

**MINUTES**

**ORDINARY MEETING OF COUNCIL**

**11 JUNE 2013**

**MURCHISON REGIONAL VERMIN COUNCIL**  
**Minutes for Ordinary Meeting of Council at Shire of Mount Magnet**  
**Council Chambers, Lot 163 Hepburn Street, Mount Magnet, 11 June 2013**

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**MURCHISON REGIONAL VERMIN COUNCIL**  
**Minutes for Ordinary Meeting of Council at Shire of Mount Magnet**  
**Council Chambers, Lot 163 Hepburn Street, Mount Magnet, 11 June 2013**

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The President opened the meeting at 10:05am.

**2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

Attendance

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

Chief Executive Officer	Mr Geoff Brooks
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Apologies

Member	Cr Martin King
Project Officer	Mr Jorgen Jensen

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**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**

Cr Hodshon sought leave for the Ordinary Meeting on 10 September 2013

**Moved: Cr Iturbide**

**Seconded: Cr Homewood**

*That Cr Hodshon is granted leave for the Ordinary Meeting on 10 September 2013.*

**CARRIED 8/0**

**6. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**7. CONFIRMATION OF COUNCIL MINUTES OF PREVIOUS MEETING**

**7.1 Minutes of the Ordinary Meeting of Council held on 12 March 2013**

**OFFICER RECOMMENDATION**

**Moved: Cr Iturbide**

**Seconded: Cr Hodshon**

*That the minutes of the Ordinary Meeting of Council held on 12 March 2013 be confirmed as a true and correct record of proceedings.*

**CARRIED 8/0**

**8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

The President advised that the conveyor belting required for the gateways in the No. 1 Vermin Fence under Contract MRVC-08 had been picked up from the Sandstone Shire Depot by the contractor.

**9. PETITIONS**

Nil

**10. DECLARATIONS OF INTEREST**

Nil

**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  
**Meeting Date:** 11 June 2013

#### Comment

The Cash Position Statement is as stated below:

<b>STATEMENT OF CASH POSITION AS AT 31 MAY 2013</b>	
<b>Balance of Cash Position 01 July 2012</b>	<b>\$39,375.71</b>
Plus: Receipts – 01 July 2012 to 31 May 2013	\$162,938.40
Plus: Receipts – Drawdown Term Deposit	\$405,780.52
Less: Payments – 01 July 2012 to 31 May 2013	\$607,052.01
Less: Bank Fees - 01 July 2012 to 31 May 2013	\$75.14
<b>Cash Balance as at 31 May 2013</b>	<b>\$967.48</b>

#### 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 Homewood**

*That the Cash Position Statement as at 31 May 2013 be received.*

**CARRIED 8/0**

<b>12.2 Accounts for Payment</b>
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<b>File:</b>	MRVC
<b>Officer:</b>	Finance Manager
<b>Amended By:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Meeting Date:</b>	11 June 2013

**Comment**

The accounts for payment list for 01 March 2013 to 31 May 2013 is attached for notation.

**Consultation**

Nil

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION</b>
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**Moved: Cr Nichols**

