



**AGENDA
FOR
ORDINARY MEETING OF COUNCIL
Wednesday 16 September 2020**

**Council Chambers
Lot 66 Railway Street
Trayning WA 6488**

Commencement: 4:00pm





**SHIRE OF
TRAYNING**
Rock Solid

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The Shire of Trayning warns that anyone who has any application lodged with the Shire of Trayning must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Trayning in respect of the application.

Signed

Leanne Parola
Chief Executive Officer



AGENDA

Ordinary Meeting of the Trayning Shire Council,
Held in the Council Chambers, Lot 66 Railway Street, Trayning,
on Wednesday 16 September 2020, commencing at 4:00pm.

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

Cr Melanie Brown (Shire President)
Cr Geoff Waters (Deputy Shire President)
Cr Marlon Hudson
Cr Michelle McHugh
Cr Freda Tarr
Cr Jim Wilkins
Cr Clayton Marchant

STAFF:

Mrs Leanne Parola (Chief Executive Officer)
Miss Belinda Taylor (Manager of Corporate Services)
Mr Parthiv Parekh (Manager of Financial Services)

APOLOGIES:

ON APPROVED LEAVE(S) OF ABSENCE:

ABSENT:

VISITORS:

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST

5.1 Applications Previously Approved

5.2 Leave of Absence

5.3 Disclosure of Interest

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Petitions



6.2 Deputations

6.3 Presentations

7 CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council

Officer Recommendation

That the minutes of the Ordinary Meeting of Council held on 19 August 2020 be confirmed as a true and correct record of the proceedings with the following amendments.

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

9 REPORTS OF OFFICERS

9.1 REGULATORY SERVICES



9.2 MANAGER OF FINANCE

9.2.1 Monthly Financial Report for July 2020

Date of Report:	10 September 2020
Proponent:	N/A
File Ref:	N/A
Officer	Parthiv Parekh – Manager of Financial Services
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.1 Monthly Financial Report for July 2020
Voting Requirements:	Simple Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 July 2020.

Background

All financial reports are required to be presented to Council within two meetings following the end of the month that they relate to.

These reports are prepared after all the end of month payments and receipts have been processed.

Consultation

There has been consultation with the Chief Executive Officer.

Statutory Environment

Local Government Act 1995 -

6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996 -

34. Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation —
committed assets means revenue unspent but set aside under the annual budget for a specific purpose.



- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

The recommendation that follows is consistent with the legislative requirements.

Policy Implications

This proposal incorporates the requirements of policy 7.11 – Investment of Surplus Funds, specifically the requirement to report on Councils investments within the Monthly Financial Report.

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Financial Implications

A copy of the Monthly Financial Report for the period ending 31 July 2020, including the report on significant variances, Investment of Councils reserve and surplus funds and the reconciliation of Councils bank accounts, has been provided to Council via attachment to this report.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.

Social Implications

There are no social implications.

Officer's Comment

Nil

Officer's Recommendation

That Council accepts the Monthly Financial Report for the period ending 31 July 2020 as presented.



9.2.2 Monthly Financial Report for August 2020

Date of Report:	10 September 2020
Proponent:	N/A
File Ref:	N/A
Officer	Parthiv Parekh – Manager of Financial Services
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.2 Monthly Financial Report for August 2020
Voting Requirements:	Simple Majority

Purpose of the Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 August 2020.

Background

All financial reports are required to be presented to Council within two meetings following the end of the month that they relate to.

These reports are prepared after all the end of month payments and receipts have been processed.

Consultation

There has been consultation with the Chief Executive Officer.

Statutory Environment

Local Government Act 1995 -

6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996 -

34. Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation —
committed assets means revenue unspent but set aside under the annual budget for a specific purpose.



- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1) (d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub regulation (1) (d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

The recommendation that follows is consistent with the legislative requirements.

Policy Implications

This proposal incorporates the requirements of policy 7.11 – Investment of Surplus Funds, specifically the requirement to report on Councils investments within the Monthly Financial Report.

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Financial Implications

A copy of the Monthly Financial Report for the period ending 31 August 2020, including the report on significant variances, Investment of Councils reserve and surplus funds and the reconciliation of Councils bank accounts, has been provided to Council via attachment to this report.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.

Social Implications

There are no social implications.

Officer's Comment

Nil

Officer's Recommendation

That Council accepts the Monthly Financial Report for the period ending 31 August 2020 as presented.



