020	5 Work Shirts - Cameron	295.02	
INV	10/11/2020	3x Work Pants, 3x Work Shirts - Peter	294.00	
EFT2251	11/11/2020	Nungarin Community Resource Centre		12.20
INV	06/11/2020	Postage on Library Book	12.20	
EFT2252	11/11/2020	Wheatbelt Liquid Waste		2,134.00
INV 1523	06/11/2020	Pump out of black water - Grangarin	1,210.00	
INV 1527	10/11/2020	Pump out of black water - Rec Centre	924.00	
EFT2253	11/11/2020	Beryl Harmer		625.00
INV	03/11/2020	Catering - Seniors Day Melbourne Cup Luncheon	625.00	
EFT2254	11/11/2020	AVON WASTE		1,497.12
INV	31/10/2020	Rubbish Service October 2020	1,497.12	
EFT2255	11/11/2020	SUNNY SIGN COMPANY		836.00
INV 444180	23/10/2020	Rural Roads Sign	836.00	
EFT2256	11/11/2020	MERREDIN CARR CARE		345.16
INV	14/10/2020	Carried Out 100,000km Service - 0NA	345.16	
EFT2257	11/11/2020	Great Southern Fuel Supplies		4,235.35
INV	15/10/2020	Adblue - Mitzi Truck	330.95	
INV	19/10/2020	Bulk Diesel 3500 ltr	3,874.68	
INV CA	31/10/2020	CA Commissions October	-222.55	
INV NA34	31/10/2020	Fuel for October - NA34	125.79	
INV NA1240	31/10/2020	Fuel For October - NA1240	126.48	
EFT2258	11/11/2020	Wegners Rural		619.39
INV 81293	02/10/2020	45kg Gas Bottle - Rec Centre	140.00	
INV 81696	05/10/2020	Weekly Newspaper	2.90	

SHIRE OF NUNGARIN

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Wegners Rural		
INV 81893	09/10/2020	Curtin University Students Lunches - Mangowine	248.90	
INV 82049	14/10/2020	Weekly Newspaper	1.70	
INV 82301	21/10/2020	Food for Skeleton Weed AGM	99.00	
INV 82311	21/10/2020	Weekly Newspaper	1.70	
INV 82312	21/10/2020	Lollies Council Meeting	24.49	
INV 82405	23/10/2020	Councillors Training	99.00	
INV 82559	28/10/2020	Weekly Newspaper	1.70	
EFT2259	11/11/2020	McLeods Barristers and Solicitors		368.91
INV	30/10/2020	Rate Recovery - 19 First Avenue, Nungarin	368.91	
EFT2260	11/11/2020	Allwest Equipment Hire		354.81
INV	30/10/2020	Hire Mitsubishi Triton Dual Cab 27/10/20 - 31/10/20 Skeleton Weed	354.81	
EFT2261	20/11/2020	BAKER, ALISON GAIL		80.00
INV	17/10/2020	Remeberance Day Wreath	80.00	
EFT2262	20/11/2020	SIGMA CHEMICALS		383.90
INV	12/11/2020	Chemicals - Pool	383.90	
EFT2263	20/11/2020	SHIRE OF TRAYNING		285.58
INV	31/10/2020	Reimbursement - Doctors Vehicle Expenses - October	285.58	
EFT2264	20/11/2020	SHIRE OF GOOMALLING		3,850.00
INV	05/11/2020	Annual Contributions to Pioneer Pathway 20/21	3,850.00	
EFT2265	20/11/2020	Great Eastern Freightlines		261.24
INV	15/11/2020	Freight on Pool Chemicals	261.24	
EFT2266	20/11/2020	DX Print Group Pty Ltd		220.00
INV	10/11/2020	Business Cards - Long/de Lacy	220.00	
EFT2267	20/11/2020	Central East Aged Care Alliance (Inc.)		22,000.00
INV	17/11/2020	Annual Subscription 20/21 - Shire of Nungarin	22,000.00	
EFT2268	20/11/2020	Wheatbelt Liquid Waste		1,210.00
INV 1530	14/11/2020	Pump out of black water - Grangarin	1,210.00	
EFT2269	20/11/2020	Wheatbelt Office & Business Machines		455.57
INV 210631	17/11/2020	Meter Reading 2/10/20 - 17/11/20 - Copier Office	455.57	
EFT2270	20/11/2020	Chittering Pest & Weed		4,842.20
INV	12/11/2020	Annual Pest Control - Rec Centre	4,842.20	
EFT2271	20/11/2020	Walker Electrical Contractors		2,218.37
INV	12/11/2020	Disconnect oval lights for retic trenching	370.70	
INV	12/11/2020	Repair fault to power at 37 Second Avenue	507.87	
INV	16/11/2020	Annual RCD Testing 20/21- Caravan Park Bays	1,339.80	
EFT2272	20/11/2020	Palm Plumbing	276	6,164.43

SHIRE OF NUNGARIN

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
INV	14/11/2020	Palm Plumbing Repairs to 54 Danberrin Rd - leaking hose, laundry sink, bath, shower	6,164.43	
EFT2273	20/11/2020	A2B Shift It		2,240.00
INV	09/11/2020	Payment for relocation costs - Leonard Long	2,240.00	
EFT2274	26/11/2020	Noelene Young		348.30
INV 20A	20/11/2020	Refund of Full Bond - Noelene Young - 20A First Ave	348.30	
16769	03/11/2020	SHIRE OF NUNGARIN		48.00
INV NA1592	23/10/2020	12 mths Rego Renewal Prtable Toilet Trailer NA1591	24.00	
INV NA1591	23/10/2020	12 mths Rego Renewal Portable Toilet Trailer NA1592	24.00	
16770	03/11/2020	TELSTRA CORPORATION		125.92
INV	15/10/2020	Usage & S/C 11/10/20 - 10/11/20 Mangowine	125.92	
16771	12/11/2020	NUNGARIN SHIRE-PETTY CASH		199.95
INV	12/10/2020	Fuel Reimbursement - NA34	70.00	
INV	20/10/2020	Reimbursement Staff Uniforms - Alex Richardson	79.95	
INV	09/11/2020	Fuel Reimbursement - NA34	50.00	
16772	12/11/2020	SYNERGY		808.82
INV	02/11/2020	Usage charges 25/09/20 - 24/10/20 - Street Lighting	808.82	
16773	12/11/2020	TELSTRA CORPORATION		55.00
INV	08/11/2020	Service Charge	55.00	
16774	12/11/2020	KLEENHEAT GAS		770.55
INV 648431	31/10/2020	Bulk Gas Grangarin	770.55	
16775	12/11/2020	TELSTRA CORPORATION		750.30
INV	28/10/2020	Usage & S/C 28/10/20 - 27/11/20 Mobiles, Internet & Ipads	750.30	
16776	20/11/2020	SHIRE OF NUNGARIN		54.25
INV	17/11/2020	Flat Top Trailer - MBL0445 Licence Fees	54.25	
16777	20/11/2020	WATER CORPORATION		88.36
INV	03/11/2020	Service Charge 1/11/20 - 31/12/20 - 29 Second Ave	44.18	
INV	03/11/2020	Service Charge 1/11/20 - 30/12/20 - 27 Second Ave	44.18	
16778	20/11/2020	RAC BusinessWise		196.00
INV	31/10/2020	RAC Membership 20/21 NA1210	196.00	
16779	30/11/2020	SYNERGY		561.43
INV	26/11/2020	Usage & S/C 29/9/20 - 26/11/20 Depot	362.24	
INV	26/11/2020	Usage & S/C 29/9/20 - 26/11/20 Hall	199.19	
16780	30/11/2020	TELSTRA CORPORATION		916.29
INV	15/11/2020	usage & S/C 11/10/20 - 10/12/20 Mangowine	177.51	
INV	18/11/2020	Usage & S/C 11/10/20 - 10/12/20 Office & Other Phones	738.78	

SHIRE OF NUNGARIN

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
16781	30/11/2020	WATER CORPORATION		8,656.70
INV	18/11/2020	Final Bill Charges - 20A First Avenue	30.47	
INV	19/11/2020	Standpipe usage 16/9/20 - 18/11/20 Nungarin-Wyalkatchem Rd	2,417.10	
INV	19/11/2020	Usage 19/9/20 - 18/11/20 Magowine	175.69	
INV	19/11/2020	Service Charges 1/11/20 - 31/12/20 McCorrys	46.60	
INV	19/11/2020	Usage 16/9/20 - 18/11/20 Sports Ground	5,986.84	
16782	30/11/2020	NUNGARIN PRIMARY SCHOOL		100.00
INV	30/11/2020	Nungarin Primary School Donation 2020	100.00	
DD7867.1	11/11/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN		1,776.22
INV SUPER	11/11/2020	Super. for PAUL COSSON 14304 11/11/2020	1,611.70	
INV	11/11/2020	Payroll Deduction for LORRAINE SEWARD 11/11/2020	164.52	
DD7867.2	11/11/2020	BT Super for Life		54.25
INV SUPER	11/11/2020	Super. for Beryl Elaine Lee Harmer 101185478 11/11/2020	54.25	
DD7867.3	11/11/2020	AUSTRALIAN SUPER ADMINISTRATION		348.12
INV SUPER	11/11/2020	Super. for Cameron Large 1072637895 11/11/2020	348.12	
DD7867.4	11/11/2020	MLC Super Fund		63.07
INV SUPER	11/11/2020	Super. for Ashley Jones 27798904 11/11/2020	63.07	
DD7885.1	25/11/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN		2,829.51
INV SUPER	25/11/2020	Super. for PAUL COSSON 14304 25/11/2020	2,385.98	
INV	25/11/2020	Payroll Deduction for LORRAINE SEWARD 25/11/2020	179.11	
INV	25/11/2020	Payroll Deduction for Leonard Bernard Long 25/11/2020	264.42	
DD7885.2	25/11/2020	BT Super for Life		55.51
INV SUPER	25/11/2020	Super. for Beryl Elaine Lee Harmer 101185478 25/11/2020	55.51	
DD7885.3	25/11/2020	AUSTRALIAN SUPER ADMINISTRATION		255.71
INV SUPER	25/11/2020	Super. for Cameron Large 1072637895 25/11/2020	255.71	
			TOTAL	
1		MUNICIPAL FUND BANK		105,619.15
TOTAL				105,619.15



Appendix 8.5.3A

MONTHLY FINANCIAL REPORT- NOVEMBER 2020



MONTHLY FINANCIAL REPORT

30 NOVEMBER 2020

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STATEMENT OF FINANCIAL POSITION

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- RESERVE ACCOUNTS

- LOAN SCHEDULE

- TRUST FUND

SHIRE OF NUNGARIN
 BUDGET STATEMENT OF COMPREHENSIVE INCOME
 BY PROGRAM
 FOR THE PERIOD ENDING 30 NOVEMBER 2020

	NOTES	2020-21 ANNUAL BUDGET	2020-21 YTD BUDGET	2020-21 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)		\$	\$	\$
General Purpose Funding		(18,183)	(7,575)	(7,397)
Governance		(457,603)	(177,647)	(197,436)
Law, Order, Public Safety		(44,570)	(16,326)	(13,404)
Health		(49,301)	(8,240)	(6,689)
Education and Welfare		(7,124)	(2,794)	(1,722)
Housing		(187,708)	(71,063)	(66,009)
Community Amenities		(134,586)	(53,995)	(85,401)
Recreation and Culture		(670,133)	(253,437)	(168,014)
Transport		(1,383,276)	(994,486)	(255,593)
Economic Services		(115,376)	(43,793)	(31,007)
Other Property and Services		(101,634)	(45,626)	165,132
		(3,169,495)	(1,674,982)	(667,540)
REVENUE				
General Purpose Funding		1,069,870	823,218	819,257
Governance		8,390	3,495	15,165
Law, Order, Public Safety		334,300	4,830	5,573
Health		160	65	0
Education and Welfare		9,565	2,391	0
Housing		46,774	19,495	19,726
Community Amenities		32,924	11,115	12,099
Recreation and Culture		23,714	11,428	10,497
Transport		221,273	70,336	147,659
Economic Services		82,633	38,007	59,266
Other Property & Services		81,635	33,858	29,155
		1,911,238	1,018,238	1,118,398
	<u>Increase(Decrease)</u>	(1,258,257)	(656,745)	450,858
FINANCE COSTS				
Governance		(2,871)	(1,361)	(1,430)
Recreation & Culture		(13,042)	(5,290)	(3,257)
Transport		(9,465)	(3,945)	(4,790)
Total Finance Costs		(25,378)	(10,596)	(9,477)
NON-OPERATING REVENUE				
Recreation & Culture		230,826	96,180	104,921
Transport		378,243	97,005	180,883
Total Non-Operating Revenue		609,069	193,185	285,804

PROFIT/(LOSS) ON SALE OF ASSETS			
Governance Loss	0	0	0
Transport Profit	0	0	0
Transport Loss	0	0	0
Total Profit/(Loss)	0	0	0
NET RESULT	(674,566)	(474,156)	727,185
Other Comprehensive Income	0	0	0
Changes on revaluation of non-current assets	0	0	0
Total Abnormal Items			
TOTAL COMPREHENSIVE INCOME	(674,566)	(474,156)	727,185

SHIRE OF NUNGARIN
BUDGET STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE

6. FOR THE PERIOD ENDING 30 NOVEMBER 2020

	NOTES	2020-21 BUDGET	2020-21 ACTUAL
Expenses			
Employee Costs		(993,547)	(293,919)
Materials and Contracts		(790,215)	(183,561)
Utility Charges		(125,768)	(36,632)
Depreciation on Non-Current Assets		(1,018,532)	0
Interest Expenses		(25,228)	(9,477)
Insurance Expenses		(89,910)	(98,781)
Other Expenditure		(151,673)	(54,647)
		(3,194,873)	(677,017)
Revenue			
Rates		576,698	577,064
Operating Grants, Subsidies and Contributions		788,312	447,994
Fees and Charges		116,369	44,572
Service Charges		0	0
Interest Earnings		10,654	3,484
Other Revenue		95,505	45,284
		1,587,538	1,118,398
		(1,607,335)	441,381
Non-Operating Grants, Subsidies & Contributions		932,769	285,804
Profit on Asset Disposals		0	0
Loss on Asset Disposals		0	0
		932,769	285,804
Net Result		(674,566)	727,185

Other Comprehensive Income
 Changes on revaluation of non-current assets Total
 Other Comprehensive Income