**Seconded: Cr Hodshon**

*That payments of accounts for 01 March 2013 to 31 May 2013 be noted.*

**CARRIED 8/0**

**ACCOUNTS PAID**  
**1 March 2013 to 31 May 2013**

<b>Date Paid</b>	<b>Invoice No</b>	<b>Name</b>	<b>Particulars</b>	<b>Amount \$</b>
01/03/2013	Direct	CBA	Account Service Fee	5.00
01/03/2013	Direct	CBA	Account Service Fee	0.20
21/03/2013		H&J Jones & Sons	MRVC/06 – Extra Works	22,990.00
21/03/2013	4496	Shire of Mount Magnet	Satellite Phone Acct to 15/03/13	90.00
21/03/2013	019	Jorgen Jensen	Project Supervisor	5,176.60
22/03/2013	89	Mt Magnet Bakery	Council Lunch – August 2012	150.00
01/04/2013	Direct	CBA	Account Service Fee	5.00
01/04/2013	Direct	CBA	Account Service Fee	0.40
18/04/2013	383	Murchison Aviation	MRVC/08 – Variation - Additional 7700m	45,229.80
01/05/2013	Direct	CBA	Account Service Fee	5.00
04/05/2013	2159	Swagman Roadhouse	Catering – Council Lunch	220.00
04/05/2013	5340	Swagman Roadhouse	Fence Inspection – Sandwiches 18/03/13	27.51
04/05/2013	204988	Southern Wire	Fencing Materials	32,380.04
04/05/2013	204989	Southern Wire	Fencing Materials	22,473.00
04/05/2013	205126	Southern Wire	Fencing Materials	7,942.00
09/05/2013	4496	Shire of Mount Magnet	Satellite Phone Acct to 15/04/13	90.00
09/05/2013	205399	Southern Wire	Fencing Materials	53,350.00
09/05/2013	205532	Southern Wire	Fencing Materials	4,691.50
23/05/2013	4598	Shire of Mount Magnet	Satellite Phone Acct to 15/05/13	90.00
23/05/2013	4599	Shire of Mount Magnet	Nexus – Freight – Southern Wire	1955.04
23/05/2013	4600	Shire of Mount Magnet	Plant Hire – Load Jones' Truck 23/04/13 & 24/04/13	466.00
30/05/2013	4616	Shire of Mount Magnet	Satellite Phone Acct to 15/05/13	90.00
30/05/2013	010685	Anderson, Munro & Wyllie	Interim Audit Fee	1,650.00
30/05/2013	891	Mt Magnet Waste Disposal	Forklift Hire to Load Truck – Sunday 19/05/13	440.00
30/05/2013	4623	Shire of Mount Magnet	Nexus – Freight – Southern Wire	56.10
30/05/2013	619	NLD Transport	Freight – Fencing Materials	3,135.00
<b>Total Payable</b>				<b>\$ 202,708.19</b>

## 12.3 Debtors

**File:** MRVC  
**Officer:** Finance Manager  
**Amended By:** Nil  
**Disclosure of Interest:** Nil  
**Meeting Date:** 11 June 2013

### Comment

<b>Outstanding Debtors - As at 28 February 2013</b>		
Outstanding Current	Fence Rental	\$1,579.33
Outstanding Previous Years	Fence Rental	\$4,636.15
	Recovery Expenses	\$ 249.29
<b>Total Amount Outstanding</b>		<b>\$ 6,464.77</b>

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 Hodder**

**Seconded: Cr Homewood**

*That the outstanding Debtors Report be received.*

**CARRIED 8/0**



## 12.4 Investment Register

**File:** MRVC  
**Officer:** Finance Manager  
**Amended By:** Nil  
**Disclosure of Interest:** Nil  
**Meeting Date:** 11 June 2013

### Comment

<b>Commonwealth Bank Term Deposit 36558508</b>	
Funds Invested 01 July 2012	\$721,144.06
Interest Earned	\$22,933.73
Transfer from Investment	\$405,780.52
<b>Balance as at 31 May 2013</b>	<b>\$338,297.27</b>