9.2.3 Monthly Payment List August 2020

Date of Report:	10 September 2020
Proponent:	N/A
File Ref:	3.2.2.3 – Accounts Payable (Creditors)
Officer:	Parthiv Parekh – Manager of Financial Services
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.3 Attachment Monthly Payments and Sundry Debtor List
Voting Requirements:	Simple Majority

Purpose of Report

To meet legislative requirements under the Local Government (Financial Management) Regulations.

Background

The Local Government (Financial Management) Regulations 1996 requires that Council is to be presented with a Statement of Payments each month.

Statutory Environment

Local Government (Financial Management) Regulations 1996.

Officer's Comment

The list of payments has been compiled for the month of August 2020 and is attached. These payments have already occurred and Council are not making a decision as to whether payments are to be made.

Officer's Recommendation

That Council receives the list of payments, as presented, for the month of August 2020, totalling \$288,345.53



9.3 CHIEF EXECUTIVE OFFICER

9.3.1 Council Forums

Date of Report:	8 September 2020
Proponent:	N/A
File Ref:	4.1.2.3 Council Meetings
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1 Draft Policy 10.1 Council Forum/Briefing Sessions
Voting Requirements:	Simple Majority

Purpose of Report

To consider replacing the current version of Policy 10.1 Council Forum/Briefing Sessions and recommence holding Council Forums/Briefing Sessions from October 2020.

Background

Council has not held a Council Forum/Briefing Session since December 2019.

Consultation

Shire President and senior staff.

Statutory Environment

There are no statutory implications.

Policy Implications

Staff are recommending replacing Policy 10.1 Council Forum/Briefing Sessions.

Financial Implications

There are no financial implications.

Strategic Implications

Holding Council Forum/Briefing Sessions encourage informal strategic discussions between Councillors and staff.

Environmental Implications

There are no environmental implications.

Social Implications

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There are no social implications.

Officer's Comment

Until the start of 2020, it was Council practice to hold a Forum/ Briefing session before each Ordinary meeting of Council.

The role of such forums is to allow opportunity for elected members and the Chief Executive Officer to come together outside of the formal meeting process to discuss matters that do not require formal decisions, do not discuss matters on the ordinary council meeting agenda but to discuss matters that might be conceptual (brain storming etc.), informative (updates on progress with matters) or administrative in nature. Other senior staff and consultants can be invited to participate by the CEO.

For this reason, they are normally held 'in committee' and due to much of it being conceptual, considered and marked confidential. Disclosures of financial, impartiality and proximity interests are still to be recorded and dealt with if they arise.

The Department of Local Government and Communities produced operational guidelines for Council Forums some time ago, these guidelines have been referenced when preparing the new policy.

Officer's Recommendation

That Policy 1.10 Council Forum/Briefing Sessions be replaced as attached and that Council Forums/Briefing Sessions be recommenced from October 2020.



9.3.2 LG Act Review Panel Report

Date of Report:	7 September 2020
Proponent:	N/A
File Ref:	4.1.7.1 Local Government Act 1995
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.2 LG Act Review Panel Recommendations
Voting Requirements:	Simple Majority

Purpose of Report

For Council to consider making a submission to the Department of Local Government in response to the Local Government Act Review Panel Report.

Background

The Minister for Local Government appointed an Independent Panel to consider submissions received by the Department of Local Government, Sport and Cultural Industries on the review of the Local Government Act in November 2019. The Panel completed their work and the Minister for Local Government released their report on Tuesday, 5 August. The report made 65 recommendations.

Consultation

The Shire President and Chief Executive Officer attended a Great Eastern Country Zone Meeting on Thursday 27 August 2020 where a resolution was passed regarding support or otherwise for the recommendation in the Panel report.

The WALGA State Council strongly encourages individual Local Governments to consider responding to the recommendations of the panel report and advise WALGA of their submissions by Saturday, 31 October.

Statutory Environment

Local Government Act 1995 and Regulations

Policy Implications

There are no policy implications in providing a submission, however there may be significant policy implications as a result of the new legislation.

Financial Implications

There are no financial implications in providing a submission, however there may be significant financial implications as a result of the new legislation.



Strategic Implications

There are no strategic implications in providing a submission, however there will be significant strategic implications as a result of the new legislation.

Environmental Implications

There are no environmental implications.

Social Implications

There are no social implications in providing a submission.

Officer's Comment

Staff have prepared the attached draft submission based on the resolution of the Great Eastern Country Zone for consideration.