	0	0
	0	0
TOTAL COMPREHENSIVE INCOME	(674,566)	727,185

TOTAL COMPREHENSIVE INCOME

SHIRE OF NUNGARIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2020

	2020-21	2020-21	2020-21	MATERIAL	MATERIAL	VAR
	ANNUAL	YTD	YTD	\$	%	
	BUDGET	BUDGET (a)	ACTUAL (b)	(b)-(a)	(b)-(a)/(a)	
OPERATING REVENUE	\$	\$	\$			
General Purpose Funding	493,172	246,520	242,193	Within Threshold	Within Threshold	
Governance	8,390	3,495	15,165	11,670	76.95%	p
Law, Order Public Safety	10,600	4,830	5,573	Within Threshold	13.33%	
Health	160	65	0	Within Threshold	(100.00%)	
Education and Welfare	9,565	2,391	0	Within Threshold	(100.00%)	
Housing	46,774	19,495	19,726	Within Threshold	Within Threshold	
Community Amenities	32,924	11,115	12,099	Within Threshold	Within Threshold	
Recreation and Culture	23,714	11,428	10,497	Within Threshold	Within Threshold	
Transport	221,273	70,336	147,659	77,323	52.37%	p
Economic Services	82,633	38,007	59,266	21,260	35.87%	p
Other Property and Services	81,635	33,858	29,155	Within Threshold	(16.13%)	
	1,010,840	441,540	541,333	110,253		
LESS OPERATING EXPENDITURE						
General Purpose Funding	(18,183)	(7,575)	(7,397)	Within Threshold	Within Threshold	
Governance	(460,474)	(177,647)	(198,866)	(21,219)	(11.94%)	
Law, Order, Public Safety	(44,570)	(16,326)	(13,404)	Within Threshold	17.90%	
Health	(49,301)	(8,240)	(6,689)	Within Threshold	18.82%	
Education and Welfare	(7,124)	(2,794)	(1,722)	Within Threshold	38.37%	
Housing	(187,708)	(71,063)	(66,009)	5,054	Within Threshold	
Community Amenities	(134,586)	(53,995)	(85,401)	(31,406)	(58.16%)	
Recreation and Culture	(683,175)	(258,727)	(171,271)	87,456	33.80%	
Transport	(1,392,741)	(998,431)	(260,383)	738,048	73.92%	
Economic Services	(115,376)	(43,793)	(31,007)	12,786	29.20%	
Other Property & Services	(101,634)	(45,626)	165,132	210,758	461.93%	
	(3,194,873)	(1,684,217)	(677,017)	1,001,477		
Amount Attributable to Operating Activities						
OPERATING ITEMS EXCLUDED						
Profit/(Loss) on the disposal of assets	0	0	0	0	0%	
Depreciation Written Back	1,018,532	424,390	0	(424,390)	(100.00%)	q
	1,018,532	424,390	0	(424,390)		
<u>Sub Total</u>	(1,165,501)	(818,288)	(135,684)	687,340		
INVESTING ACTIVITIES						
Purchase of Land	0	0	0	Within Threshold	0.00%	
Purchase Buildings	(536,700)	0	(14,920)	(14,920)	0.00%	
Purchase Plant and Equipment	(171,000)	(171,000)	(505,044)	(334,044)	(195.35%)	
Purchase Furniture and Equipment	(18,000)	(18,000)	0	18,000	100.00%	
Infrastructure Assets - Roads	(498,359)	(134,705)	(406,864)	(272,159)	(202.04%)	

Infrastructure Assets - Parks & Ovals	(230,826)	(230,826)	(7,213)	223,613	96.88%	
Infrastructure Assets - Solid Waste	(15,000)	(15,000)	(328)	14,672	97.81%	
Proceeds from Sale of Assets	20,000	20,000	486,135	466,135	2330.68%	p
Non-Operating Grants, Subsidies for the Development of Assets	932,769	193,185	285,804	92,619	47.94%	p
Amount Attributable to Investing Activities	(517,116)	(356,346)	(162,430)	193,916		
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(46,524)	(8,705)	(15,598)	(6,893)	(79.18%)	
Self Supporting Loan Principal Income	8,465	0	1,074	Within Threshold	0.00%	
Transfer to Reserves	(19,373)	0	0	Within Threshold	0.00%	
Amount Attributable to Financing Activities	(57,432)	(8,705)	(14,524)	(6,893)		
Sub Total	(1,740,049)	(1,183,338)	(312,638)	874,362		
FUNDING FROM						
Transfer from Reserves	0	0	0	0	0.00%	
Loans Raised	85,000	0	0	0	0.00%	
Estimated Opening Surplus at 1 July	1,078,351	1,078,351	1,052,760	(25,591)	Within Threshold	
NET SURPLUS/(DEFICIT)	0	471,711	1,317,186	845,476		
<u>Sub Total</u>	1,163,351	606,640	(264,426)	819,885		
AMOUNT RAISED FROM RATES	(576,698)	(576,698)	(577,064)			

SHIRE OF NUNGARIN
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 30 NOVEMBER 2020

	ACTUAL 30 NOVEMBER 2020	ACTUAL 30 JUNE 2020
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CURRENT ASSET

Municipal Fund Bank	\$1,258,663
Cash on Hand	\$400
MUni Investment Account	\$0
LSL Reserve Bank	\$103,953
Plant Reserve Bank	\$253,888
Building Reserve Bank	\$71,323
Office Building Reserve Bank	\$37,941
Swimming Pool Reserve Bank	\$45,220
Land Development Reserve Bank	\$2,086
Community Bus Reserve Bank	\$111,307
Computer Equipment/Software Reserve Bank	\$1,863
Restricted Cash - Landcare	\$51
Restricted Cash - Housing Bonds	\$5,121
Restricted Cash - BRB & BCITF Levy	\$906
Restricted Cash - Central Bush Fire Brigade	\$4,888
Sundry Debtors - Rates/Rubbish	\$171,807
Excess Rates Received	(\$1,295)
ESL Control	\$10,863
Sundry Debtors	\$63,163
Pensioners Rebates - Rates	\$4,617
Pensioner Rebates - ESL	\$504
Accrued Income	\$3,008
GST Receivable	\$21,365
SSL Receivable - Current	\$8,466
Loan 66 - SSL Principal Received	\$0
Loan 69 SSL Principal Received Football	\$0
Loan 67 (Museum) Principal Received	(\$1,074)
Provision for Doubtful Debts	(\$62,907)
Stock on Hand	\$1,733
Stock Purchases	\$18,063
Stock Allocated to Works and Services	(\$17,347)
History Book Stock	\$3,956
Land Held For Resale - Current	\$27,295

\$2,149,824**LESS CURRENT LIABILITIES**

Sundry Creditors	(\$38,335)
ESL Levied/Creditor	\$1,318
Grant Revenue Received in Advance	(\$62,005)
Accrued Salaries & Wages	(\$12,635)
Accrued Interest on Loans	(\$5,161)
Accrued Expenses	(\$41,854)
GST Payable	(\$20,765)
PAYG Credit Account	(\$9,743)
Landcare Deposits	(\$51)
Housing Bond Deposits	(\$4,801)
BRB & BCITF LEVY DEPOSITS	(\$906)
NUNGARIN CENTRAL BUSH FIRE BRIGAD DEPOSITS	(\$4,888)
Unclaimed Monies	\$0
Loan Liability - Current	(\$46,524)
Prov For Annual Leave- Current	(\$63,862)
Provision for LSL - Current	(\$10,636)
Loan 63 - Principal Repayment	\$4,372
Loan 66 Principal Repayment	\$0
Loan 65 Recreation Centre Principal	\$4,147
Loan 69 Principal Repayment Football	\$0
Loan 67 (Museum) Principal Repayment	\$1,074
Loan 68 (Depot) Principal Repayment	\$6,005

(\$305,251)**SUB-TOTAL****\$1,844,573**

LESS: Exclusions	\$0
Deduct: Reserves - Cash backed	(\$627,579)
Less Self Supporting Loan Repayments	(\$7,392)
Less Land held for Resale	(\$27,295)
Add: Lesser of Leave Provision & Leave Reserve	\$103,953
Add: Loan Liability	\$30,926

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SHIRE OF NUNGARIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2020

EXPLANATION OF MATERIAL VARIANCES

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
OPERATING REVENUE			
General Purpose Funding Variance within \$5,000 Materiality Threshold		Within Threshold	Within Threshold
Governance Government grant for Australia Day Event, Reimbursement of legal costs and other general reimbursements not anticipated.	TIMING	11,670	76.95%
Law Order & Public Safety - Variance within \$5,000 Materiality Threshold		Within Threshold	13.33%
Health Variance within \$5,000 Materiality Threshold		Within Threshold	(100.00%)
Education & Welfare Variance within \$5,000 Materiality Threshold		Within Threshold	(100.00%)
Housing Variance within \$5,000 Materiality Threshold		Within Threshold	Within Threshold
Community Amenities Variance within \$5,000 Materiality Threshold		Within Threshold	Within Threshold
Recreation & Culture Variance within \$5,000 Materiality Threshold		Within Threshold	Within
Transport Main Roads Maintenance grant received earlier than anticipated and fuel commission for period higher than anticipated.	TIMING	77,323	52.37%
Economic Services Skeleton weed grant received earlier than anticipated and caravan park income higher than anticipated for reporting period		21,260	35.87%
Other Property and Services Variance within \$5,000 Materiality Threshold		Within Threshold	(16.13%)

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
OPERATING EXPENDITURE			
General Purpose Funding Variance within \$5,000 Materiality Threshold		Within Threshold	Within
Governance Insurance expenses, computer expenses and NEWROC expenses higher than anticipated for reporting period.	TIMING	(21,219)	(11.94%)
Law Order & Public Safety - Variance within \$5,000 Materiality Threshold		Within Threshold	17.90%
Health Variance within \$5,000 Materiality Threshold		Within Threshold	18.82%
Education & Welfare Variance within \$5,000 Materiality Threshold		Within Threshold	38.37%
Housing Maintenance expenses lower than anticipated. Depreciation expenses not yet raised. CEACCA contribution paid earlier than anticipated.	TIMING	5,054	Within Threshold

SHIRE OF NUNGARIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2020

EXPLANATION OF MATERIAL VARIANCES

Community Amenities Refuse site maintenance wages, overheads and plant operation costs higher than anticipated for reporting period. Needs to be shifted to capital project GL. Security cameras and timed locks expenses to public toilets not anticipated. Depreciation expenses not yet raised.	PERMANENT/ TIMING	(31,406)	(58.16%)
Recreation & Culture Oval water expenses lower than anticipated. Depreciation expenses not yet raised. Swimming pool salaries lower than anticipated for reporting period.	TIMING	87,456	33.80%
Transport Road maintenance expenses lower than anticipated. Depreciation expenses not yet raised.	TIMING	738,048	73.92%
Economic Service Noxious Weed/Pest plant expenses lower than anticipated for reporting period. Picnic/camping area expenses higher than anticipated for reporting period.	PERMANENT/ TIMING	12,786	29.20%
Other Property & Services PWOH Insurance costs higher than anticipated for reporting period. Plant recovery credit higher than anticipated for reporting period.	PERMANENT/ TIMING	210,758	461.93%

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
CAPITAL REVENUES			
<u>Non-Operating Grants, Subsidies & Contributions</u>			
Community Amenities Community Amenities - Contribution Income - Amount lower than anticipated for the reporting period	TIMING	0	
Recreation & Culture Grants Recreation Facilities - LRCI grant amount received higher than anticipated for reporting period.	TIMING	8,741	
Recreation Contributions -	TIMING	0	
Transport Regional Road Group Grants - Grant funds claimed higher than anticipated for reporting period.	TIMING	180,883	
Roads to Recovery Grants - Grant funds claimed lower than anticipated for reporting period.	TIMING	(97,005)	
Roads Contribution Income -	TIMING	0	
		<u>92,619</u>	47.94%
<u>Proceeds from Sale of Assets</u>			
Proceeds from Sale of Assets - Changeover of vehicles not yet occurred	TIMING	(20,000)	
Proceeds from Sale of Fire Truck - Change over of DFES fire truck not anticipated in budget	PERMANENT	(486,135)	
		<u>(506,135)</u>	2330.68%
<u>Transfers from Reserve</u>			
Transfers from Reserve -	TIMING	0	0.00%

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
CAPITAL EXPENDITURE			

SHIRE OF NUNGARIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2020

EXPLANATION OF MATERIAL VARIANCES

<u>Transfers to Reserve</u>			
Transfers to Reserve -			
	TIMING	0	0.00%
<u>Furniture & Equipment</u>			
<u>Governance</u>			
Administration Furniture & Equipment - Project not yet commenced	TIMING	10,000	
<u>Recreation & Culture</u>			
Recreation Centre - Items not yet purchased	TIMING	8,000	
Total (Over)/Under Budget		18,000	100.00%
<u>Buildings</u>			
<u>Governance</u>			
Lot 186 Danberrin - Ensuite renovation commenced earlier than anticipated	TIMING	(14,920)	
<u>Law, Order & Public Safety</u>			
Bushfire Brigade Building	TIMING	0	
<u>Housing</u>			
Grangarin Effluent Upgrade -	TIMING	0	
<u>Other Housing</u>			
Lot 51 First Avenue -	TIMING	0	
<u>Community Amenities</u>			
Lot 188 Danberrin -	TIMING	0	
<u>Community Amenities</u>			
Post Office -	TIMING	0	
<u>Recreation & Culture</u>			
Hall Building Renewals -	TIMING	0	
Museum Building Renewal/Upgrade -	TIMING	0	
Other Culture - McCorry's Hotel Upgrade -	TIMING	0	
Swimming Pool - Concrete and sand change - Project not yet commenced	TIMING	0	
		0	0.00%
		(14,920)	
<u>Plant & Equipment</u>			
<u>Governance</u>			
Governance - CEO Vehicle Purchase - Acquisition not yet occurred	TIMING	48,000	
<u>Law, Order and Public Safety</u>			
Fire Prevention - New DFES Fire Truck - Change over of DFES fire truck not anticipated in budget	RMANENT PE	(486,135)	
<u>Recreation & Culture</u>			
Parks & Gardens Plant & Equipment - Acquisition expenses lower than anticipated for reporting period.	TIMING	4,091	
<u>Transport</u>			
Works Supervisor Vehicle Replacement - Purchase price of vehicle less than anticipated	TIMING	0	
Leading Hand Vehicle Replacement - Acquisition not yet occurred	TIMING	28,000	
Multi-Wheel Roller Replacement - Acquisition not yet occurred		40,000	
Box Trailer Replacement - Acquisition not yet occurred	TIMING	3,000	
Tipping Trailer - Acquisition price lower than budget estimate	TIMING	1,000	
Skeleton Weed Vehicle - Acquisition not yet occurred	TIMING	28,000	

SHIRE OF NUNGARIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2020

EXPLANATION OF MATERIAL VARIANCES

	Total (Over)/Under Budget	(334,044)	(195.35%)

