

MINUTES

ORDINARY MEETING OF COUNCIL

6 MARCH 2012

MURCHISON REGIONAL VERMIN COUNCIL
Agenda for Ordinary Meeting of Council at Shire of Mount Magnet
Council Chambers, Lot 163 Hepburn St, Mount Magnet, 6 December 2011

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Nil

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present

President	Cr Murray McQuie
Deputy President	Cr Greg Scott
Member	Cr Laurence Hodder
Member	Cr Terry Iturbide
Member	Cr Carol Hodshon
Member	Cr Jason Homewood

Chief Executive Officer	Mr Geoff Brooks
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Project Officer	Mr Jorgen Jensen
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Apologies

Member	Cr Harvey Nichols
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OFFICER RECOMMENDATION

Moved: Cr Hodder

Seconded: Cr Scott

That the apology from Cr Harvey Nichols be accepted.

CARRIED 6/0

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME AND ADDRESS BY MEMBERS OF THE PUBLIC

4.1 Public Question Time

Nil

4.2 Address by Members of the Public

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

It was noted that the next meeting is scheduled for Tuesday 5 June 2012 at 10:00am. Meetings from then are schedule to occur on a three monthly cycle, as follows:

- June 2012
- 4 September 2012

- 4 December 2012
- March 2013
- 4 June 2013
- 3 September 2013
- 3 December 2013

6. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

7. CONFIRMATION OF COUNCIL MINUTES OF PREVIOUS MEETING

7.1 Minutes of the Ordinary Meeting of Council held on Tuesday 6 December 2011.

OFFICER RECOMMENDATION

Moved: Cr Homewood

Seconded: Cr Hodder

That the minutes of the Ordinary Meeting of Council held on Tuesday 6 December 2011 be confirmed as a true and correct record of proceedings.

CARRIED 6/0

8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9. PETITIONS

Nil

10. DECLARATIONS OF INTEREST

Note: Item 12.11

During the course of consideration of item 12.11 Cr Greg Scott became aware that he was nominated as a referee in the Murchison Aviation tender. On the basis of being nominated as a referee Cr Scott declared a Partiality Interest.

11. BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

12. REPORTS

12.1 Cash Position Statement

File: MRVC
Officer: Finance Manager
Amended By: Nil
Disclosure of Interest: Nil
Date: 6 March 2012

Comment

The Cash Position Statement is as stated below:

MURCHISON REGIONAL VERMIN COUNCIL

STATEMENT OF CASH POSITION AS AT 31 DECEMBER 2012

Balance of Cash Position 01 July 2011	\$ 2,119.51
Plus: Receipts – 01 July 2011 to 31 December 2011	\$ 1,781,637.45
Less: Payments – 01 July 2011 to 31 December 2011	\$ 172,806.51
Less: CLGF Grant – Term Deposit	\$ 1,585,769.99
Less: Bank Fees - 01 July 2011 to 31 December 2011	\$ 51.65
Cash Balance as at 31 December 2011	\$ 25,124.16

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Moved: Cr Iturbide

Seconded: Cr Homewood

That the Cash Position Statement as at 30 December 2011 be received.

CARRIED 6/0

12.2 Accounts for Payment

File: MRVC
Officer: Senior Finance Officer
Amended By: Nil
Disclosure of Interest: Nil
Date: 6 March 2012

Comment

The accounts for payment list for January 2012 and February 2012 is attached for notation.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Moved: Cr Scott

Seconded: Cr Hodder

That payment of accounts totalling \$122,353.79 be noted.

CARRIED 6/0

Accounts Paid January & February 2012

Invoice No	Date	Name	Particulars	Amount \$
4101	30 Sep 11	Midwest Financial	Financial Services	770.00
824511	21 Oct 11	Austral Mercantile	Debt Collection	77.00
7163	31 Oct 11	WA Signs	Kilometre Markers	3,966.82
34985	31 Oct 11	Jason Signs	R4R Signage	209.00
780302	4 Nov 11	Mt Magnet Bakery	Lunch (Oct/Nov)	440.00
8467	15 Nov 11	Anderson Munro & Wyllie	Final Audit	2,200.00
3951	15 Nov 11	Mt Magnet Shire	Sat Phones (Nov)	70.00
3973	25 Nov 11	Mt Magnet Shire	Sat Phones (Dec)	70.00
3975	25 Nov 11	Mt Magnet Shire	Freight (R4R)	13.64
3974	25 Nov 11	Mt Magnet Shire	Freight (markers)	70.24
195903	30 Nov 11	Southern Wire	Fence Materials	4,939.00
4218	30 Nov 11	Midwest Financial	Financial Services	2200.00
3997	6 Dec 11	Mt Magnet Shire	Secretarial Svcs	8,250.00
780310	6 Dec 11	Mt Magnet Bakery	Lunch (Dec)	220.00
8576	14 Dec 11	Anderson Munro & Wyllie	Audit Completion	687.50
196047	08 Dec 11	Southern Wire	Fence Materials	84,590.66
38	23 Feb 12	A & A Seivwright	Fence Maint	4,290.00
008	23 Feb 12	Yoweragabbie Contracting	Inspections & Project Management	4,949.93.
TOTAL PAYABLE				118,013.79