Officer's Recommendation

That the attached submission be forwarded to the Department of Local Government, Sport and Cultural Industries and the Western Australian Local Government Association.



9.3.3 Increase in Tender Threshold

Date of Report:	8 September 2020
Proponent:	N/A
File Ref:	4.1.5.1 Policy Manual & 4.2.5.16 Delegations
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.3 Proposed Policy 7.4 and Delegation 2.1 9.3.3a Delegation 2.1 Acquisition of Asset and Goods
Voting Requirements:	Absolute Majority

Purpose of Report

To consider amending Policy 7.4 Purchasing and Tenders and Delegation 2.1 Acquisition of Assets and Goods/Services – Tenders for supply to reflect recent changes to the Local Government (Functions and General) Regulations 1996.

Background

Amendments to the Local Government (Functions and General) Regulations 1996 commenced on 10 April 2020 which included an increase to the tender threshold from \$150,000 to \$250,000.

In accordance with Regulation 11A (1), Local Governments must now prepare, adopt and implement a purchasing policy in relation to contracts for other persons to supply goods or services under \$250,000.

Consultation

There has been no consultation in this regard.

Statutory Environment

Local Government (Functions and General) Regulations 1996, regulations: 11A (1). Purchasing policies for local governments

Policy Implications

3.1 Policy Manual – Changes to be authorised

Financial Implications

There may be some savings in the future in advertising costs and better utilisation of internal resources if quotations can be sought instead of tenders for goods/services between \$150,000 and \$250,000.



Strategic Implications

There are no known strategic implications.

Environmental Implications

There are no known environmental implications.

Social Implications

There are no known social implications.

Officer's Comment

The Shire of Trayning Policy 7.4 Purchasing and Tenders and Delegation 2.1 Acquisition of Assets and Goods/Services – Tenders currently reflect the former tender threshold of \$150,000. It is recommended that it be amended to reflect the new tender threshold of \$250,000.

Officer's Recommendation

That Policy 7.4 Purchasing and Tenders and Delegation 2.1 Acquisition of Assets and Goods/Services – Tenders be amended as attached.



9.3.4 NEWROC Memorandum of Understanding

Date of Report:	7 September 2020
Proponent:	NEWROC
File Ref:	4.3.8.1 – NEWROC Minutes & Agendas
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.4 Proposed NEWROC Memorandum of Understanding
Voting Requirements:	Simple Majority

Purpose of Report

To consider a new Memorandum of Understanding for the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC).

Background

The purpose for which NEWROC is established is to:

Provide a means for the local governments, through voluntary participation and the integration and sharing of resources to:

- a. Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economic, environment and governance*
- b. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance;*
- c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages;*
- d. To take an active interest in all matters affecting the communities of the Participants with the view to improving, promoting and protecting them*
- e. Recognition as representing the view of community and business in the Participants*

The purpose of the NEWROC Memorandum of Understanding (MoU) is to affirm the partnership and collaboration of the seven local governments and to further the shared aims of the organisation.

Consultation

The Memorandum of Understanding is based on member feedback from a NEWROC Strategy day and both the Executive and Council of NEWROC have reviewed the proposed amendments.



Statutory Environment

Local Government Act 1995, Part 3 Functions of local governments, Division 4 Regional local governments and regional subsidiaries applies.

Policy Implications

There are no direct policy implications.

Financial Implications

The Memorandum of Understanding commits the Shire of Trayning to contributing one seventh of the budgeted operating deficiency of NEWROC each year for three years.

Strategic Implications

The purpose of NEWROC is to provide a means for the seven participating Shires through voluntary participation and the integration and sharing of resources to:

- a. Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economic, environment and governance
- b. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance
- c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages
- d. To take an active interest in all matters affecting the communities of the Participants with the view to improving, promoting and protecting them
- e. Recognition as representing the view of community and business in the Participants

Environmental Implications

There are no direct environmental implications.

Social Implications

There are no direct environmental implications.

Officer's Comment

The purpose of the NEWROC is to work together for successful communities. The NEWROC achieves this through regional collaboration and championing opportunities for member communities. The NEWROC MoU provides the framework and vehicle to help achieve the group's purpose and mission.

The current NEWROC MoU was presented at the NEWROC Strategy Day for review and discussion. Members felt it needed refreshing and alignment to the NEWROC purpose, mission, vision, values as well as an inclusion of roles and responsibilities and amendments to membership admission and withdrawal.



It was due to be re-signed in July 2020.

The NEWROC EO has worked on the MoU based on member feedback from the Strategy day and both the Executive and Council have reviewed the proposed amendments.