SHIRE OF NUNGARIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2020

EXPLANATION OF MATERIAL VARIANCES

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<u>Road Construction</u>			
Road Construction - Council - Project not yet commenced	TIMING	28,000	
Regional Road Group Projects - Road project commenced earlier than anticipated	TIMING	(295,545)	
Roads to Recovery - RTR Road projects expenses higher than anticipated for reporting period.	TIMING	(4,614)	
Total (Over)/Under Budget		<u>(272,159)</u>	(202.04%)
<u>Solid Waste Infrastructure</u>			
Refuse Site Upgrades - Project expenses lower than anticipated for reporting period.		14,672	
Total (Over)/Under Budget		<u>14,672</u>	0.00%
<u>Parks & Ovals</u>			
Oval Reticulation - Project expenses lower than anticipated for reporting period.	TIMING	223,613	
Total (Over)/Under Budget		<u>223,613</u>	96.88%
Note: (NB) = No Budget Provision Made			

SHIRE OF NUNGARIN
STATEMENT OF FINANCIAL POSITION

7. FOR THE PERIOD ENDING 30 NOVEMBER 2020

	Note	2019-20 ACTUAL	2020-21 ACTUAL	Variance
		\$	\$	\$
Current assets				
Unrestricted Cash & Cash Equivalents		1,073,660	1,259,063	185,403
Restricted Cash & Cash Equivalents		638,545	638,545	0
Trade and other receivables		97,019	210,051	113,032
Other loans and receivables		18,022	8,466	(9,556)
Inventories		5,688	6,405	716
Land held for Resale		27,295	27,295	0
Total current assets		1,860,229	2,149,824	289,595
Non-current assets				
Trade and other receivables		3,512	3,512	0
WALGA LG House Unit Trust		35,611	35,611	0
Other loans and receivables		5,890	5,890	0
Property, infrastructure, plant and equipment		7,109,167	7,142,996	33,829
Infrastructure Assets		44,267,797	44,682,203	414,406
Total non-current assets		51,421,977	51,870,211	448,234
Total assets		53,282,206	54,020,035	737,829
Current liabilities				
Trade and other payables		111,579	137,822	(26,243)
Grant Liability		62,005	62,005	0
Interest-bearing loans and borrowings		46,524	30,926	15,598
Provisions		74,498	74,498	0
Total current liabilities		294,606	305,251	(10,644)
Non-current liabilities				
Interest-bearing loans and borrowings		441,651	441,651	0
Provisions		13,518	13,518	0
Total non-current liabilities		455,169	455,169	0
Total liabilities		749,775	760,420	(10,644)
Net assets		52,532,430	53,259,615	727,185
Equity				
Retained surplus		12,457,300	12,457,300	(0)
Net Result		0	727,185	727,185
Reserve - asset revaluation		39,447,552	39,447,552	0
Reserve - Cash backed		627,579	627,579	0
Total equity		52,532,430	53,259,615	727,185

This statement is to be read in conjunction with the accompanying notes
SHIRE OF NUNGARIN
BUDGET STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 NOVEMBER 2020

	Note	2019-20 ACTUAL \$	2020-21 BUDGET \$	2020-21 ACTUAL \$
Cash Flows from operating activities				
Payments				
Employee Costs		(799,328)	(993,547)	(293,385)
Materials & Contracts		(535,304)	(790,215)	(175,136)
Utilities (gas, electricity, water, etc)		(131,887)	(125,768)	(36,632)
Insurance		(90,929)	(25,228)	(98,781)
Interest Expense		(27,472)	(89,910)	(9,477)
Goods and Services Tax Paid		(4,050)	0	16,557
Other Expenses		(241,987)	(151,673)	(54,636)
Receipts				
Rates		(1,830,957)	(2,176,341)	(651,491)
		652,483	586,698	497,145
Operating Grants & Subsidies		1,444,788	779,394	447,994
Fees and Charges		111,192	116,369	18,262
Interest Earnings		19,516	10,654	3,484
Goods and Services Tax		72,824	0	1,679
Other		141,943	95,505	45,284
		2,442,745	1,588,620	1,013,848
Net Cash flows from Operating Activities		611,788	(587,721)	362,358
Cash flows from investing activities				
Payments				
Purchase of Land		0	0	0
Purchase of Buildings		0	(536,700)	(14,920)
Purchase of Plant and Equipment		(65,659)	(171,000)	(505,044)
Purchase of Furniture and Equipment		(15,459)	(18,000)	0
Purchase of Road Infrastructure Assets		(530,256)	(498,359)	(406,864)
Purchase of Parks & Ovals Assets		0	(230,826)	(7,213)
Purchase of Solid Waste Assets		(1,680)	(15,000)	0
Purchase of Other Infrastructure Assets		(43,452)	0	(328)
Receipts				
Proceeds from Sale of Assets		20,730	20,000	486,135
		429,379	932,769	285,804
Non-Operating grants used for Development of Assets				
		(206,397)	(517,116)	(162,430)
Net Cash Flows from Investing Activities				
Cash flows from financing activities				
Repayment of Debentures		(45,430)	(46,524)	(15,598)
Advances to Community Groups		0	0	0
Revenue from Self Supporting Loans		9,556	8,465	1,074
Proceeds from New Debentures		0	85,000	0
Net cash flows from financing activities		(35,874)	46,941	(14,524)
Net increase/(decrease) in cash held		369,518	(1,057,896)	185,403

Cash at the Beginning of Reporting Period	1,342,687	1,712,130	1,712,205
Cash at the End of Reporting Period	1,712,205	654,234	1,897,608

SHIRE OF NUNGARIN
BUDGET STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 NOVEMBER 2020

Notes

	2019-20	2020-21	2020-21
	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$
RECONCILIATION OF CASH			
Cash at Bank - unrestricted	1,073,260	551,306	1,258,663
Cash at Bank - restricted	638,545		638,545
Cash on Hand	400	400	400
TOTAL CASH	1,712,205	551,706	1,897,608
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	(33,461)	(674,566)	727,185
Add back Depreciation	1,020,909	1,018,532	-
(Gain)/Loss on Disposal of Assets	8,616	-	-
Self Supporting Loan Principal Reimbursements	-		(1,074)
Adjustments to fair value of financial assets at fair value through profit and loss	(576)		-
Contributions for the Development of Assets	(429,379)		(285,804)
Changes in Assets and Liabilities		(932,769)	(716)
(Increase)/Decrease in Inventory	4,339		
(Increase)/Decrease in Receivables	67,336		(103,476)
(Increase)/Decrease in Other financial assets	(447)	35,626	
Increase/(Decrease) in Accounts Payable	5,785	-	26,243
Increase/(Decrease) in Prepayments	-		-
Increase/(Decrease) in Employee Provisions	(15,627)		-
Increase/(Decrease) in Accrued Expenses	(15,707)	(34,544)	
Rounding			
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	611,788	(587,721)	362,358

Shire of NUNGARIN
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L JOB

CURRENT YEAR
COMPARATIVES
PERIOD 5
30 NOVEMBER 2020
Budget Actual

CURRENT YEAR
2020-21
30 NOVEMBER 2020
Income Expenditure

ADOPTED BUDGET
2020-21
Income Expenditure

504203	Proceeds Sale of Assets					
505100	Proceeds On Asset Disposal					
504202	PROCEEDS FROM SALE OF FIRE TRUCK	(\$20,000)	\$0	\$0	\$0	(\$20,000)
	Realisation on Assets Account	\$0	(\$486,135)	(\$486,135)	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
	PROCEEDS FROM SALE OF ASSETS	\$0	\$0	\$0	\$0	\$0
	Written Down Value	(\$20,000)	(\$486,135)	(\$486,135)	\$0	(\$20,000)
	Written Down Value - Works Plant					\$0
	Sub Total - WDV ON DISPOSAL OF ASSET	\$0	\$0	\$0	\$0	\$0
	Total - GAIN/LOSS ON DISPOSAL OF ASSET	\$0	\$0	\$0	\$0	\$0
	ABNORMAL ITEMS	(\$20,000)	(\$486,135)	(\$486,135)	\$0	(\$20,000)
	Sub Total - ABNORMAL ITEMS	\$0	\$0			\$0
	Total - ABNORMAL ITEMS	\$0	\$0			\$0
	Total - OPERATING STATEMENT	\$0	\$0	\$0	\$0	\$0
		(\$20,000)	(\$486,135)	(\$486,135)	\$0	(\$20,000)

Shire of NUNGARIN
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
RATES							
OPERATING EXPENDITURE							
203101	Write Off of Rates - Prior Years (ECL)	\$0	\$0	\$0	\$0	\$0	\$0
203199	Rates - Admin Costs Allocated	\$7,575	\$7,397	\$0	\$7,397	\$0	\$18,183
	Sub Total - GENERAL RATES OP EXP	\$7,575	\$7,397	\$0	\$7,397	\$0	\$18,183
OPERATING INCOME							
303101	Rates Levied - GRV/UV	(\$580,998)	(\$581,353)	(\$581,353)	\$0		\$0
303115	Rates Written Off - Minor Balances	\$0	\$0	\$0	\$0	(\$580,998)	\$0
303116	Rates Discount Allowed	\$0	\$0	\$0	\$0	\$0	\$0
303117	Rates Concessions	\$4,300	\$4,289	\$4,289	\$0	\$4,300	\$0
	Sub Total - GENERAL RATES OP INC	(\$576,698)	(\$577,064)	(\$577,064)	\$0	(\$576,698)	\$0
	Total - GENERAL RATES	(\$569,123)	(\$569,666)	(\$577,064)	\$7,397	(\$576,698)	\$18,183
OTHER GENERAL PURPOSE FUNDING							
OPERATING EXPENDITURE							
203201	Interest on Overdraft	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EX	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME							
303201	Non Payment Penalty	(\$4,750)	(\$2,846)	(\$2,846)	\$0	(\$9,500)	\$0
303203	Instalment Plan Interest	(\$350)	(\$638)	(\$638)	\$0	(\$700)	\$0
303204	Instalment Admin Fee	(\$126)	(\$350)	(\$350)	\$0	(\$250)	\$0
303206	Rates Account Enquiry & Advice Fee	(\$132)	(\$375)	(\$375)	\$0	(\$400)	\$0
303210	Grants Commission General	(\$241,162)	(\$237,984)	(\$237,984)	\$0	(\$482,322)	\$0
303220	Interest - Leave Reserve	\$0	\$0	\$0	\$0	\$0	\$0
303221	Interest - Plant Reserve	\$0	\$0	\$0	\$0	\$0	\$0
303222	Interest - Office Building Reserve	\$0	\$0	\$0	\$0	\$0	\$0
303223	Interest - Swimming Pool Reserve	\$0	\$0	\$0	\$0	\$0	\$0
303225	Interest - Land Development Reserve	\$0	\$0	\$0	\$0	\$0	\$0
303226	Interest - Building Reserve	\$0	\$0	\$0	\$0	\$0	\$0
303227	Interest - Community Bus Reserve	\$0	\$0	\$0	\$0	\$0	\$0
303228	Interest - Computer Equipment/Software Reserve	\$0	\$0	\$0	\$0	\$0	\$0
303235	Interest - Muni Investments	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - OTHER GENERAL PURPOSE FUNDING OP/IN	(\$246,520)	(\$242,193)	(\$242,193)	\$0	(\$493,172)	\$0
	Total - OTHER GENERAL PURPOSE FUNDING	(\$246,520)	(\$242,193)	(\$242,193)	\$0	(\$493,172)	\$0
	Total - GENERAL PURPOSE FUNDING						
		(\$815,643)	(\$811,860)	(\$819,257)	\$7,397	(\$1,069,870)	\$18,183

Shire of NUNGARIN
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							

MEMBERS OF COUNCIL						
OPERATING EXPENDITURE						
204101	Members of Council - Travelling	\$0	\$1,812	\$0	\$1,812	\$5,400
204102	Members of Council - Conference Expenses	\$4,050	\$756	\$0	\$756	\$4,500
204103	Members of Council - Election Expenses	\$0	\$0	\$0	\$0	\$0
204104	Members of Council - Presidents Allowance	\$0	\$1,333	\$0	\$1,333	\$4,000
204105	Members of Council - Refreshments & Receptions	\$4,165	\$4,944	\$0	\$4,944	\$10,000
204106	Members of Council - Chamber Maintenance	\$210	\$244	\$0	\$244	\$500
204107	Members of Council - Grants Consultant	\$0	\$0	\$0	\$0	\$0
204108	Members of Council - Insurance	\$43,246	\$50,447	\$0	\$50,447	\$43,245
204109	Members of Council - Subscriptions & Publications	\$17,200	\$13,896	\$0	\$13,896	\$17,200
204110	Members of Council - Other Minor Expenditure	\$20	\$196	\$0	\$196	\$50
204111	Members of Council - Sitting Fees	\$0	\$3,613	\$0	\$3,613	\$9,320
204112	Members of Council - Councillor Training	\$0	\$0	\$0	\$0	\$7,000
204199	Members of Council - Admin Costs Allocated	\$149,690	\$132,480	\$0	\$132,480	\$359,259
	Sub Total - MEMBERS OF COUNCIL OP/EXP	\$218,581	\$209,722	\$0	\$209,722	\$460,474
OPERATING INCOME						
304211	Grants and Subsidies	\$0	(\$1,000)	(\$1,000)	\$0	\$0
	Sub Total - MEMBERS OF COUNCIL OP/INC	\$0	(\$1,000)	(\$1,000)	\$0	\$0
	Total - MEMBERS OF COUNCIL	\$218,581	\$208,722	(\$1,000)	\$209,722	\$460,474