### Consultation

Geoff Brooks - Chief Executive Officer

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

Nil

### Voting Requirements

Simple Majority

## OFFICER RECOMMENDATION

**Moved: Cr Scott**

**Seconded: Cr Homewood**

*That the Investment Register be received.*

**CARRIED 8/0**

**MURCHISON REGIONAL VERMIN COUNCIL**

**INVESTMENT REGISTER**

**Total Investments as at 31 May 2013**

<b>Account</b>	<b>Institution</b>	<b>Account Type</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Opening Balance</b>	<b>Interest Earned to 31/05/2013</b>	<b>Transfers to Investments</b>	<b>Transfers from Investments</b>	<b>Closing Balance 31/05/2013</b>
36558508	CBA	On Call	31/07/2012	3.450%	721,144.06	5,827.70		-50,000.00	676,971.76
36558508	CBA	Term Deposit	31/08/2012	4.380%	676,971.76	2,518.33			679,490.09
36558508	CBA	Term Deposit	02/10/2012	4.400%	679,490.09	2,621.16			682,111.25
36558508	CBA	Term Deposit	At Call	3.200%	682,111.25	1,798.71		-130,000.00	553,909.96
36558508	CBA	Term Deposit	At Call	2.950%	53,909.96	1,870.56		-55,780.52	-
36558508	CBA	Term Deposit	At Call	2.700%	250,000.00	4,078.95		-30,000.00	224,078.95
36558508	CBA	Term Deposit	31/05/2013	4.080%	250,000.00			-140,000.00	114,218.32
<b>TOTALS</b>						<b>\$ 22,933.73</b>	<b>-</b>	<b>\$ 405,780.52</b>	<b>\$ 338,297.27</b>

## 12.5 Statement of Financial Activity

<b>File:</b>	MRVC
<b>Officer:</b>	Geoff Brooks - CEO
<b>Amended By:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	11 June 2013

### **Application**

To review the Statement of Financial Activity to 31 May 2013.

### **Background**

The attached Statement of Financial Activity to 31 May has been prepared by Mid West Financial Services.

### **Consultation**

Mr Jim Dillon – Midwest Financial Services

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Nil

### **Voting Requirements**

Simple Majority

## OFFICER RECOMMENDATION

**Moved: Cr Iturbide**

**Seconded: Cr Hodder**

*That the Statement of Financial Activity to 31 May 2013 be adopted.*

**CARRIED 8/0**

## 12.6 Adoption of the 2013/2014 Statutory Budget

<b>File:</b>	MRVC
<b>Officer:</b>	Geoff Brooks - CEO
<b>Amended By:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Meeting Date:</b>	11 June 2013

### Application

This report seeks Council endorsement of the 2013/2014 Statutory Budget and Fees & Charges.

### Background

A 3% CPI increase in fence rental has been assumed in formulation of the budget with a 100% increase in Council precept contributions as per the Corporate Business Plan. Members allowances have been assumed to increase by 10% in the absence of a determination by the Salaries and Allowances Tribunal.

### Comment

The 2013/2014 Statutory Budget will be emailed separately prior to the Ordinary Meeting.

### Consultation

Mid West Financial

### Statutory Environment

Section 6.2 of the Local Government Act 1995

Part 3 of the Local Government (Financial Management) Regs 1996

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

Nil

### Voting Requirements

Absolute Majority

## OFFICER RECOMMENDATION

**Moved: Cr Homewood**

**Seconded: Cr Nichols**

*That Council adopts the Statutory Budget for the financial year ending 30 June 2014 as presented, which includes:*

*The following Schedule of Fees and Charges (converted to kilometres with a 3% CPI increase):*

- |                                  |                   |
|----------------------------------|-------------------|
| • No.1 Vermin Fence – East Side  | \$4.854/kilometre |
| • No.1 Vermin Fence – West Side  | \$8.322/kilometre |
| • No.2 Vermin Fence – North Side | \$4.854/kilometre |
| • No.2 Vermin Fence – South Side | \$8.322/kilometre |

**CARRIED 8/0**

## 12.7 Corporate Business Plan and Community Strategic Plan

<b>File:</b>	MRVC
<b>Officer:</b>	Geoff Brooks – CEO
<b>Amended by:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Meeting Date:</b>	11 June 2013

### **Application**

To adopt the 2013/2014 to 2016/2017 Corporate Business Plan which includes the Four Year Budget and the 2012/2022 Strategic Community Plan which includes the Long Term Financial Plan.

### **Background**

Under the Integrated Planning and Reporting Framework it is expected that local governments will meet new Plan for the Future requirements by 30 June 2013.