The NEWROC MoU is aligned to the organisations strategic planning review period (three years) and the minimum term of membership (three years).

The term of agreement is from 1 July 2020 – 30 June 2023.

A number of changes have been made from the current MoU to the new MoU. These changes were endorsed at the August NEWROC Council meeting and the MoU is now presented to member Councils for adoption and to issue the member's common seal.

Officer's Recommendation

That:

- 1) the proposed Memorandum of Understanding for the North Eastern Wheatbelt Regional Organisation of Councils be adopted
- 2) the President and Chief Executive Officer be authorised to sign and apply the Shire's common seal to the new Memorandum of Understanding.



9.3.5 NEWROC Waste Management

Date of Report:	7 September 2020
Proponent:	Nil
File Ref:	4.3.8.1 NEWROC Minutes & Agendas
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.5 NEWROC Regional Landfill Strategy Feasibility Study
Voting Requirements:	Simple Majority

Purpose of Report

To reconfirm or reconsider Council's previous resolution regarding regional waste management options.

Background

Waste management was identified as a strategic priority by the NEWROC in 2018. Giles Perryman of ASK Waste Management attended and presented to member Councils in Koorda in 2018 to discuss waste and how the NEWROC could work together to improve infrastructure, practices and processes.

To further develop the priority, the NEWROC engaged ASK Waste Management in 2019 to achieve the following objectives:

- Assess current waste facilities across each member local government
- Investigate ways to improve each member's landfill site (and to use the study as a base for grant applications)
- Investigate improved options for waste management across the members

ASK Waste Management presented a report to the NEWROC which discussed a number of options to help member Councils meet the above objectives.

ASK Waste Management modelled four options to consider as a future strategy for members to adopt.

These options centred on:

- improving waste management infrastructure, practices and procedures both individually and collectively
- to meet compliance and anticipated new regulations and
- to work together to attract external funding.

The presented options included:

Option 0: Baseline cost of current operation

Option 1: All landfills unstaffed (remote access)

Option 2: All landfills (remote access) plus two staffed landfills



- Option 3: All transfer stations (remote access) plus two staffed landfills - weekly collection
- Option 3: All transfer stations (remote access) plus two staffed landfills - fortnightly collection
- Option 4: All transfer stations (remote access) plus one staffed landfill - weekly collection
- Option 4: All transfer stations (remote access) plus one staffed landfill - fortnightly collection

The report was circulated to member Councils for their initial feedback and following this, at the NEWROC August Council meeting a preferred option was determined.

The following motion was passed:

RESOLUTION

The preferred option for the NEWROC is 4: All transfer stations (remote access) plus one staffed landfill - weekly collection.

Member Councils to discuss this option at their next Council meeting and provide feedback to the NEWROC.

Moved Cr Sachse

Seconded Cr Shadbolt

CARRIED 5/1

Option 4 (weekly collection) requires additional modelling, analysis, assessment and discussion however in order to proceed with addressing the strategic priority of waste, the NEWROC needs feedback from member local governments on this option.

NEWROC seeks feedback from member Councils regarding Option 4 (weekly collection). The feedback should include Councils appetite to proceed with further investigation into this option.

The Shire of Trayning considered the report at its Ordinary Meeting held 20 May 2020 and resolved:

Moved Cr FA Tarr

Seconded Cr ML McHugh

That Council advise NEWROC that the Shire of Trayning's preferred option in regards to the waste management options included in the Regional Landfill Strategy Feasibility Study be Option 0: No change (Baseline).

Resolution 05-2020.56

Carried 7/0

Consultation

There has been no further consultation on this matter.



Statutory Environment

The statutory implications of each of the options is included in the attached Study.

Policy Implications

Policy 6.1 Landfill Sites – Management would need to be reviewed if there was a change from having landfill sites to transfer stations.

Financial Implications

Financial implications and modelling contained within the report.

Strategic Implications

The Shire of Trayning Strategic Community Plan includes the following Medium to Long Term Strategy:

4.4 Work towards providing a high standard of waste management facilities and services.

It also includes the long term objective of the establishment of a regional waste site, something which would not be achieved if NEWROC chose Option 0.

The Corporate Business Plan includes the following action for 2020/21:

Work with NEWROC to explore opportunities to improve waste management

Environmental Implications

The environmental implications of each of the options is included in the attached Study.

Social Implications

The social implications of each of the options is included in the attached Study.