Shire of NUNGARIN
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21		
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure	
G/L	JOB							
GOVERNANCE								
OPERATING EXPENDITURE								
204201		Governance - Vehicle Expenses	\$2,730	\$3,106	\$0	\$3,106	\$0	\$6,550
204202		Governance - Salaries	\$119,505	\$109,111	\$0	\$109,111	\$0	\$286,811
204203		Governance - Long Service Leave	\$0	\$0	\$0	\$0	\$0	\$0
204204		Governance - Accrued Wages/Leave	\$0	\$0	\$0	\$0	\$0	\$7,986
204205		Governance - Superannuation	\$16,515	\$13,336	\$0	\$13,336	\$0	\$39,633
204206	BM02	Governance - Admin Building Maintenance	\$7,875	\$6,555	\$0	\$6,555	\$0	\$18,900
204207	GG01	Governance - Admin Office Garden Maintenance	\$1,710	\$28,160	\$0	\$28,160	\$0	\$4,099
204208		Governance - Electricity	\$0	\$0	\$0	\$0	\$0	\$0
204209		Governance - Staff Training, Travel & Accommodation	\$2,915	\$1,430	\$0	\$1,430	\$0	\$7,000
204210		Governance - Staff Uniforms	\$0	\$384	\$0	\$384	\$0	\$2,400
204211		Governance - Printing & Stationery	\$3,155	\$3,487	\$0	\$3,487	\$0	\$7,572
204212		Governance - Telephone Expenses	\$7,085	\$6,042	\$0	\$6,042	\$0	\$17,000
204213		Governance - Postage & Freight	\$375	\$124	\$0	\$124	\$0	\$900
204214		Governance - Advertising	\$1,665	\$1,588	\$0	\$1,588	\$0	\$4,000
204215		Governance - Office Equipment Maintenance	\$1,040	\$0	\$0	\$0	\$0	\$2,500
204216		Governance - Computer Services	\$12,275	\$21,528	\$0	\$21,528	\$0	\$29,460
204217		Governance - Bank Charges	\$3,750	\$2,700	\$0	\$2,700	\$0	\$9,000
204218		Governance - Office Expenses Other	\$6,100	\$5,097	\$0	\$5,097	\$0	\$14,642
204220		Governance - NEWROC Executive Officer	\$4,500	\$13,000	\$0	\$13,000	\$0	\$18,000
204221		Governance - Staff Conference Expenses	\$5,000	\$706	\$0	\$706	\$0	\$5,000
204222		Governance - Accounting Services	\$14,585	\$11,070	\$0	\$11,070	\$0	\$35,000
204223		Governance - Audit Fees	\$17,500	\$0	\$0	\$0	\$0	\$35,000
204224		Governance - Valuation Expenses	\$0	\$267	\$0	\$267	\$0	\$2,600
204225		Governance - Legal Expenses	\$0	\$7,029	\$0	\$7,029	\$0	\$25,000
204230		Governance - Depreciation	\$10,900	\$0	\$0	\$0	\$0	\$26,165
204231		Governance - FBT	\$0	\$10,755	\$0	\$10,755	\$0	\$23,100
204235		Governance - Integrated Strategic Planning	\$0	\$0	\$0	\$0	\$0	\$23,000
204236	BM03	Governance - Building Maint Lot 186 Danberrin	\$5,835	\$6,163	\$0	\$6,163	\$0	\$14,007
204238		Governance - Building Maint Lot 191 Danberrin	\$2,195	\$2,830	\$0	\$2,830	\$0	\$5,265
204239		Governance - Loan 63 Lot 191 Interest	\$1,361	\$1,430	\$0	\$1,430	\$0	\$2,721
204240		Governance - Other Employee Expenses	\$0	\$0	\$0	\$0	\$0	\$2,500
204241		Governance - Fair Valuation Expenses	\$0	\$0	\$0	\$0	\$0	\$14,000
204242		Governance - Executive Recruitment	\$0	\$2,240	\$0	\$2,240	\$0	\$5,000
204244		Interest on Insurance Premium Financing	\$0	\$0	\$0	\$0	\$0	\$0
204299		Governance - Admin Costs Recovered	(\$289,505)	(\$268,994)	\$0	(\$268,994)	\$0	(694,810)

	Sub Total - GOVERNANCE - GENERAL OP/EXP	(\$40,934)	(\$10,856)	\$0	(\$10,856)	\$0	\$0
	OPERATING INCOME						
304201	Governance - Reimbursements	\$0	(\$8,867)	(\$8,867)	\$0	\$0	\$0
304202	Governance - Commissions	(\$790)	(\$771)	(\$771)	\$0	(\$1,900)	\$0
304203	Governance - Charges Photocopying	\$0	\$0	\$0	\$0	\$0	\$0
304204	Governance - Sale of Electoral Rolls	\$0	\$0	\$0	\$0	\$0	\$0
304205	Governance - Sale of History Books	(\$105)	(\$91)	(\$91)	\$0	(\$250)	\$0
304206	Governance - Charges Other	\$0	\$0	\$0	\$0	\$0	\$0
304209	Governance - Legal Costs Recovered	\$0	(\$2,217)	(\$2,217)	\$0	\$0	\$0
304217	Governance - Staff Housing Rent Lot 186	(\$1,300)	(\$900)	(\$900)	\$0	(\$3,120)	\$0
304218	Governance - Staff Housing Rent Lot 191	(\$1,300)	(\$1,320)	(\$1,320)	\$0	(\$3,120)	\$0
	Sub Total - GOVERNANCE - GENERAL OP/INC	(\$3,495)	(\$14,165)	(\$14,165)	\$0	(\$8,390)	\$0
	Total - GOVERNANCE - GENERAL	(\$44,429)	(\$25,021)	(\$14,165)	(\$10,856)	(\$8,390)	\$0
	Total - GOVERNANCE						
		\$174,152	\$183,701	(\$15,165)	\$198,866	(\$8,390)	\$460,474

Shire of NUNGARIN
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
		LAW, ORDER AND PUBLIC SAFETY FIRE PREVENTION					
		OPERATING EXPENDITURE					
205101	Fire Prevention - Plant Purchase & Equipment < \$1200	\$0	\$87	\$0	\$87	\$0	\$300
205102	Fire Prevention - Maintenance of Plant & Equipment	\$5	\$0	\$0	\$0	\$0	\$17
205103	Fire Prevention - Maintenance of Vehicles	\$500	\$0	\$0	\$0	\$0	\$3,500
205104	Fire Prevention - Maintenance of Land & Buildings	\$0	\$0	\$0	\$0	\$0	\$2,000
205105	Fire Prevention - Depreciation	\$3,115	\$0	\$0	\$0	\$0	\$7,481
205106	Fire Prevention - Utilities, Rates & Taxes	\$0	\$2	\$0	\$2	\$0	\$150
205107	Fire Prevention - Other Goods & Services	\$2,085	\$84	\$0	\$84	\$0	\$5,000
205108	Fire Prevention - Insurances	\$3,546	\$2,550	\$0	\$2,550	\$0	\$3,545
205109	Fire Prevention - Plant Purchase & Equipment \$1200 - \$5000	\$0	\$0	\$0	\$0	\$0	\$0
205110	Fire Prevention - Clothing & Accessories	\$0	\$0	\$0	\$0	\$0	\$0
205199	Fire Prevention - Allocation of Admin Overheads	\$4,135	\$4,035	\$0	\$4,035	\$0	\$9,918
	Sub Total - FIRE PREVENTION OP/EXP	\$13,386	\$6,757	\$0	\$6,757	\$0	\$31,911
	OPERATING INCOME						
305101	Fire Prevention - Insurance Claims Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
305102	Fire Prevention - Bush Fire Uniform Sales	\$0	\$0	\$0	\$0	\$0	\$0
305103	Fire Prevention - Reimbursements Other	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - FIRE PREVENTION OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
	Total - FIRE PREVENTION	\$13,386	\$6,757	\$0	\$6,757	\$0	\$31,911
		ANIMAL CONTROL					
		OPERATING EXPENDITURE					
205202	Animal Control - Destruction & Disposal	\$0	\$0	\$0	\$0	\$0	\$4,200
205203	Animal Control - Other Expenditure	\$875	\$4,629	\$0	\$4,629	\$0	\$3,500

205299	Animal Control - Allocation of Admin Overheads	\$2,065	\$2,017	\$0	\$2,017	\$0	\$4,959
	Sub Total - ANIMAL CONTROL OP/EXP	\$2,940	\$6,646	\$0	\$6,646	\$0	\$12,659
	OPERATING INCOME		\$0				
305201	Animal Control - Fines & Penalties	\$0	(\$250)	(\$250)	\$0	(\$200)	\$0
305203	Animal Control - Dog Registrations	(\$165)	(\$621)	(\$621)	\$0	(\$400)	\$0
	Sub Total - ANIMAL CONTROL OP/INC	(\$165)	(\$871)	(\$871)	\$0	(\$600)	\$0
	Total - ANIMAL CONTROL	\$2,775	\$5,775	(\$871)	\$6,646	(\$600)	\$12,659
	EMERGENCY SERVICES						
	OPERATING EXPENDITURE						
	Sub Total - EMERGENCY SERVICES OP/EXP						
	OPERATING INCOME						
		\$0	\$0	\$0	\$0	\$0	\$0
305301	Emerg Serv - ESL Grant Operating	(\$3,000)	(\$702)	(\$702)	\$0	(\$6,000)	\$0
305302	Emerg Serv - ESL Grant Commission	(\$1,665)	(\$4,000)	(\$4,000)	\$0	(\$4,000)	\$0
305303	Emerg Serv - ESL Grant Capital	\$0	\$0	\$0	\$0	(\$323,700)	\$0
	Sub Total - EMERGENCY SERVICES OP/INC	(\$4,665)	(\$4,702)	(\$4,702)	\$0	(\$333,700)	\$0
	Total - EMERGENCY SERVICES	(\$4,665)	(\$4,702)	(\$4,702)	\$0	(\$333,700)	\$0
	Total - LAW ORDER & PUBLIC SAFETY						
		\$11,496	\$7,831	(\$5,573)	\$13,404	(\$334,300)	\$44,570

Shire of NUNGARIN MONTHLY FINANCIAL REPORT

G/L	JOB	CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
		HEALTH ADMINISTRATION & INSPECTION					
		OPERATING EXPENDITURE					
207101	PREV SRVCS - Depreciation	\$485	\$0	\$0	\$0	\$0	\$1,165
207102	PREV SRVCS - Group Region Scheme	\$5,000	\$2,161	\$0	\$2,161	\$0	\$20,000
207103	PREV SRVCS - Loss on Disposal of Asset	\$0	\$0	\$0	\$0	\$0	\$0
207199	PREV SRVCS - Admin Costs Allocated	\$690	\$672	\$0	\$672	\$0	\$1,653
	Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	\$6,175	\$2,833	\$0	\$2,833	\$0	\$22,818
	OPERATING INCOME						
307101	Health - Fees & Charges	(\$65)	\$0	\$0	\$0	(\$160)	\$0
	Sub Total - HEALTH ADMIN & INSPECTION OP/INC	(\$65)	\$0	\$0	\$0	(\$160)	\$0
	Total - HEALTH ADMIN & INSPECTION	\$6,110	\$2,833	\$0	\$2,833	(\$160)	\$22,818
	PREVENTIVE SERVICES - OTHER						
	OPERATING EXPENDITURE						
207301	Prev Svcs Other - Analytical Expenses	\$0	\$180	\$0	\$180	\$0	\$364
	Sub Total - PREVENTIVE SRVS - OP/EXP	\$0	\$180	\$0	\$180	\$0	\$364

	OPERATING INCOME					
	Sub Total - PREVENTIVE SRVS - OP/INC	\$0	\$0	\$0	\$0	\$0
	Total - PREVENTIVE SERVICES OTHER HEALTH	\$0	\$180	\$0	\$180	\$364
	OPERATING EXPENDITURE					
207402	Other Health - Emergency Services Shed	\$0	\$90	\$0	\$90	\$1,160
207499	Other Health - Allocation of Admin Overheads	\$2,065	\$2,017	\$0	\$2,017	\$4,959
	Sub Total - OTHER HEALTH OP/EXP	\$2,065	\$2,107	\$0	\$2,107	\$6,119
	OPERATING INCOME					
		\$0	\$0	\$0	\$0	\$0
	Sub Total - OTHER HEALTH OP/INC	\$0	\$0	\$0	\$0	\$0
	Total - OTHER HEALTH DOCTOR	\$2,065	\$2,107	\$0	\$2,107	\$6,119
	SERVICES					
	OPERATING EXPENDITURE					
207502	Doctor Srvc - Office Expenses	\$0	\$0	\$0	\$0	\$10,000
207503	Doctor Srvc - Vehicle Expenses	\$0	\$417	\$0	\$417	\$6,200
207504	Doctor Srvc - Housing Expenses	\$0	\$1,152	\$0	\$1,152	\$3,800
	Sub Total - DOCTOR SERVICES OP/EXP	\$0	\$1,569	\$0	\$1,569	\$20,000
	OPERATING INCOME					
		\$0	\$0	\$0	\$0	\$0
	Sub Total - DOCTOR SERVICES OP/INC	\$0	\$0	\$0	\$0	\$0
	Total - DOCTOR SERVICES	\$0	\$1,569	\$0	\$1,569	\$20,000
	Total - HEALTH	\$8,175	\$6,689	\$0	\$6,689	(\$160) \$49,301

Shire of NUNGARIN MONTHLY FINANCIAL REPORT

G/L	JOB	CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
		CARE OF FAMILIES AND CHILDREN					
		OPERATING EXPENDITURE					
208107	Care of Fam - Family Counsellor Vehicle Expenses	\$269	\$377	\$0	\$377	\$0	\$1,074
208108	Care of Fam - Family Counsellor Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0
208109	Care of Fam - Family Counsellor Other Minor Expenses	\$0	\$0	\$0	\$0	\$0	\$0
208110	Care of Fam - Loss on Sale of Asset	\$0	\$0	\$0	\$0	\$0	\$0
208111	Care of Fam - Depreciation	\$1,145	\$0	\$0	\$0	\$0	\$2,745
208199	Care of Fam - Administration Allocations	\$690	\$672	\$0	\$672	\$0	\$1,653
	Sub Total - CARE OF FAMILIES AND CHILDREN OP/EXP	\$2,104	\$1,050	\$0	\$1,050	\$0	\$5,472
	OPERATING INCOME						
308101	Care of Fam - Reimbursement Wages	\$0	\$0	\$0	\$0	\$0	\$0
308102	Care of Fam - Profit on Sale of Asset	\$0	\$0	\$0	\$0	\$0	\$0

308103	Care of Fam - Reimbursements Other	(\$2,391)	\$0	\$0	\$0	(\$9,565)	\$0
308104	Care of Fam - Government Grants	\$0	\$0	\$0	\$0	\$0	\$0
		(\$2,391)	\$0	\$0	\$0	(\$9,565)	\$0
	Sub Total - CARE OF FAMILIES AND CHILDREN OP/INC		\$0	\$0	\$0	(\$9,565)	\$0
	Total - CARE OF FAMILIES AND CHILDREN	(\$287)	\$1,050	\$0	\$1,050	(\$9,565)	\$5,472
	AGED & DISABLED - OTHER						
	OPERATING EXPENDITURE						
208299	Aged & Disabled - Allocation of Admin Overheads	\$690	\$672	\$0	\$672	\$0	\$1,652
	Sub Total - OTHER WELFARE OP/EXP	\$690	\$672	\$0	\$672	\$0	\$1,652
	OPERATING INCOME						
308201	Aged & Disabled - Nungarin Aged Home Care Income	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - OTHER WELFARE OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
	Total - OTHER WELFARE	\$690	\$672	\$0	\$672	\$0	\$1,652
	Total - EDUCATION & WELFARE	\$403	\$1,722	\$0	\$1,722	(\$9,565)	\$7,124