As elected members are aware the major components of Plan for the Future requirements under Section 5.56 of the Local Government Act is the Corporate Business Plan and Strategic Community Plan. These plans are supported by a Four Year Budget and Long Term Financial Plan.

The Draft Corporate Business Plan and Community Strategic Plan and accompanying budget documentation was considered by Elected Members at the Ordinary Meetings on 4 December 2012 and 11 March 2013.

### **Current Position**

On 3 May 2013 an advertisement was placed in the Geraldton Guardian seeking submissions on the 2013/2014 to 2016/2017 Corporate Business Plan and 2012/2022 Strategic Community Plan. At the time of closing on 24 May 2013 no submissions had been received.

Both documents were also emailed to member councils for input with, at the time of writing, no comments having been received.

### **Consultation**

Submissions invited “Geraldton Guardian” and from Member Councils.

### **Statutory Environment**

Section 5.56 – Local Government Act 1995

Regulations 19BA to 19D Local Government (Administration) Regulations 1996

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Nil

### **Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION**

**Moved: Cr Iturbide**

**Seconded: Cr Hodder**

*That Elected Members adopt the 2013/2014 to 2016/2017 Corporate Business Plan which includes the Four Year Budget and the 2012/2022 Strategic Community Plan which includes the Long Term Financial Plan.*

**CARRIED 8/0**

## 12.8 Interim Audit Management Report

<b>File:</b>	MRVC
<b>Officer:</b>	Geoff Brooks – CEO
<b>Amended by:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Meeting Date:</b>	11 June 2013

### **Application**

To note the Interim Audit Management Report for the year ending 30 June 2013.

### **Background**

The Interim Audit Management Report prepared by Anderson Munroe and Wyllie is attached.

### **Current Position**

Pleasingly the report does not raise any issues of concern.

### **Consultation**

Nil

### **Statutory Environment**

Local Government (Audit) Regulations

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Nil

### **Voting Requirements**

Simple Majority

## OFFICER RECOMMENDATION

**Moved: Cr Homewood**

**Seconded: Cr Clinch**

*That Council notes the Interim Audit Management Report for the year ending 30 June 2013*

**CARRIED 8/0**

In discussion the excellent work of the Shire of Mount Magnet Finance Section was acknowledged.

## 12.9 2013/2014 Meeting Dates

<b>File:</b>	MRVC
<b>Officer:</b>	Geoff Brooks - CEO
<b>Amended By:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Meeting Date:</b>	11 June 2013

### **Comment**

To endorse the meeting dates for the period 01 July 2013 to 30 June 2014.

### **Background**

The Murchison Regional Vermin Council holds four (4) Ordinary Meetings of Council each year, the proposed dates for the 2013/2014 Financial year are as follows:

#### Ordinary Meetings

The scheduled Council meeting dates for the period 1 July 2013 to 30 June 2014 are as follows:

- Tuesday 10 September 2013
- Tuesday 10 December 2013
- Tuesday 11 March 2014
- Tuesday 10 June 2014

All meetings commence at 10:00am in the Council Chambers at Lot 163 Hepburn Street, Mount Magnet.

#### Special Meetings

Advanced notice will be given of the date and time of Special Meetings.

### **Statutory Environment**

Local Government (Administration) Regulations 1996

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Nil

### **Voting Requirements**

Simple Majority

## OFFICER RECOMMENDATION

**Moved: Cr Scott**

**Seconded: Cr Hodshon**

*That Council endorses the meeting dates up to 30 June 2014 as detailed above.*

**CARRIED 8/0**



## 12.10 Delegated Authority Register

<b>File:</b>	MRVC
<b>Officer:</b>	Geoff Brooks - CEO
<b>Amended By:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Meeting Date:</b>	11 June 2013

### Application

To approve delegations for the Chief Executive Officer.

### Background

Section 5.42 of the Local Government Act 1995 provides that Council may delegate to the Chief Executive Officer various functions and duties.