Councillor Attendance Fees June to December 2011			
Murray McQuie	Five (5) Meetings	@ \$280/meeting	1400.00
Greg Scott	Four (4) Meetings	@ \$140/meeting	560.00
Laurie Hodder	Four (4) Meetings	@ \$140/meeting	560.00
Carol Hodshon	Three (3) Meetings	@ \$140/meeting	420.00
Terry Iturbide	Four (4) Meetings	@ \$140/meeting	560.00
Jorgen Jensen	Two (2) Meetings	@ \$140/meeting	280.00
David Jones	One (1) Meeting	@ \$140/meeting	140.00
Harvey Nichols	One (1) Meeting	@ \$140/meeting	140.00
Jason Homewood	Two (2) Meetings	@ \$140/meeting	280.00
TOTAL PAYABLE			\$4,340.00

12.3 Debtors

File:	MRVC
Officer:	Senior Finance Officer
Amended By:	Nil
Disclosure of Interest:	Nil
Date:	6 March 2012

Comment

Outstanding - Fence Rental	\$5,138.05
Balance Due	\$5,138.05

Details of outstanding debtors are available to Councillors as a separate document.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Moved: Cr Hodshon

Seconded: Cr Homewood

That the outstanding Debtors Report be received.

CARRIED 6/0

12.4 Financial Reports

File:	FI-REP
Officer:	Jim Dillon – Financial Consultant
Amended By:	Nil
Disclosure of Interest:	Nil
Meeting Date:	24 February 2012

Application

To consider the Financial Report for the period ending 31 December 2011 (Appendix A).

Background

Financial Activity Statement Report – s.6.4

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as 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);
 - (b) Budget estimates to the end of the month to which the statement relates;
 - (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (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;
 - (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,
 - (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 to the council –
 - (i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; 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 AAS 5, to be used in statements of financial activity for reporting material variances.
- (6) In this regulation –} committed assets~ means revenue unspent but set aside under the annual budget for a specific purpose; } restricted assets~ have the same meaning as in AAS 27.[Regulation 34 inserted in Gazette 31 Mar 2005 p. 1049-50.]
[35. Repealed in Gazette 31 Mar 2005 p. 1050.]

Comment

A monthly financial report is to be presented to Council at the next ordinary meeting following the end of the reporting period.

Statement of Financial Activity

- Significant Accounting Policies
- Graphical Representation
- Net Current Funding Position
- Cash and Investments
- Major Variances
- Budget Amendments
- Receivables
- Grants and Contributions
- Cash Backed Reserves
- Capital Disposals and Acquisitions
- Trust

Consultation

Jim Dillon - Midwest Financial

Statutory Environment

Local Government Act 1995 Section 6.4 Financial Report
Financial Management Regulations 34 & 35

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Moved: Cr Scott

Seconded: Cr Homewood

That the Financial Report for the period ending 31 December 2011 be received.

CARRIED 6/0

In response to a question from Cr Scott and after checking with Mr Jim Dillon, Mid West Financial Services, the CEO advised that the Income Statement on Page 1 of the Financial Statements should have included an amount of \$23,535.69 for interest earned. On this basis the Net Result is \$1,639,541.58.

12.5 Investment Register

File:	MRVC
Officer:	Senior Finance Officer
Amended By:	Nil
Disclosure of Interest:	Nil
Date:	6 March 2012

Comment

Funds Invested	\$1,713,653.70
Interest Earnt (as at 31 December 2011)	\$24,924.88
Transfer from Investment	\$151,414.75
Balance (as at 31 December 2011)	\$1,585,769.99

Consultation

Jeff Boog – Commonwealth Bank Australia

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Moved: Cr Hodder

Seconded: Cr Homewood

That the Investment Register be received.