Shire of NUNGARIN MONTHLY FINANCIAL REPORT

G/L	JOB	CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
	STAFF HOUSING						
	OPERATING EXPENDITURE						
209202	Staff Housing - Depreciation	\$6,825	\$0	\$0	\$0	\$0	\$16,385
209299	Staff Housing - Administration Allocations	\$2,065	\$2,017	\$0	\$2,017	\$0	\$4,959
	Sub Total - STAFF HOUSING OP/EXP	\$8,890	\$2,017	\$0	\$2,017	\$0	\$21,344
	Total - STAFF HOUSING	\$8,890	\$2,017	\$0	\$2,017	\$0	\$21,344
	AGED PERSONS ACCOMMODATION						
	OPERATING EXPENDITURE						
209101	Aged Pers Acc - Unit 1 Maintenance	\$675	\$1,308	\$0	\$1,308	\$0	\$1,615
209102	Aged Pers Acc - Unit 2 Maintenance	\$520	\$346	\$0	\$346	\$0	\$1,250
209103	Aged Pers Acc - Unit 3 Maintenance	\$585	\$383	\$0	\$383	\$0	\$1,400
209104	Aged Pers Acc - Unit 4 Maintenance	\$540	\$486	\$0	\$486	\$0	\$1,290
209105	Aged Pers Acc - Unit 5 Maintenance	\$1,500	\$556	\$0	\$556	\$0	\$3,600
209106	Aged Pers Acc - Unit 6 Maintenance	\$645	\$1,480	\$0	\$1,480	\$0	\$1,550
209107	Aged Pers Acc - Maintenance All Units	\$32,740	\$30,110	\$0	\$30,110	\$0	\$78,580
209108	Aged Pers Acc - Depreciation	\$5,920	\$0	\$0	\$0	\$0	\$14,206
209110	Aged Pers Acc - Contribution Towards CEACA Housing	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000
209111	CEACA Unit 1 Maintenance - 19 Second Ave	\$15	\$0	\$0	\$0	\$0	\$35
209112	CEACA Unit 2 Maintenance 19 Second Ave	\$15	\$0	\$0	\$0	\$0	\$35
209113	CEACA Common Area Maintenance 19 Second Ave	\$40	\$0	\$0	\$0	\$0	\$100
209199	Aged Pers Acc - Administration Allocations	\$690	\$672	\$0	\$672	\$0	\$1,653

Sub Total - AGED PERSONS ACCOMMODATION OP/EXP			\$43,885	\$55,341	\$0	\$55,341	\$0	\$125,314
OPERATING INCOME								
309101		Aged Pers Acc - Unit 1 Rent	(\$1,205)	(\$1,800)	(\$1,800)	\$0	(\$2,886)	\$0
309102		Aged Pers Acc - Unit 2 Rent	(\$1,205)	(\$1,309)	(\$1,309)	\$0	(\$2,886)	\$0
309103		Aged Pers Acc - Unit 3 Rent	(\$1,205)	(\$780)	(\$780)	\$0	(\$2,886)	\$0
309104		Aged Pers Acc - Unit 4 Rent	(\$40)	\$0	\$0	\$0	(\$100)	\$0
309105		Aged Pers Acc - Unit 5 Rent	(\$1,950)	(\$1,800)	(\$1,800)	\$0	(\$4,680)	\$0
309106		Aged Pers Acc - Unit 6 Rent	(\$1,205)	(\$2,100)	(\$2,100)	\$0	(\$2,886)	\$0
309107		Aged Pers Acc - Gas Consumption Charges	(\$375)	(\$531)	(\$531)	\$0	(\$900)	\$0
309108		Aged Pers Acc - Reimbursements CEACA	(\$70)	\$0	\$0	\$0	(\$170)	\$0
Sub Total - AGED PERSONS ACCOMMODATION OP/INC			(\$7,255)	(\$8,321)	(\$8,321)	\$0	(\$17,394)	\$0
Total - AGED PERSONS ACCOMMODATION			\$36,630	\$47,020	(\$8,321)	\$55,341	(\$17,394)	\$125,314
HOUSING OTHER								
OPERATING EXPENDITURE								
209301	BM12	Other Housing - Building Maint Lot 51	\$4,220	\$1,346	\$0	\$1,346	\$0	\$10,130
209302	BM13	Other Housing - Building Maint Flat B	\$1,138	\$232	\$0	\$232	\$0	\$1,138
209304	BM15	Other Housing - Building Maint Flat A	\$790	\$232	\$0	\$232	\$0	\$790
209305		Other Housing - Depreciation	\$6,190	\$0	\$0	\$0	\$0	\$14,855
209306	BM16	Other Housing - Building Maint Lot 61 First	\$620	\$328	\$0	\$328	\$0	\$1,490
209307	BM17	Other Housing - Building Maint Lot 103 Second	\$355	\$641	\$0	\$641	\$0	\$848
209313	BM36	Other Housing - Building Maint Lot 110 Second Avenue	\$520	\$626	\$0	\$626	\$0	\$1,250
209314	BM37	Other Housing - Building Maint Lot 75 First Avenue Unit A	\$325	\$358	\$0	\$358	\$0	\$785
209315	BM38	Other Housing - Building Maint Lot 75 First Avenue Unit B	\$585	\$1,257	\$0	\$1,257	\$0	\$1,400
209316		27 (Lot 98) Second Avenue Maintenance	\$50	\$133	\$0	\$133	\$0	\$50
209317		29 (Lot 99) Second Avenue Maintenance	\$50	\$133	\$0	\$133	\$0	\$50
209399		Housing - Allocation of Admin Overheads	\$3,445	\$3,362	\$0	\$3,362	\$0	\$8,265
Sub Total - HOUSING OTHER OP/EXP			\$18,288	\$8,650	\$0	\$8,650	\$0	\$41,051
OPERATING INCOME								
309305		Other Housing - Lot 61 First Ave Rent	(\$1,950)	(\$2,112)	(\$2,112)	\$0	(\$4,680)	\$0
309306		Other Housing - Lot 103 Second Ave Rent	(\$1,840)	(\$1,936)	(\$1,936)	\$0	(\$4,420)	\$0
309307		Other Housing - Lot 51 First Ave Rent	(\$1,300)	\$0	\$0	\$0	(\$3,120)	\$0
309310		Other Housing - Lot 81 Danberrin Rent	(\$1,300)	(\$1,320)	(\$1,320)	\$0	(\$3,120)	\$0
309312		Other Housing - Lot 110 Second Ave Rent	(\$2,710)	(\$2,640)	(\$2,640)	\$0	(\$6,500)	\$0
309313		Other Housing - Lot 75 First Ave Unit A Rent	(\$1,840)	(\$2,078)	(\$2,078)	\$0	(\$4,420)	\$0
309314		Other Housing - Lot 75 First Ave Unit B Rent	(\$1,300)	(\$1,320)	(\$1,320)	\$0	(\$3,120)	\$0
Sub Total - HOUSING OTHER OP/INC			(\$12,240)	(\$11,406)	(\$11,406)	\$0	(\$29,380)	\$0
Total - HOUSING OTHER			\$6,048	(\$2,755)	(\$11,406)	\$8,650	(\$29,380)	\$41,051
Total - HOUSING			\$51,568	\$46,282	(\$19,726)	\$66,009	(\$46,774)	\$187,708

Shire of NUNGARIN
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
			Budget	Actual	Income	Expenditure	Income	Expenditure

	SANITATION - HOUSEHOLD REFUSE					
	OPERATING EXPENDITURE					
210101	Sanitation House - Domestic Refuse Collection	\$4,325	\$5,710	\$0	\$5,710	\$10,381
210102	Sanitation House - Refuse Site Maintenance	\$5,560	\$37,632	\$0	\$37,632	\$13,349
210103	Sanitation House - Other Minor Expenditure	\$0	\$0	\$0	\$0	\$0
210104	Sanitation House - Recycling Collections	\$2,510	\$1,522	\$0	\$1,522	\$6,020
210105	Sanitation House - Pensioner Refuse Rebate	\$0	\$0	\$0	\$0	\$0
210107	Sanitation House - Depreciation	\$540	\$0	\$0	\$0	\$1,290
210199	Sanitation House - Administration Allocations	\$690	\$672	\$0	\$672	\$1,653
	Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP	\$13,625	\$45,537	\$0	\$45,537	\$32,693
	OPERATING INCOME					
310101	Sanitation House - Charges Refuse Removal	(\$10,530)	(\$10,530)	(\$10,530)	\$0	\$0
310102	Sanitation House - Recycling Grant	\$0	\$0	\$0	\$0	\$0
	Sub Total - SANITATION H/HOLD REFUSE OP/INC	(\$10,530)	(\$10,530)	(\$10,530)	\$0	\$0
	Total - SANITATION HOUSEHOLD REFUSE	\$3,095	\$35,007	(\$10,530)	\$45,537	\$32,693
	SANITATION OTHER					
	OPERATING EXPENDITURE					
210202	Sanitation Other - Drum Muster Expenses	\$0	\$0	\$0	\$0	\$0
210299	Sanitation Other - Administration Allocations	\$690	\$672	\$0	\$672	\$1,653
	Sub Total - SANITATION OTHER OP/EXP	\$690	\$672	\$0	\$672	\$1,653
	OPERATING INCOME					
310201	Sanitation Other - Drum Muster Reimbursements	\$0	\$0	\$0	\$0	\$0
	Sub Total - SANITATION OTHER OP/INC Total	\$0	\$0	\$0	\$0	\$0
	- SANITATION OTHER	\$690	\$672	\$0	\$672	\$1,653
	PROTECTION OF THE ENVIRONMENT					
	OPERATING EXPENDITURE					
210302	Protect Env - Other Expenditure Landcare	\$8,330	\$2,361	\$0	\$2,361	\$19,994
210303	Protect Env - Landcare Coordinator Staff Costs	\$1,000	\$867	\$0	\$867	\$4,000
210309	Protect Env - Wild Dog Program	\$0	\$100	\$0	\$100	\$100
210399	Protect Env - Administration Allocations	\$0	\$1,345	\$0	\$1,345	\$3,306
	Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP	\$9,330	\$4,923	\$0	\$4,923	\$27,400
	OPERATING INCOME					
310301	Protect Env - Government Grants Landcare	\$0	\$0	\$0	\$0	(\$19,994)
310303	Protect Env - Plant Hire Landcare	\$0	(\$545)	(\$545)	\$0	\$0
	Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC	\$0	(\$545)	(\$545)	\$0	(\$19,994)
	Total - PROTECTION OF THE ENVIRONMENT	\$9,330	\$4,377	(\$545)	\$4,923	\$27,400

TOWN PLANNING & REGIONAL DEVELOPMENT							
OPERATING EXPENDITURE							
210499	Town Planning - Allocation of Admin Overheads	\$690	\$672	\$0	\$672	\$0	\$1,653
	Sub Total - TOWN PLAN & REG DEV OP/EXP	\$690	\$672	\$0	\$672	\$0	\$1,653
OPERATING INCOME							
	Sub Total - TOWN PLAN & REG DEV OP/INC						
	Total - TOWN PLANNING & REGIONAL DEVELOPMENT	\$0	\$0	\$0	\$0	\$0	\$0
		\$690	\$672	\$0	\$672	\$0	\$1,653

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Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER COMMUNITY AMENITIES								
OPERATING EXPENDITURE								
210504	EO09	Community Amenities - Cemetery Maintenance	\$1,210	\$3,755	\$0	\$3,755	\$0	\$2,910
210505	EO10	Community Amenities - Cemetery Grave Preparation	\$5,215	\$2,233	\$0	\$2,233	\$0	\$12,513
210506	EO11	Community Amenities -Public Toilets	\$5,885	\$19,994	\$0	\$19,994	\$0	\$14,126
210507	BM18	Community Amenities -Post Office	\$3,655	\$2,892	\$0	\$2,892	\$0	\$8,775
210508	BM19	Community Amenities - Shop Maintenance	\$450	\$536	\$0	\$536	\$0	\$1,080
210510		Community Amenities - Depreciation	\$6,945	\$0	\$0	\$0	\$0	\$16,665
210511		Community Amenities - Nungarin Community Bus	\$2,165	\$151	\$0	\$151	\$0	\$5,200
210599		Community Amenities - Allocation of Admin Overheads	\$4,135	\$4,035	\$0	\$4,035	\$0	\$9,918
		Sub Total - OTHER COMMUNITY AMENITIES OP/EXP	\$29,660	\$33,596	\$0	\$33,596	\$0	\$71,187
OPERATING INCOME								
310503		Community Amenities - Charges Cemetery	\$0	\$0	\$0	\$0	(\$1,000)	\$0
310505		Community Amenities - Nungariin Community Bus Hire Fees	(\$585)	(\$1,024)	(\$1,024)	\$0	(\$1,400)	\$0
		Sub Total - OTHER COMMUNITY AMENITIES OP/INC	(\$585)	(\$1,024)	(\$1,024)	\$0	(\$2,400)	\$0
		Total - OTHER COMMUNITY AMENITIES	\$29,075	\$32,572	(\$1,024)	\$33,596	(\$2,400)	\$71,187
		Total - COMMUNITY AMENITIES	\$42,880	\$73,301	(\$12,099)	\$85,401	(\$32,924)	\$134,586