Officer's Comment

The Shire of Trayning was the only member of NEWROC who voted against Option 4 with a weekly collection.

Officer's Recommendation

That NEWROC be advised that the Shire of Trayning's preferred option in regards to the waste management options included in the Regional Landfill Strategy Feasibility Study is still Option 0: No change (Baseline).



9.3.6 Christmas/New Year Administration Office Hours

Date of Report:	8 September 2020
Proponent:	N/A
File Ref:	4.2.15.1
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To consider Christmas/New Year Administration Office hours.

Background

Christmas Day 2020 and New Year's Day 2021 fall on a Friday.

Council normally closes the Shire administration office during the Christmas/New Year period. With Christmas falling on a Friday it is recommended that the administration office be closed from close of business Wednesday 23 December 2020 reopening on Monday 4 January 2021.

Consultation

There has been no consultation.

Statutory Environment

There are no statutory implications.

Policy Implications

There are no policy implications.

Financial Implications

There are no financial implications.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.



Social Implications

There are no social implications.

Officer's Comment

Traditionally the administration office has been closed between Christmas and New Year. Closing the office from 24 December, as recommended, provides the benefit of allowing the administration staff to have an additional day of leave at a time when the office is very quiet.

Appropriate call out/on call arrangements will be put in place regardless of how long the administration office is closed.

Officer's Recommendation

That the Shire Administration Office be closed from 4 pm Wednesday 23 December 2020 to Sunday 3 January 2021, reopening on Monday 4 January 2021.



9.3.7 Additional Municipal Bank Account

Date of Report:	8 September 2020
Proponent:	N/A
File Ref:	3.2.1.10 Bank Authorities
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To consider opening an additional Municipal bank account to enable deposits to be made at the Trayning Post Office without changing banks.

Background

The Shire currently banks with Westpac and staff have to travel to Merredin to make bank deposits at the Westpac branch, as they cannot be accepted at the Trayning Post Office.

This creates a situation where a staff member is absent from the office for approximately two hours to carry out a deposit. This means that bank deposits are done sporadically according to staff workload, when the Chief Executive Officer's car is available and how much cash staff are willing to risk having on site at one time.

Consultation

Westpac Merredin
Westpac Moora
Trayning Post Office

Statutory Environment

Local Government (Financial Management) Regulations 1996 Part 2 General financial management — s. 6.10
Regulation 11 Payments, procedures for making etc.

Policy Implications

There are no policy implications however Delegation 4.3 to the Chief Executive Officer specifies that:

Cheques are to be signed jointly, and bank electronic transactions finalised jointly by secure password, by two authorised persons, at least one of whom must be either of the CEO or the SFO, except that if both CEO and SFO are unavailable, other authorised person may finalise payroll transactions, with either CEO or SFO reviewing the transactions as soon as possible thereafter.



The proposed bank account would operate outside of this delegated authority.

Financial Implications

Westpac have advised that there would be no operating fees for the new bank account or for depositing funds through the Post Office.

The creation of an additional bank account to enable deposits to be made at the Trayning Post Office which will free up staff time for other activities and result in savings in the running costs of the Chief Executive Officer's vehicle.

Strategic Implications

There are no direct strategic implications.

Environmental Implications

There are no direct environmental implications.

Social Implications

There are no direct social implications, however depositing through the local Post Office will provide a positive benefit for that business.

Officer's Comment

The only way for the Shire to be able to make deposits at the Trayning Post Office without changing banks is to create a bank account which would be operated as a single authorisation account to enable a debit card to be utilised for deposits.

It is intended to set up the account so that there is daily an automatic transfer of all funds to the Shire's municipal bank account, which removes the risk of funds being accessed. Other measures proposed to minimise the risks associated with a single signatory account, are:

- the Chief Executive Officer be the only authorised signatory
- the debit card have a \$0 limit so that it cannot be used for withdrawing cash or making purchases
- internet banking not be enabled on the account
- bank reconciliations be carried out at least once per week

Officer's Recommendation

That the Shire of Trayning open an additional Municipal Bank Account with Westpac on the following conditions:

- funds be transferred automatically to the Shire's Municipal Account 036-163 103957 on a daily basis
- the Chief Executive Officer, Leanne Jane Parola, be the only authorised signatory
- the debit card have a \$0 limit so that it cannot be used for withdrawing cash or making purchases
- internet banking not be enabled on the account
- bank reconciliations be carried out at least once per week



**SHIRE OF
TRAYNING**
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10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12 CLOSURE