CARRIED 6/0

Murchison Regional Vermin Council

Investment Register

Total Investments as at 31 December 2011

Account	Institution	Account Type	Maturity Date	Interest Rate	Opening Balance	Interest Earned to 13.12.11	Transfer to Investment	Transfer from Investment	Closing Balance 13.12.11
36558508	CBA	Term Deposit	13.1.12	5.22	150,000.00				150,000.00
36558508	CBA	Term Deposit	13.2.12	5.32	152,827.73	1,393.84			154,221.57
36558508	CBA	Term Deposit	13.3.12	5.42	1,263,653.70	17,894.72			1,281,548.42
TOTALS					1,566,481.43	19,288.56			1,585,769.99

Murchison Regional Vermin Council

Investment Register

Total Investments as at 13 February 2012

Account	Institution	Account Type	Maturity Date	Interest Rate	Opening Balance	Interest Earned to 13.12.11	Transfer to Investment	Transfer from Investment	Closing Balance 13.12.11
36558508	CBA	Term Deposit	13.1.12	5.22	150,000.00	960.35		-80,000.00	70,960.35
36558508	CBA	Term Deposit	13.2.12	5.32	154,221.57	1,371.18			155,592.75
36558508	CBA	Term Deposit	13.3.12	5.42	1,281,548.42				1,281,548.42
TOTALS					1,585,769.99	2,331.53			1,508,101.52

12.6 Review and Adoption of Code of Conduct

File:	MRVC
Officer:	Geoff Brooks - CEO
Amended By:	Nil
Disclosure of Interest:	Nil
Date:	6 March 2012

Application

To review and adopt the Code of Conduct for Elected Members and staff.

Background

The attached Code of Conduct (Appendix B) was reviewed and adopted at the Ordinary Meeting on 1 February 2010. Council is required to review and adopt a Code of Conduct within twelve months of an ordinary election.

Comment

The attached Code of Conduct is believed to be appropriate and amendment is not considered necessary.

Consultation

Nil

Statutory Environment

Local Government Act Section 5.103 (2)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Moved: Cr Iturbide

Seconded: Cr Hodshon

That Council adopts the Code of Conduct without amendment.

CARRIED 6/0

12.7 Appointment of Audit Committee

File:	MRVC
Officer:	Geoff Brooks - CEO
Amended By:	Nil
Disclosure of Interest:	Nil
Date:	6 March 2012

Application

To appoint the Murchison Regional Vermin Council Audit Committee.

Background

The establishment of an Audit Committee is a requirement of the Local Government Act 1995.

The Audit Committee is established to provide advice to Council on the appointment of an auditor and matters relating to the annual financial statements, audit and annual report. The audit committee also monitors and provides advice to Council on actions being taken as a result of the annual audit.

Comment

It is considered appropriate that all council members be members of the Audit Committee.

Consultation

Nil

Statutory Environment

Local Government Act Part 7, Division 4, Section 7.1A.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION

Moved: Cr Scott

Seconded: Cr Hodder

That the Murchison Regional Vermin Council Audit Committee be established with a membership of all Councillors.

CARRIED 6/0

12.8 Compliance Audit Return

File:	MRVC
Officer:	Geoff Brooks - CEO
Amended By:	Nil
Disclosure of Interest:	Nil
Date:	6 March 2012

Application

To adopt the Compliance Audit Return for the 2011 calendar year.

Background

The attached Compliance Audit Return (Appendix C) has been completed as required under the Local Government (Audit) Regulations.

Comment

The Annual Compliance Return must be completed each year and lodged with the Department of Local Government prior to the end March of the following year.

Consultation

Nil

Statutory Environment

Local Government (Audit) – Regulations 14 and 15

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Moved: Cr Iturbide

Seconded: Cr Hodshon

That Council adopts the Compliance Audit Return for the 2011 calendar year.

CARRIED 6/0

12.9 Fence Maintenance and Repair

File: MRVC
Officer: Geoff Brooks - CEO
Amended By: Nil
Disclosure of Interest: Nil
Date: 6 March 2012

Application

To note repair work carried out on the No 1 Vermin Fence by Council's fencing contractor Mr Tony Seivwright.

Background

A purchase order has been issued to Tony Seivwright for repairs to the No 1 Vermin fence for a maximum of 13 days at a cost of \$715 per day.

Comment

The attached report (Appendix D) details work carried out for the period 17 February to 22 February 2012 carried out by the contractor. Also attached is a report from the Project Officer (Appendix E) detailing areas requiring maintenance.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Funding for the maintenance work is available in Council's 2011/2012 Annual Budget.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Moved: Cr Hodshon

Seconded: Cr Scott

That Council notes the maintenance and repairs carried out to the No 1 Vermin Fence.

CARRIED 6/0

12.10 No.1 Vermin Fence Replacement Project Report

File: MRVC
Officer: Geoff Brooks - CEO
Amended By: Nil
Disclosure of Interest: Nil
Date: 6 March 2012

Application

To note the current status of the Royalties for Regions No 1 Vermin Fence replacement project.

Project Update

Contract MRVC/01- Porky's Enterprises

Significant delays have been experienced as a result of rain. Attached (Appendix F) is a schematic representation of work carried out by the contractor up until 17 February 2012. As indicated the contractor has not fully completed the section from the 80 mile peg to the 69.4 km mark. The contractor was onsite on 26 February 2012 and is expected to complete the clearing and grading work to the 143.7 km mark by mid March 2012.