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MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
			Budget	Actual	Income	Expenditure	Income	Expenditure
PUBLIC HALL & CIVIC CENTRES								
OPERATING EXPENDITURE								
211101	BM21	Public Halls - Alice Williams Memorial Building Maintenance	\$425	\$900	\$0	\$900	\$0	\$1,025
211102		Public Halls - Alice Williams Memorial Building Depreciation	\$0	\$0	\$0	\$0	\$0	\$0
211103	BM22	Public Halls -	\$2,655	\$3,878	\$0	\$3,878	\$0	\$6,377
211104		Public Halls - Other Minor Expenditure	\$415	\$0	\$0	\$0	\$0	\$1,000
211105		Public Halls - Loss on Sale of Asset	\$0	\$0	\$0	\$0	\$0	\$0
211106		Public Halls - Depreciation	\$7,565	\$0	\$0	\$0	\$0	\$18,150
211199		Public Halls - Allocation of Admin Overheads	\$2,065	\$2,017	\$0	\$2,017	\$0	\$4,959
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP			\$13,125	\$6,795	\$0	\$6,795	\$0	\$31,511
OPERATING INCOME								
311101		Public Halls - Charges Hall Hire	(\$210)	\$0	\$0	\$0	(\$500)	\$0
311102		Public Halls - Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC			(\$210)	\$0	\$0	\$0	(\$500)	\$0
Total - PUBLIC HALL & CIVIC CENTRES			\$12,915	\$6,795	\$0	\$6,795	(\$500)	\$31,511
OTHER RECREATION & SPORT OPERATING EXPENDITURE								
211301	GG02	Other Recreation - Cricket Pitch Maintenance	\$1,685	\$1,658	\$0	\$1,658	\$0	\$4,042
211302	GG03	Other Recreation - Oval Maintenance	\$8,455	\$17,221	\$0	\$17,221	\$0	\$20,295
211303	GG04	Other Recreation - Tennis Court Maintenance	\$6,870	\$5,697	\$0	\$5,697	\$0	\$16,489
211304	BM23	Other Recreation - Pavilion Maintenance	\$32,835	\$39,270	\$0	\$39,270	\$0	\$78,798
211306	GG05	Other Recreation - Parks, Gardens & Reserves	\$5,170	\$2,125	\$0	\$2,125	\$0	\$12,409
211307		Other Recreation - Water	\$15,000	\$6,939	\$0	\$6,939	\$0	\$30,000
211309		Other Recreation - Electricity	\$7,500	\$6,487	\$0	\$6,487	\$0	\$15,000
211310	GG06	Other Recreation - Dam Expenses	\$735	\$669	\$0	\$669	\$0	\$1,759
211311		Other Recreation - Depreciation	\$64,050	\$0	\$0	\$0	\$0	\$153,720
211312		Other Recreation - Recreation Development Program	\$0	\$0	\$0	\$0	\$0	\$22,500
211314	GG07	Other Recreation - Hockey Oval Maintenance	\$3,200	\$736	\$0	\$736	\$0	\$7,674
211315	BM24	Other Recreation - Build Maintenance Lot 192 Danberrin	\$990	\$16,574	\$0	\$16,574	\$0	\$2,375
211316	BM25	Other Recreation - Build Maintenance Lot 188 Danberrin	\$1,190	\$429	\$0	\$429	\$0	\$2,850
211318		Other Recreation - Loan 66 Interest	\$0	\$0	\$0	\$0	\$0	\$0
211320		Other Recreation - Loan 65 Interest Recreation Centre	\$5,245	\$3,262	\$0	\$3,262	\$0	\$12,588
211323		Other Recreation - Loan 69 Interest Football	\$45	\$0	\$0	\$0	\$0	\$105
211324		Other Recreation - Kidsports Grant Expenditure	\$0	\$0	\$0	\$0	\$0	\$0
211325		Netball Courts Maintenance	\$160	\$296	\$0	\$296	\$0	\$380
211326		Bowling Green Maintenance	\$0	\$1,766	\$0	\$1,766	\$0	\$0
211399		Other Recreation - Allocation of Admin Overheads	\$2,805	\$2,690	\$0	\$2,690	\$0	\$6,730
Sub Total - OTHER RECREATION & SPORT OP/EXP			\$155,935	\$105,820	\$0	\$105,820	\$0	\$387,714
OPERATING INCOME								

311301	Other Recreation - Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
311302	Other Recreation - Ground Rentals	(\$4,540)	\$0	\$0	\$0	(\$10,900)	\$0
311303	Other Recreation - Pavilion Hire	(\$105)	(\$27)	(\$27)	\$0	(\$250)	\$0
311304	Other Recreation - Community Recreation Centre Fees	\$0	\$0	\$0	\$0	\$0	\$0
311305	Other Recreation - Government Grants Recreation Facilities	(\$96,180)	(\$104,921)	(\$104,921)	\$0	(\$230,826)	\$0
311306	Other Recreation - Contributions	\$0	\$0	\$0	\$0	\$0	\$0
311307	Other Recreation - Lot 188 Danberrin Rent	\$0	\$0	\$0	\$0	\$0	\$0
311308	Other Recreation - Lot 191 Danberrin Rent	\$0	\$0	\$0	\$0	\$0	\$0
311309	Other Recreation - Loan 64 Interest Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0
311310	Other Recreation - Loan 66 Interest Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0
311311	Other Recreation - Loan 69 Interest Reimbursement	(\$45)	\$0	\$0	\$0	(\$105)	\$0
	Sub Total - OTHER RECREATION & SPORT OP/INC	(\$100,870)	(\$104,948)	(\$104,948)	\$0	(\$242,081)	\$0
	Total - OTHER RECREATION & SPORT	\$55,065	\$872	(\$104,948)	\$105,820	(\$242,081)	\$387,714

Shire of NUNGARIN MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
			Budget	Actual	Income	Expenditure	Income	Expenditure
		SWIMMING POOL						
		OPERATING EXPENDITURE						
211201		Swim Pool - Salaries	\$26,235	\$4,658	\$0	\$4,658	\$0	\$62,961
211202		Swim Pool - Superannuation Pool Manager	\$2,415	\$171	\$0	\$171	\$0	\$5,790
211204		Swim Pool - Water	\$2,266	\$1,495	\$0	\$1,495	\$0	\$4,530
211205		Swim Pool - Electricity	\$3,351	\$580	\$0	\$580	\$0	\$6,700
211206		Swim Pool - Chemicals	\$950	\$1,521	\$0	\$1,521	\$0	\$2,285
211207		Swim Pool - Pool & Building Maint	\$4,670	\$10,179	\$0	\$10,179	\$0	\$11,207
211209		Swim Pool - Depreciation	\$0	\$0	\$0	\$0	\$0	\$51,015
211299		Swim Pool - Administration Allocations	\$5,510	\$5,380	\$0	\$5,380	\$0	\$13,224
		Sub Total - SWIMMING POOL OP/EXP	\$45,397	\$23,984	\$0	\$23,984	\$0	\$157,712
		OPERATING INCOME						
311202		Swim Pool - Charges Pool Admission	(\$528)	(\$486)	(\$486)	\$0	(\$1,850)	\$0
311203		Swim Pool - Gym Admissions	(\$120)	(\$5)	(\$5)	\$0	(\$200)	\$0
311204		Swim Pool - Lot 192 Danberrin Rent	(\$860)	(\$240)	(\$240)	\$0	(\$2,060)	\$0
		Sub Total - SWIMMING POOL OP/INC	(\$1,508)	(\$731)	(\$731)	\$0	(\$4,110)	\$0
		Total - SWIMMING POOL	\$43,889	\$23,253	(\$731)	\$23,984	(\$4,110)	\$157,712
		LIBRARIES						
		OPERATING EXPENDITURE						
211502		Library - Other Expenditure	\$1,065	\$1,771	\$0	\$1,771	\$0	\$2,560
211599		Library - Administration Allocations	\$7,875	\$7,734	\$0	\$7,734	\$0	\$18,895
		Sub Total - LIBRARIES OP/EXP	\$8,940	\$9,505	\$0	\$9,505	\$0	\$21,455
		OPERATING INCOME						
		Sub Total - LIBRARIES OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
		Total - LIBRARIES	\$8,940	\$9,505	\$0	\$9,505	\$0	\$21,455

OTHER CULTURE							
OPERATING EXPENDITURE							
211602	Other Culture - Historical Projects	\$0	\$0	\$0	\$0	\$0	\$0
211603	Other Culture - Museums	\$5,550	\$12,309	\$0	\$12,309	\$0	\$13,323
211604	Other Culture - McCorry's Hotel	\$4,090	\$4,255	\$0	\$4,255	\$0	\$9,817
211605	Other Culture - Mangowine Homestead	\$4,490	\$2,994	\$0	\$2,994	\$0	\$10,770
211606	Other Culture - Depreciation	\$13,375	\$0	\$0	\$0	\$0	\$32,100
211607	Other Culture - Wheatbelt Markets Wages	\$2,840	\$1,737	\$0	\$1,737	\$0	\$6,815
211608	Other Culture - Memorial Building	\$4,150	\$3,205	\$0	\$3,205	\$0	\$9,958
211609	Pioneer Pathways Project Expenses	\$0	\$0	\$0	\$0	\$0	\$0
211611	Other Culture - Loan 67 Interest Museum	\$145	(\$6)	\$0	(\$6)	\$0	\$349
211699	Other Culture - Allocation of Admin Overheads	\$690	\$672	\$0	\$672	\$0	\$1,653
	Sub Total - OTHER CULTURE OP/EXP	\$35,330	\$25,167	\$0	\$25,167	\$0	\$84,784
OPERATING INCOME							
311601	Other Culture - Charges McCorry's Hotel	(\$3,000)	(\$1,300)	(\$1,300)	\$0	(\$3,000)	\$0
311603	Other Culture - Other Income	\$0	\$0	\$0	\$0	\$0	\$0
311605	Other Culture - Loan 67 Interest Reimbursement Museum	(\$145)	\$0	\$0	\$0	(\$349)	\$0
311606	Other Culture - Mangowine Homestead Income	(\$1,875)	(\$8,439)	(\$8,439)	\$0	(\$4,500)	\$0
	Sub Total - OTHER CULTURE OP/INC	(\$5,020)	(\$9,739)	(\$9,739)	\$0	(\$7,849)	\$0
	Total - OTHER CULTURE	\$30,310	\$15,428	(\$9,739)	\$25,167	(\$7,849)	\$84,784
	Total - RECREATION AND CULTURE						
		\$151,119	\$55,853	(\$115,418)	\$171,271	(\$254,540)	\$683,175

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MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION							
OPERATING EXPENDITURE							
212199	Transport - Administration Allocations	\$4,135	\$4,035	\$0	\$4,035	\$0	\$9,918
	Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP	\$4,135	\$4,035	\$0	\$4,035	\$0	\$9,918
OPERATING INCOME							
312101	Transport - Regional Road Group Grants	\$0	(\$180,883)	(\$180,883)	\$0	(\$184,234)	\$0
312102	Transport - Grants Commission Local Road Grant	(\$70,336)	(\$70,672)	(\$70,672)	\$0	(\$140,673)	\$0
312103	Transport - Roads to Recovery Grant	(\$97,005)	\$0	\$0	\$0	(\$194,009)	\$0
312107	Transport - Roads Contribution Income	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC Total	(\$167,341)	(\$251,556)	(\$251,556)	\$0	(\$518,916)	\$0
	- ST,RDS,BRIDGES,DEPOT - CONST	(\$163,206)	(\$247,521)	(\$251,556)	\$4,035	(\$518,916)	\$9,918
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE							
OPERATING EXPENDITURE							
212201	RM97 Transport - Road Maintenance Council	\$715,540	\$214,508	\$0	\$214,508	\$0	\$715,539
212204	Transport - Street Lighting	\$4,281	\$3,715	\$0	\$3,715	\$0	\$8,560
212206	RT99 Transport - Street Trees & Watering	\$1,460	\$0	\$0	\$0	\$0	\$3,500

212207	RS99	Transport - Road & Street Signs	\$2,500	\$5,955	\$0	\$5,955	\$0	\$6,000
212208		Transport - Loan 68 Interest Depot	\$3,945	\$4,790	\$0	\$4,790	\$0	\$9,465
212210	DEPOT	Transport - Depot Maintenance	\$9,995	\$21,691	\$0	\$21,691	\$0	\$23,991
212211		Wheatbelt Secondary Freight Route Contribution	\$0	\$0	\$0	\$0	\$0	\$0
212212		Transport - Road Inventory Data Collection	\$0	\$0	\$0	\$0	\$0	\$0
212215		Transport - Depreciation Property, Plant & Equipment	\$2,050	\$0	\$0	\$0	\$0	\$4,920
212216		Transport - Depreciation Infrastructure	\$248,600	\$0	\$0	\$0	\$0	\$596,635
212217		Transport - Fuel Facility Maintenance/Operations	\$805	\$646	\$0	\$646	\$0	\$1,930
212299		Transport - Administration Allocations	\$4,430	\$4,371	\$0	\$4,371	\$0	\$10,630
		Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP	\$993,606	\$255,676	\$0	\$255,676	\$0	\$1,381,170
		OPERATING INCOME						
312230		Transport - Main Roads Maintenance Grant	\$0	(\$75,560)	(\$75,560)	\$0	(\$75,560)	\$0
312231		Transport - Street Lighting Subsidy	\$0	\$0	\$0	\$0	(\$1,830)	\$0
312232		Transport - Fuel Facility Commission	\$0	(\$1,427)	(\$1,427)	\$0	(\$3,210)	\$0
312233		Transport - Government Grant	\$0	\$0	\$0	\$0	\$0	\$0
		Sub Total - MTCE STREETS ROADS DEPOTS OP/INC	\$0	(\$76,987)	(\$76,987)	\$0	(\$80,600)	\$0
		Total - MTCE STREETS ROADS DEPOTS	\$993,606	\$178,689	(\$76,987)	\$255,676	(\$80,600)	\$1,381,170
		ROAD PLANT PURCHASES						
		OPERATING EXPENDITURE						
212301		Road Plant - Loss on Sale of Assets	\$0	\$0	\$0	\$0	\$0	\$0
212399		Road Plant - Administration Allocations	\$690	\$672	\$0	\$672	\$0	\$1,653
		Sub Total - ROAD PLANT PURCHASES OP/EXP	\$690	\$672	\$0	\$672	\$0	\$1,653
		OPERATING INCOME						
312301		Road Plant - Reimbursement Insurance	\$0	\$0	\$0	\$0	\$0	\$0
312302		Road Plant - Profit on Sale of Assets	\$0	\$0	\$0	\$0	\$0	\$0
		Sub Total - ROAD PLANT PURCHASES OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
		Total - ROAD PLANT PURCHASES	\$690	\$672	\$0	\$672	\$0	\$1,653
		Total - TRANSPORT						
			\$831,090	(\$68,159)	(\$328,543)	\$260,383	(\$599,516)	\$1,392,741

Shire of NUNGARIN MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
			Budget	Actual	Income	Expenditure	Income	Expenditure
		RURAL SERVICES						
		OPERATING EXPENDITURE						
213101	EO15	Rural Srves - Noxious Weeds/Pest Plants	\$33,798	\$9,573	\$0	\$9,573	\$0	\$67,596
213102		Rural Srves - Standpipe Maintenance	\$2,250	\$0	\$0	\$0	\$0	\$9,000
213103		Rural Srves - Administration Allocations	\$690	\$672	\$0	\$672	\$0	\$1,653
213104		LAG Coordinator Superannuation	\$1,025	\$0	\$0	\$0	\$0	\$2,454