Section 5.46 of the Local Government Act 1995 provides that delegations must be reviewed at least once every financial year.

### Current Delegations – 2012/2013

Current delegations as approved at the Ordinary Meeting on 12 June 2013 are:

1. Hire contractors, plant or machinery necessary to proceed with authorised or designated works or service provision subject to compliance with Council direction and rules under the Local Government Act (Functions and General) Regulations 1996.
2. Dispose of scrap material no longer required by Council.
3. Act as Principal Accounting Officer.
4. Negotiate the entering into contracts or leases on Council's behalf that will require acceptance or otherwise by Council.
5. Carry out any functions dictated and authorised by Council direction that Council may delegate.
6. Payments of accounts – To be able to authorise electronic funds transfers, in accordance with the bank authority of those creditors accounts requiring payment. The Chief Executive Officer will delegate the authority to approve the payment of accounts to the Finance Manager and the Administration Manager. This is to be done on the basis that any two (2) Officers, being the Chief Executive Officer, Finance Manager and Administration Manager can jointly sign the transfer of funds electronically. Endorsement of cheques for payment (signature of the Chairman or one Councillor also required).
7. Act as an authorised person and appoint authorised persons under the following legislation:
  - Control of Off Roads Vehicles (Off Road Areas) Act 1978
  - Local Government Act 1995
  - Litter Act 1979
  - Bush Fires Act 1954
8. Power to approve writing off debts that are less than \$100.00 and that are considered uncollectible.
9. Purchase goods and services to the value of \$100,000 (excluding GST) providing that it is a budgeted expense.

### Current Position

For 2013/2014 no changes are proposed for the delegations to the Chief Executive Officer.

### Consultation

Cr Murray McQuie – MRVC Chairman

### **Statutory Environment**

Section 5.42 of the Local Government Act 1995

Section 5.46 of the Local Government Act 1995

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Nil

### **Voting Requirements**

Absolute majority

## **OFFICER RECOMMENDATION**

**Moved: Cr Hodshon**

**Seconded: Cr Nichols**

*That the delegations as listed hereunder be approved for the period ending 30 June 2014.*

1. *Hire contractors, plant or machinery necessary to proceed with authorised or designated works or service provision subject to compliance with Council direction and rules under the Local Government Act (Functions and General) Regulations 1996.*
2. *Dispose of scrap material no longer required by Council.*
3. *Act as Principal Accounting Officer.*
4. *Negotiate the entering into contracts or leases on Council's behalf that will require acceptance or otherwise by Council.*
5. *Carry out any functions dictated and authorised by Council direction that Council may delegate.*
6. *Payments of accounts – To be able to authorise electronic funds transfers, in accordance with the bank authority of those creditors accounts requiring payment. The Chief Executive Officer will delegate the authority to approve the payment of accounts to the Finance Manager and the Administration Manager. This is to be done on the basis that any two (2) Officers, being the Chief Executive Officer, Finance Manager and Administration Manager can jointly sign the transfer of funds electronically. Endorsement of cheques for payment (signature of the Chairman or one Councillor also required).*
7. *Act as an authorised person and appoint authorised persons under the following legislation:*
  - *Control of Off Roads Vehicles (Off Road Areas) Act 1978*
  - *Local Government Act 1995*
  - *Litter Act 1979*
  - *Bush Fires Act 1954*
8. *Power to approve writing off debts that are less than \$100.00 and that are considered uncollectible.*
9. *Purchase goods and services to the value of \$100,000 (excluding GST) providing that it is a budgeted expense.*

**CARRIED 8/0**

**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**

Fence Future Maintenance

It was agreed that maintenance arrangements for 2013/2014 should be reviewed. The President suggested that combining fence maintenance with baiting and trapping activities would be an efficient way of carrying out these activities.

**18. NEXT MEETING**

10 September 2013.

**19. CLOSURE OF MEETING**

The meeting closed at 11:25am.