Fitting of Kilometre Markers

The MRVC Project Officer has completed the fitting of kilometre markers over the first 300 km length of the fence. It is expected that kilometre markers will be fitted to the remaining 260 km length of fence by the end of April 2012.

Future Tenders

The MRVC Project Officer has completed an inspection of the future sections of the No.1 Vermin Fence that will require clearing and grading or upgrading and replacing. The report detailing these works and proposed tender areas is attached (Appendix G).

Program of Works

A Royalties for Regions progress report is required to be submitted by the end of April 2012 to the Department of Regional Development and Lands for the period ending 31 March 2012. A key component of this report will be a revised works program which is currently being prepared. At this stage it is envisaged that the project will involve a further 8 contracts with a completion date of December 2012.

Consultation

Mr Jorgen Jensen – MRVC Project Officer

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements
Simple Majority

OFFICER RECOMMENDATION

Moved: Cr Iturbide

Seconded: Cr Hodder

That Council notes the current status of the Royalties for Regions No 1 Vermin Fence replacement project.

CARRIED 6/0

In discussion on the future works program it was agreed that two contracts would be required to complete the clearing and grading. The first contract will cover the fence south of the Spur (No.2 Vermin Fence), the second contract will cover the fence north of the Spur and include the Spur fence.

Six to eight individual contracts will then be arranged to upgrade the fence from the Camel Camp north.

During consideration of item 12.11 Cr Greg Scott became aware that he was nominated as a referee in the Murchison Aviation tender. On the basis of being nominated as a referee Cr Scott declared a Partiality Interest.

12.11 Tender – MRVC/02 Remove & Replace 16 km of Fencing No.1 Vermin Fence

File:	MRVC
Officer:	Geoff Brooks - CEO
Amended By:	Nil
Disclosure of Interest:	Nil
Date:	6 March 2011

Application

To consider tenders for the replacement of 16 kilometres of the No 1 Vermin fence.

Background

On 11 February 2012 by way of an advertisement in the West Australian and Geraldton Guardian tenders were sought the replacement of 16 kilometres of fencing on the basis of the following:

- 11 kilometres of fencing to be replaced starting at the eighty mile peg and running north.
- 5 kilometres of fencing to be replaced starting 500 metres south of the Camel Camp gate and running north.
- Existing fencing to be rolled up and removed clear of the fence easement.
- Fencing materials to be supplied by the MRVC.

At the time of closing on 27 February 2012 the following tenders were received.

TENDERER	VALUE \$ (GST excl)
Black Pepper Fencing	217,090
Agrimate Fencing (Invalid – late submission)	180,000
Porky's Enterprises	136,000
Tutte Fencing	90,570
M & M Rural Fencing	65,276
Koorda Ag Parts	63,840
Murchison Aviation	48,000
H & J Jones and Sons Pty Ltd	48,000

Tender Selection Criteria

As indicated in the tender documents the following selection criteria applies:

- Best value for money
- Compliance Criteria – compliance with conditions of tender, specifications and delivery date.
- Qualitative Criteria – relevant experience (30%), key personnel skills and experience (15%), tenderers resources (35%), and demonstrated understanding (20%).

Recommended Tenderer

Tenders have been assessed by the MRVC Project Officer, CEO and the Shire of Mount Magnet Administration Manager. As indicated above tender prices for the two lowest offers are identical. Analysis of the two tenders based on the above criteria indicates both tenders to be of equal merit. It is on this basis that it is recommended that the successful tenderer be chosen by a draw from the hat.

Consultation

Mr Jorgen Jensen MRVC Project Officer
Department of Local Government

Statutory Environment

Regulations governing procurement.
Local Government Act 1995.
Local Government (Functions & General) Regulations.

Policy Implications

Nil

Financial Implications

Funds are available for the amount of \$48,000 excluding GST for the replacement of the 16 kilometre length of fencing.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION

Moved: Cr Hodshon

Seconded: Cr Hodder

That on the basis of a draw from the hat of the two lowest tenderers the contract for replacement of 16 kilometres of fencing is awarded to H & J Jones and Sons Pty Ltd at a fixed price of \$48,000 excluding GST.

CARRIED 6/0

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14. NOTICE OF MOTIONS FOR THE NEXT MEETING

Nil

15. CONFIDENTIAL BUSINESS

Nil

16. LATE AGENDA ITEMS

Nil

17. ELECTED MEMBER MATTERS

Nil

18. NEXT MEETING

Tuesday 5 June 2012 at 10:00am in the Shire of Mount Magnet Council Chambers.

19. CLOSURE OF MEETING

The Chairman declared the meeting closed at 12:20pm.