214101	Private Works - Expenses	\$775	\$0	\$0	\$0	\$0	\$1,855
214199	Private Works - Administration Allocations	\$3,295	\$2,690	\$0	\$2,690	\$0	\$7,913
	Sub Total - PRIVATE WORKS OP/EXP	\$4,070	\$2,690	\$0	\$2,690	\$0	\$9,768
	OPERATING INCOME						
314101	Private Works - Fees & Charges	(\$618)	(\$364)	(\$364)	\$0	(\$1,855)	\$0
	Sub Total - PRIVATE WORKS OP/INC	(\$618)	(\$364)	(\$364)	\$0	(\$1,855)	\$0
	Total - PRIVATE WORKS	\$3,452	\$2,326	(\$364)	\$2,690	(\$1,855)	\$9,768
	PUBLIC WORKS OVERHEADS						
	OPERATING EXPENDITURE						
214201	Public Works - Works Supervisor Salaries	\$42,230	\$46,000	\$0	\$46,000	\$0	\$101,346
214203	Public Works - Engineering Office/Other Exp	\$2,055	\$1,757	\$0	\$1,757	\$0	\$4,935
214204	Public Works - Superannuation of Workmen	\$17,420	\$13,741	\$0	\$13,741	\$0	\$41,813
214205	Public Works - Sick/Holiday Pay	\$5,465	\$3,504	\$0	\$3,504	\$0	\$64,045
214206	Public Works - Insurance on Works	\$29,806	\$32,468	\$0	\$32,468	\$0	\$29,805
214207	Public Works - Protective Clothing	\$1,665	\$1,910	\$0	\$1,910	\$0	\$4,000
214208	Public Works - Long Service Leave	\$0	\$0	\$0	\$0	\$0	\$11,328
214209	Public Works - Staff Training	\$6,445	\$3,194	\$0	\$3,194	\$0	\$15,465
214210	Public Works - Industrial Allowance	\$8,810	\$5,154	\$0	\$5,154	\$0	\$21,147
214211	Public Works - Safety Management	\$625	\$0	\$0	\$0	\$0	\$1,500
214212	Public Works - Minor Equipment Maintenance	\$2,190	\$1,882	\$0	\$1,882	\$0	\$5,259
214214	Public Works - Building Maintenance 73 First Avenue	\$3,625	\$1,081	\$0	\$1,081	\$0	\$8,704
214298	Public Works - Administration Allocations	\$48,900	\$47,746	\$0	\$47,746	\$0	\$117,360
214299	Less: Allocation of Public Works Overheads	(\$177,795)	(\$179,440)	\$0	(\$179,440)	\$0	(\$426,707)
	Sub Total - PUBLIC WORKS O/HEADS OP/EXP	(\$8,559)	(\$21,003)	\$0	(\$21,003)	\$0	\$0
	OPERATING INCOME						
314203	Public Works - Staff Housing Rent 73 First Avenue	(\$1,300)	(\$1,320)	(\$1,320)	\$0	(\$3,120)	\$0
314204	Public Works - Reimbursements & Contributions	(\$1,815)	\$0	\$0	\$0	(\$4,360)	\$0
	Sub Total - PUBLIC WORKS O/HEADS OP/INC	(\$3,115)	(\$1,320)	(\$1,320)	\$0	(\$7,480)	\$0
	Total - PUBLIC WORKS OVERHEADS	(\$11,674)	(\$22,323)	(\$1,320)	(\$21,003)	(\$7,480)	\$0
	PLANT OPERATIONS COSTS OPERATING EXPENDITURE						
214301	Plant Operation - Plant Repairs Internal	\$7,905	\$11,051	\$0	\$11,051	\$0	\$18,975
214302	Plant Operation - Parts & Repairs External	\$20,415	\$8,833	\$0	\$8,833	\$0	\$49,000
214303	Plant Operation - Tyres & Tubes	\$6,250	\$5,190	\$0	\$5,190	\$0	\$15,000
214304	Plant Operation - Insurances & Licences	\$19,935	\$14,188	\$0	\$14,188	\$0	\$19,935
214305	Plant Operation - Fuels & Oils	\$25,000	\$19,525	\$0	\$19,525	\$0	\$60,000
214306	Purchase of Expendable Tools & Minor Equipment	\$1,250	\$34	\$0	\$34	\$0	\$2,500
214320	Plant Operation - Depreciation	\$24,770	\$0	\$0	\$0	\$0	\$59,450
214395	Plant Operation - Administration Allocations	\$8,955	\$8,742	\$0	\$8,742	\$0	\$21,489
214397	Plant Operation - Less Depreciation Allocated	(\$24,770)	(\$69,411)	\$0	(\$69,411)	\$0	(\$59,450)
214399	Plant Operation - Less Allocated to Works/SRVCS	(\$77,875)	(\$177,764)	\$0	(\$177,764)	\$0	(\$186,899)
	Sub Total - PLANT OPERATIONS COSTS OP/EXP	\$11,835	(\$179,612)	\$0	(\$179,612)	\$0	\$0
	OPERATING INCOME						
314301	Plant Operation - Fuel Tax BAS	(\$5,000)	(\$6,613)	(\$6,613)	\$0	(\$12,000)	\$0
314302	Plant Operation - Reimbursements	(\$125)	(\$236)	(\$236)	\$0	(\$300)	\$0

Sub Total - PLANT OPERATIONS COSTS OP/INC

Total - PLANT OPERATIONS COSTS

	(\$5,125)	(\$6,849)	(\$6,849)	\$0	(\$12,300)	\$0
	\$6,710	(\$186,461)	(\$6,849)	(\$179,612)	(\$12,300)	\$0

Shire of NUNGARIN
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
		SALARIES AND WAGES					
		OPERATING EXPENDITURE					
214401	Gross Salaries & Wages	\$342,270	\$275,407	\$0	\$275,407	\$0	\$821,447
214402	Less Salaries & Wages Allocated	(\$342,270)	(\$275,407)	\$0	(\$275,407)	\$0	(\$821,447)
214403	Unallocated Salaries & Wages	\$0	\$0	\$0	\$0	\$0	\$0
214404	Workers Compensation	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - SALARIES AND WAGES OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
		OPERATING INCOME					
314401	Reimbursements - Workers Compensation	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - SALARIES AND WAGES OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
	Total - SALARIES AND WAGES	\$0	\$0	\$0	\$0	\$0	\$0
		UNCLASSIFIED					
		OPERATING EXPENDITURE					
214502	Unclassified - Licence Fees Dept Transport	\$25,000	\$19,343	\$0	\$19,343	\$0	\$60,000
214599	Unclassified - Administration Allocations	\$13,280	\$13,450	\$0	\$13,450	\$0	\$31,866
	Sub Total - UNCLASSIFIED OP/EXP	\$38,280	\$32,793	\$0	\$32,793	\$0	\$91,866
		OPERATING INCOME					
314503	Unclassified - Licence Fees Dept of Transport	(\$25,000)	(\$20,622)	(\$20,622)	\$0	(\$60,000)	\$0
		(\$25,000)	(\$20,622)	(\$20,622)	\$0	(\$60,000)	\$0
	Sub Total - UNCLASSIFIED OP/INC	\$13,280	\$12,171	(\$20,622)	\$32,793	(\$60,000)	\$91,866
	Total - UNCLASSIFIED						
	Total - OTHER PROPERTY AND SERVICES	\$11,768	(\$194,287)	(\$29,155)	(\$165,132)	(\$81,635)	\$101,634

Shire of NUNGARIN
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
TRANSFERS TO/FROM RESERVES							
EXPENDITURE							
403201	Transfer to Reserve - Reserve Interest	\$0	\$0	\$0	\$0	\$0	\$0
404215	Transfer to Office Building Reserve	\$0	\$0	\$0	\$0	\$0	\$0
404218	Transfer to Computer Hardware/Software Reserve	\$0	\$0	\$0	\$0	\$0	\$0
404220	Transfer to Leave Reserve	\$0	\$0	\$0	\$0	\$0	\$0
410504	Transfer to Community Bus Reserve	\$0	\$0	\$0	\$0	\$0	\$0
411203	Transfer to Swimming Pool Reserve	\$0	\$0	\$0	\$0	\$0	\$0
412310	Transfer to Plant Reserve	\$0	\$0	\$0	\$0	\$0	\$19,373
414510	Transfer to Building Reserve	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS		\$0	\$0	\$0	\$0	\$0	\$19,373
INCOME							
504205	Transfer from Leave Reserve	\$0	\$0	\$0	\$0	\$0	\$0
504206	Transfer from Computer Hardware/Software Reserve	\$0	\$0	\$0	\$0	\$0	\$0
510502	Transfer from Community Bus Reserve	\$0	\$0	\$0	\$0	\$0	\$0
511201	Transfer from Swimming Pool Reserve	\$0	\$0	\$0	\$0	\$0	\$0
512303	Transfer from Plant Reserve	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - TRANSFER FROM RESERVE FUNDS		\$0	\$0	\$0	\$0	\$0	\$0
Total - FUND TRANSFER							
000000 (Surplus) / Deficit - Carried Forward		\$0	\$0	\$0	\$0	\$0	\$19,373
000000 adjust to rates levied		(\$1,078,351)	(\$1,052,760)	(\$1,052,760)	\$0	(\$1,078,351)	\$0
Sub Total - SURPLUS C/FWD		(\$1,078,351)	(\$1,052,760)	(\$1,052,760)	\$0	(\$1,078,351)	\$0
Total - SURPLUS		(\$1,078,351)	(\$1,052,760)	(\$1,052,760)	\$0	(\$1,078,351)	\$0
LONG TERM LOANS							
EXPENDITURE							
New	Loan Advances -					\$0	\$0
Sub Total - LOAN ADVANCES						\$0	\$0
INCOME							
New	New Loan Borrowings	\$0	\$0	\$0	\$0	(\$85,000)	\$0
Sub Total - LONG TERM LOANS		\$0	\$0			(\$85,000)	\$0
Total - DEFERRED ASSETS		\$0	\$0			(\$85,000)	\$0

Shire of NUNGARIN
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
LIABILITY LOANS							
EXPENDITURE							
404213	Loan Principal Repayments - Loan 63	\$4,442	\$4,372	\$0	\$4,372	\$0	\$8,884
411310	Loan Principal Repayments - Loan 65	\$4,263	\$4,147	\$0	\$4,147	\$0	\$17,051
411308	Loan Principal Repayments - Loan 66	\$0	\$0	\$0	\$0	\$0	\$0
411606	Loan Principal Repayments - Loan 67	\$0	\$1,074	\$0	\$1,074	\$0	\$2,173
411333	Loan Principal Repayments - Loan 69	\$0	\$0	\$0	\$0	\$0	\$6,292
412201	Loan Principal Repayments - Loan 68	\$0	\$6,005	\$0	\$6,005	\$0	\$12,124
	Sub Total - LOAN REPAYMENTS	\$8,705	\$15,598	\$0	\$15,598	\$0	\$46,524
INCOME							
511305	Self Supporting Loans - Loan 66 Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0
511602	Self Supporting Loans - Loan 67 Reimbursement	\$0	(\$1,074)	(\$1,074)	\$0	(\$2,173)	\$0
511307	Self Supporting Loans - Loan 69 Reimbursement	\$0	\$0	\$0	\$0	(\$6,292)	\$0
514202	Principal Received on Rates Outstanding Loan	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - LOANS RAISED	\$0	(\$1,074)	(\$1,074)	\$0	(\$8,465)	\$0
	Total - NON CURRENT LIABILITIES	\$8,705	\$14,524	(\$1,074)	\$15,598	(\$8,465)	\$46,524
OPERATING ACTIVITIES EXCLUDED FROM BUDGET							
	000000 Depreciation Written Back	(\$424,390)	\$0	\$0	\$0	\$0	(\$1,018,532)
	00000 Profit on Sale of Asset Written Back	\$0	\$0	\$0	\$0	\$0	\$0
	00000 Loss on Sale of Asset Written Back	\$0	\$0	\$0	\$0	\$0	\$0
	000000 Deferred Pensioner Rates	\$0	\$0	\$0	\$0	\$0	\$0
	000000 Movement in LSL Reserve (Added Back)	\$0	\$0	\$0	\$0	\$0	\$0
	000000 Movement in Non-Current Leave Provisions	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - DEPRECIATION WRITTEN BACK	(\$424,390)	\$0	\$0	\$0	\$0	(\$1,018,532)
	Total - OPERATING ACTIVITIES EXCLUDED	(\$424,390)	\$0	\$0	\$0	\$0	(\$1,018,532)

Shire of NUNGARIN
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
	BUILDINGS						
	GOVERNANCE						
	CAPITAL EXPENDITURE						
404211	Lot 186 Danberrin Capital	\$0	\$14,920	\$0	\$14,920	\$0	\$15,000
		\$0	\$14,920	\$0	\$14,920	\$0	\$15,000
	Sub Total - CAPITAL WORKS					\$0	\$15,000
	TOTAL - GOVERNANCE	\$0	\$14,920	\$0	\$14,920	\$0	\$15,000
	BUILDINGS						
	LAW, ORDER & PUBLIC SAFETY						
405103	Bush Fire Brigade Building	\$0	\$0	\$0	\$0	\$0	\$353,700
		\$0	\$0	\$0	\$0	\$0	\$353,700
	Sub Total - CAPITAL WORKS					\$0	\$353,700
	TOTAL - LAW, ORDER & PUBLIC SAFETY	\$0	\$0	\$0	\$0	\$0	\$353,700
	BUILDINGS						
	HOUSING						
	CAPITAL EXPENDITURE						
409102	Grangarin Effluent Drainage Upgrade	\$0	\$0	\$0	\$0	\$0	\$120,000
409307	Other Housing - Lot 51 First Avenue	\$0	\$0	\$0	\$0	\$0	\$0
409308	Lot 188 Danberrin - Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$8,000
409309	Lot 48 First Ave - Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$128,000
	Sub Total - CAPITAL WORKS					\$0	\$128,000
	Total - HOUSING	\$0	\$0	\$0	\$0	\$0	\$128,000
	COMMUNITY AMENITIES						
	CAPITAL EXPENDITURE						
410510	Post Office Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$10,000
		\$0	\$0	\$0	\$0	\$0	\$10,000
	Sub Total - CAPITAL WORKS					\$0	\$10,000
	Total - COMMUNITY AMENITIES	\$0	\$0	\$0	\$0	\$0	\$10,000
	BUILDINGS						
	RECREATION AND CULTURE						
	CAPITAL EXPENDITURE						
411102	Public Halls - Hall Building Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$10,000
411601	Other Culture - Museum Building Renewal/Upgrade	\$0	\$0	\$0	\$0	\$0	\$10,000
411603	Other Culture - McCorry's Hotel Upgrade	\$0	\$0	\$0	\$0	\$0	\$10,000
411206	Swimming - Pool Building Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$30,000
	Sub Total - CAPITAL WORKS					\$0	\$30,000
		\$0	\$0	\$0	\$0	\$0	\$30,000

Total - RECREATION AND CULTURE

Total - BUILDINGS

\$0	\$14,920	\$0	\$14,920	\$0	\$536,700

Shire of NUNGARIN
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
		PLANT AND EQUIPMENT					
		GOVERNANCE					
		CAPITAL EXPENDITURE					
404201	Governance - CEO Vehicle Purchase	\$48,000	\$0	\$0	\$0	\$0	\$48,000
	Sub Total - CAPITAL WORKS	\$48,000	\$0	\$0	\$0	\$0	\$48,000
	Total - GOVERNANCE	\$48,000	\$0	\$0	\$0	\$0	\$48,000
		PLANT AND EQUIPMENT					
		LAW ORDER & PUBLIC SAFETY					
		EXPENDITURE					
405104	PURCHASE FIRE TRUCK (DFES)	\$0	\$486,135	\$0	\$486,135	\$0	\$0
	Sub Total - CAPITAL WORKS	\$0	\$486,135	\$0	\$486,135	\$0	\$0
	Total - LAW ORDER & PUBLIC SAFETY	\$0	\$486,135	\$0	\$486,135	\$0	\$0
		PLANT AND EQUIPMENT					
		RECREATION AND CULTURE					
		CAPITAL EXPENDITURE					
411336	Parks & Gardens Plant & Equipment	\$15,000	\$10,909	\$0	\$10,909	\$0	\$15,000
	Sub Total - CAPITAL WORKS	\$15,000	\$10,909	\$0	\$10,909	\$0	\$15,000
	Total - RECREATION AND CULTURE	\$15,000	\$10,909	\$0	\$10,909	\$0	\$15,000
		PLANT AND EQUIPMENT					
		TRANSPORT					
		CAPITAL EXPENDITURE					
412301	Manager Works & Services Vehicle	\$0	\$0	\$0	\$0	\$0	\$0
412320	Multi-Wheel Roller	\$40,000	\$0	\$0	\$0	\$0	\$40,000
412321	Leading Hand Utility NA168	\$28,000	\$0	\$0	\$0	\$0	\$28,000
412322	Box Trailer	\$3,000	\$0	\$0	\$0	\$0	\$3,000
412323	Tipping Trailer	\$9,000	\$8,000	\$0	\$8,000	\$0	\$9,000
412324	Skeleton Weed Vehicle	\$28,000	\$0	\$0	\$0	\$0	\$28,000
	Sub Total - CAPITAL WORKS	\$108,000	\$8,000	\$0	\$8,000	\$0	\$108,000
	Total - TRANSPORT	\$108,000	\$8,000	\$0	\$8,000	\$0	\$108,000
	Total - PLANT AND EQUIPMENT						
		\$171,000	\$505,044	\$0	\$505,044	\$0	\$171,000

Shire of NUNGARIN
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			CURRENT YEAR COMPARATIVES PERIOD 5 30 NOVEMBER 2020		CURRENT YEAR 2020-21 30 NOVEMBER 2020		ADOPTED BUDGET 2020-21	
			Budget	Actual	Income	Expenditure	Income	Expenditure
ROAD INFRASTRUCTURE								
ROAD CONSTRUCTION								
Road Construction - Council								
412101	RCC001	Nungarin North Road Construction	\$0	\$0	\$0	\$0	\$0	\$0
412101	RCC044	Waterhouse Terrace Construction	\$28,000	\$0	\$0	\$0	\$0	\$28,000
412101	RCC200	Road Construction Water Bore Project	\$0	\$0	\$0	\$0	\$0	\$0
412102	RRG01	Road Construction - Regional Road Group	\$0	\$0	\$0	\$0	\$0	\$0
412102	RRRG01	RRG - Nungarin North Road	\$0	\$295,545	\$0	\$295,545	\$0	\$276,350
412103	RRTR10	Road Construction - Roads to Recovery	\$0	\$0	\$0	\$0		
412103	RRTR10	RRTR - Unknown projects	\$106,705	\$0	\$0	\$0	\$0	\$194,009
412103	RRTR40	RRTR - Quanta-Cutting Weira Road	\$0	\$111,319	\$0	\$111,319	\$0	\$0
Sub Total - CAPITAL WORKS			\$134,705	\$406,864	\$0	\$406,864	\$0	\$498,359
Total - ROADS			\$134,705	\$406,864	\$0	\$406,864	\$0	\$498,359
Total - INFRASTRUCTURE ASSETS ROAD RESERVES			\$134,705	\$406,864	\$0	\$406,864	\$0	\$498,359
PARKS & OVALS								
411304		LRICIP Program Capital (Oval, Tennis Courts, etc)	\$230,826	\$7,213	\$0	\$7,213	\$0	\$230,826
Sub Total - CAPITAL WORKS			\$230,826	\$7,213	\$0	\$7,213	\$0	\$230,826
Total - PARKS & OVALS			\$230,826	\$7,213	\$0	\$7,213	\$0	\$230,826
Total - INFRASTRUCTURE ASSETS - PARKS & OVALS			\$230,826	\$7,213	\$0	\$7,213	\$0	\$230,826
INFRASTRUCTURE ASSETS - SANITATION								
COMMUNITY AMENITIES								
410102		Refuse Site Capital Works	\$15,000	\$328	\$0	\$328	\$0	\$15,000
Sub Total - CAPITAL WORKS			\$15,000	\$328	\$0	\$328	\$0	\$15,000
Total - INFRASTRUCTURE ASSETS - SANITATION			\$15,000	\$328	\$0	\$328	\$0	\$15,000
GRAND TOTALS			(\$471,711)	(\$1,317,186)	(\$2,944,171)	\$1,626,985	(\$3,712,123)	\$3,712,123

SHIRE OF NUNGARIN
RESERVE ACCOUNTS
FOR THE PERIOD ENDING

30 NOVEMBER 2020

LEAVE RESERVE

Purpose - To be used to fund annual and long service leave requirements.

	ACTUAL	BUDGET
	2020-21	2020-21
Opening Balance	103,953	103,953
Transfer from Accumulated Surplus		
- Interest Earned		
- Other Transfers	0	0
Less Transfer to Accumulated Surplus	0	0
-Transfer to Municipal Fund		
CLOSING BALANCE	0	0
	103,953	103,953

PLANT RESERVE

Purpose - To be used to fund the purchase of major plant.

	ACTUAL	BUDGET
	2020-21	2020-21
Opening Balance		
Transfer from Accumulated Surplus		
- Interest Earned		
- Other Transfers	253,887	253,887
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	0	19,373
	0	0
OFFICE BUILDING RESERVE	253,887	273,260

Purpose - To be used to for the construction of a new administration centre.

	ACTUAL	BUDGET
	2020-21	2020-21
Opening Balance	37,909	37,909
Transfer from Accumulated Surplus		
- Interest Earned		
- Other Transfers	0	0
Less Transfer to Accumulated Surplus	0	0
-Transfer to Municipal Fund		
CLOSING BALANCE	0	0
	37,909	37,909

SHIRE OF NUNGARIN
RESERVE ACCOUNTS
FOR THE PERIOD ENDING

30 NOVEMBER 2020

Swimming Pool Reserve

Purpose - To be used for the refurbishment of the swimming pool

	ACTUAL	BUDGET
	2020-21	2020-21
Opening Balance	45,219	45,219
Transfer from Accumulated Surplus		
- Interest Earned	0	0
- Other Transfers	0	0

Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	45,219	45,219

LAND REDEVELOPMENT RESERVE

Purpose - to be used to fund the development of a light industrial area

	ACTUAL	BUDGET
	2020-21	2020-21
Opening Balance	2,086	2,086
Transfer from Accumulated Surplus		
- Interest Earned	0	0
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	2,086	2,086

BUILDING RESERVE

Purpose - To be used for the future building needs of the Shire

	ACTUAL	BUDGET
	2020-21	2020-21
Opening Balance	71,355	71,355
Transfer from Accumulated Surplus		
- Interest Earned	0	0
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	71,355	71,355

SHIRE OF NUNGARIN
RESERVE ACCOUNTS
FOR THE PERIOD ENDING 30 NOVEMBER 2020

COMMUNITY BUS RESERVE

Purpose - To restrict the excess monies from the Community Bus hire for maintenance

	ACTUAL	BUDGET
	2020-21	2020-21
Opening Balance	111,306	111,306
Transfer from Accumulated Surplus		
- Interest Earned		
- Other Transfers	0	0
Less Transfer to Accumulated Surplus	0	0
-Transfer to Municipal Fund		
CLOSING BALANCE	0	0
	111,306	111,306

COMPUTER SOFTWARE/HARDWARE RESERVE

Purpose - To be used for the major upgrades of Council's computer system

	ACTUAL	BUDGET
	2020-21	2020-21
Opening Balance	1,863	1,863
Transfer from Accumulated Surplus		
- Interest Earned		
- Other Transfers	0	0
Less Transfer to Accumulated Surplus	0	0
-Transfer to Municipal Fund		
CLOSING BALANCE	0	0
	1,863	1,863

TOTAL RESERVES

	627,578	646,951
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SHIRE OF NUNGARIN
 LOAN SCHEDULE
 FOR THE PERIOD ENDING 30
 NOVEMBER 2020

LOAN DESCRIPTION	LOAN No.	PRINCIPAL 01.07.20	LOANS RAISED		INTEREST		PRINCIPAL Budget 2020-21
			Budget 2020-21	Actual 2020-21	Budget 2020-21	Actual 2020-21	
Governance							
Staff Housing Lot 191							
Grangarin Effluent	63	44,772	0	0	2,721	1,430	
Recreation & Culture	70	0	85,000	0	0	0	8,884
Community Recreation Centre							0
Nungarin Golf Club (*)	65	178,269	0	0	12,588	3,262	
Museum (*)	66	0	0	0	0	0	17,051
Football Club (*)	67	8,063	0	0	349	(6)	0 2,173
	69	6,292	0	0	105	0	6,292
Other Property & Serv. Shire Depot							
	68	250,779	0	0	9,465	4,790	12,124
		488,175	85,000	0	25,228	9,477	46,524

SHIRE OF NUNGARIN
 TRUST SCHEDULE
 FOR THE PERIOD ENDING 30 NOVEMBER 2020

PARTICULARS	OPENING BALANCE 01.07.2020	ESTIMATED RECEIPTS 2020-21	ACTUAL RECEIPTS 2020-21	ESTIMATED PAYMENTS 2020-21	ACTUAL PAYMENTS 2020-21	ESTIMATED CLOSING 2020-21
8.						
\$	\$	\$		\$		
DEPOSITS						
Other	221	00	0	0	0	0
					0	
TOTAL	221	0	0	0	0	
	0	0	221			

Trust Fund Bank Balance
221

Amount of Transfer Required from Muni Fund to Trust Fund to bring Trust Fund into balance

0



APENDIX 9.1.1A –

CR EILEEN OCONNELL'S DELEGATES REPORT

COUNCILLOR O'Connell
REPORT - MEETINGS / FUNCTIONS ATTENDED

- 23rd November CEACA AGM and Committee meeting
- 24th November Nungarin Heritage and Army Museum AGM and General meeting
- 26th November GECZ meeting at Merredin
- 2nd December NCDG Committee meeting
- 8th December WNE SRRG ZOOM meeting
- 9th December Nungarin School Presentations
- 9th December NCDG meeting

CENTRAL EAST AGED CARE ALLIANCE AGM & COMMITTEE MEETING

I attended these meetings with or Chief Executive Officer, Leonard Long.

ANNUAL GENERAL MEETING:

1. Reports: Chair, Treasurer's, Audit received
2. Auditor appointed
3. Nominations re Committee/Board members from each Local Government member
4. Election of Management Committee
5. Election of Independent Chair

GENERAL MEETING:

1. Presentation by Elders Real Estate Regional Manager, Drew Cary. This was very information and some of the information was relevant for the Local Governments who have Aged Housing and the legal ramifications in some areas.
From December 1st, Elders Real Estate have taken over the management of the CEACA housing from Force Real Estate.
2. *Matters for Decision* :
 - a) Full year Forecast to 30th June 2021:
 - 1) With no budget in place for the 12 months to 30th June 2021, a full year full cast has been prepared, based on actuals for 3 months to 30th September2020, and 9 months forecast to 30th June 2021
 - b) Asset Management Financials
 - 1) There is no payments from Member Councils anticipated at this stage
3. *Matters for Discussion:*
 - a) Chief Executive Officer Update
 - b) Operational Report
 - c) Strategy Progress
 - d) Pindan Defects: many defects at all sites. Still in discussion with Pindan
 - 1) Nungarin: crack in ceiling/wall in Corner Unit been corrected
 - 2) Red flashing light as reported by Cr Coumbe was on the other Unit – it was the septic pump malfunctioning. This has occurred on two other sites.
4. *Matters for Noting:*
 - a) Rate Exemption: no rates paid to the shires except for rubbish and ESL
 - b) Selection of Elders as new Managing Agent
 - c) Delegation of Authority Register

Comments: Occupancy is increasing. Yilgarn's 2 units are still empty. Mt Marshall has 1 empty unit, Merredin 6 units empty, Bruce Rock 3 units empty.
Finances are going to be done different so the actual financial report involving where the Local Government's money has gone will be able to be reported in full to Council.
I will have my documents with me if there are questions.

NUNGARIN HERITAGE & ARMY MUSEUM AGM & GENERAL MEETING

I attended this meeting as a Community member of the Museum. However, at the end of the AGM, I did, as a Councillor, congratulate the Chair and his Committee on the continued great 'job' they are doing and acknowledged their achievements for the past 12 months.

GREAT EASTERN COUNTRY ZONE MEETING

I attended as our Presidents proxy, with Deputy President Cr Coumbe and our Chief Executive Officer, Leonard Long.

The minutes from this meeting will be in our Council Agenda. We have received copies of three of the four presentations and the fourth is going to be available in the new year. Contact our Chief Executive Officer if you would like a copy of any.

The WNE SRRG meeting was called due to the Main Roads report.

NUNGARIN COMMUNITY DEVELOPMENT GROUP MEETING

I was unable to attend and the meeting was unable to be held as three other Committee members were unable to attend.

As per our Rules, the meeting was called one week later at the same time and place.

WHEATBELT NORTH EAST SUB REGIONAL ROAD GROUP

I attended this ZOOM meeting as Nungarin Delegate and Chair of the Group, with our Chief Executive Officer, Leonard Long, and Our Works Manager, Alex Richardson.

This meeting was called to discuss and prepare a Submission in response to the Draft Guidelines and Criteria for the Identification of Significant Local Government Roads for Review to be sent to the Road Classification Working Group.

After discussion the recommendation was accepted and four additional items are being added. The updated resolution is going to be by 'Out-of-Session' approval.

Any Councillor who would like further information/documentation, please contact our Chief Executive Officer or myself.

NUNGARIN SCHOOL PRESENTATIONS.

I attended as a Community member and representing another Group. However, with President Cr deLacy, Deputy President Cr Coumbe, Crs Dayman and Mizia also present, it was pleasing to have commented by others that so many of Shire Councillor's attended.

NUNGARIN COMMUNITY DEVELOPMENT GROUP COMMITTEE MEETING

I attended this meeting as Council's Delegate.

Items discussed included:

1. Reports: November CAFÉ and Mangowine Sheep Dip
2. NCDG Building: Are inviting the Nungarin Community and Men's Shed to our February meeting to discuss future of building
3. Joint Trail Project at the back of the Museum: No response from Museum. Sending another letter. Been confirmed by both current and ex-museum committee, and NCDG members that this was a joint project.
4. Memorial Soldiers Project: letter NC&MS offered to take over the Project. We have said no and asked when we can collect the Memorial.
5. Discussed ideas for next year

FUTURE MEETINGS / EVENTS: (that I attend as a Council Delegate)

CEACA Special meeting	Teleconference	4 th or 6 th January, 2021
NCDG Committee meeting	Nungarin	Wednesday 10 nd February
LHAG	Kununoppin	Friday 12 th February 2021

R.E. O'Connell

R.E. O'Connell (Councillor)