

**Minutes of the Ordinary Meeting held at the  
Wandering Community Centre  
on Thursday 20 September 2012**

**1. Declaration of Opening/Announcement of Visitors**

1:30pm – The President welcomed all present and declared the meeting open.

**2. Record of Attendance/Apologies/Leave of Absence**

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**Attendance:**

GG Kerr	President
BE Dowsett	Deputy President
J Price	Councillor
JC Schorer	Councillor
KJ Barge	Councillor
C Ferguson	Councillor
M Whitely	CEO

**Apologies:**

JR Mcneil	Councillor
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**3. Public Question Time**

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Nil

**4. Applications for Leave of Absence**

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Nil

**5. Confirmation of Minutes of Previous Meetings**

**Shire of Wandering Ordinary Meeting held 16 August 2012**

**673:2011/12**

**Moved Cr Schorer, Seconded Cr Price that the minutes of the Shire of Wandering Ordinary Meeting held 16 August 2012 be confirmed as a true and correct record.**

**CARRIED 6-0**

## 6. COUNCILLOR REPORTS

### **President Kerr**

#### Meetings Attended

Central Country Zone

Wheatbelt Development Commission

#### Questions Without Notice

Attended the Dowerin Field Days with Works Supervisor where they looked at new low loaders

Travelled to Nyabing to look at a second hand low loader

### **Deputy President Dowsett**

#### Questions Without Notice

Emphasised the need for Councillors and Staff to be united in supporting Council's decisions

Coming Events Signs – Upcoming Events

### **Councillor Price**

#### Questions Without Notice

Attended the Annual Fair and passed on her congratulations to all on the Wandering Fair Committee

Road Maintenance - Codjatotine Bridge

### **Councillor Schorer**

#### Questions Without Notice

Weed control at Wandering Downs and Blackboy Springs

## 7. MATTERS REQUIRING COUNCIL DECISION

### 7.1 Delegations Register

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**NAME OF APPLICANT:** CEO  
**FILE REFERENCE:** 4.1.1  
**AUTHOR:** CEO

#### **SUMMARY:**

The Local Government Act 1995 (Section 5.46) requires a local authority to review all delegations made under the Act on an annual basis. Accordingly a list of current Delegations authorised by Council is hereby presented to elected members for review and amendment where considered necessary.

#### **COMMENT**

Current delegations authorised by Council are as follows;

#### **Orders**

That the CEO, Finance Officer and Works Supervisor be delegated authority to sign orders for goods and services within the constraints of the budget and as prescribed for tenders.

#### **Destruction of Accounting Records**

That the Chief Executive Officer be delegated indefinite authority to destroy old accounting books and records in accordance with statutes.

#### **Liquor Consumption & Sale**

That the Chief Executive Officer be delegated indefinite authority to issue permits for the sale and consumption of liquor on Council property.

#### **Payment of Rates Arrangements**

That the Chief Executive Officer be delegated indefinite authority to enter into payment of rates arrangements with ratepayers.

**Debt Collection**

That the Chief Executive Officer be delegated indefinite authority to collect outstanding debts against the Shire of Wandering within normal commercial parameters.

**Building Permit Issue**

That the Chief Executive Officer, in liaison with the E.H.O., be delegated indefinite authority to approve building license applications which comply with relevant legislation, providing such approvals issued are subsequently reported to Council.

Further, any irregularities in the permit application process or subsequent life of the permit be brought to Council's attention.

**Building Notices**

That the Chief Executive Officer have delegated authority to issue Notices as per the provisions of the Local Government (Miscellaneous Provisions) Act.

**Planning Consent for Development Applications**

That the Chief Executive Officer, in liaison with the E.H.O. and Planning Consultant (if deemed necessary) be delegated indefinite authority to issue planning consent to development applications which comply with the Shire of Wandering's Town Planning Scheme, providing such approvals issued are subsequently reported to Council.

**Building Envelope Relocation**

That the Chief Executive Officer be delegated indefinite authority to alter the location of building envelopes on request from the owner and in liaison with the adjoining landowners.

**Funeral Leave**

That the Chief Executive Officer be delegated indefinite authority to exercise the discretion to resolve on a case by case basis, whether funeral leave should be paid.

**Payment of Wages & Creditors**

That the Chief Executive Officer be delegated indefinite authority for the payment of wages and creditors under the existing methods of disbursement – ie. wages paid by direct debit under the delegated authority of the Chief Executive Officer or his delegate; all cheques to be signed by the President or Deputy President, any Councillor and the Chief Executive Officer or his delegate; there is to be a minimum of two signatures on all cheques; all cheques issued may be approved for payment, without prior resolution of Council, by those Councillors and Officers authorised, provided that:

- the authority only extends to payments for items previously authorised by Council either by inclusion in the Budget or by virtue of section 6.8 (relating to the period in the financial year prior to the Budget's adoption, authorisations outside the Budget and emergency matters authorised by the President);
- a list of accounts paid is presented to the next Ordinary meeting of Council and included in the minutes of that meeting; and
- vouchers, supporting invoices and other relevant documentation be made available for inspection by Councillors at any time following the date of the payment and at the next Ordinary meeting of Council.

In addition to the above the Finance Officer authority to authorise cheque payments for Australia Post that are countersigned by the CEO, President or Deputy President.

**Subdivision Clearances**

That the Chief Executive Officer be delegated indefinite authority to provide the necessary clearance of subdivision conditions when satisfied that suitable arrangements have been made.

**Fire Hazards**

That the Chief Executive Officer, in liaison with the President of the Shire and the Chief Bush Fire Control Officer and/or Brigade Captain, be delegated indefinite authority to resolve fire hazard problems, including where considered necessary, to forward letters demanding the construction of fire breaks and where not complied with, the issuing of a contract for the construction of the break at the land owner's expense.

**Staff Use of Plant & Equipment**

That the private use of Shire plant and equipment by Staff be at the CEO's discretion.

**Bush Fires Act Functions**

That the functions of the local government under the Bush Fires Act be delegated to the Chief Executive Officer for exercise only in an emergency situation and only in conjunction with the Chief Bush Fire Control Officer.

**Common Seal**

That the CEO and Shire President be authorised to use the Common Seal of the Shire of Wandering to engross legal documents.

The Chief Executive Officer has reviewed the register and offers the following comments;

1. **Payment of Wages & Creditors** – At the March 2011 Ordinary Meeting Council adopted the officers recommendation to allow the Finance Officer authority to authorise cheque payments that are countersigned by the CEO, President or Deputy President. My recommendation is that this be extended to include the Rates/Community Development Officer (previously the Finance Officer) to allow Cara Ryan who commenced employed with the Shire in March 2012 in the capacity of Finance Officer to also countersign cheques for Australia Post.

**RECOMMENDATION:**

That Council endorse the existing Register of Delegations with the suggested amendment for the Payment of Wages & Creditors.

674:2011/12

Moved Cr Dowsett, Seconded Cr Ferguson that Council endorse the existing Register of Delegations with the suggested amendment for the Payment of Wages & Creditors.

CARRIED 6-0

**7.2 Delegations to Committee's and Community Organisations**

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**NAME OF APPLICANT:** CEO  
**FILE REFERENCE:** 1.4.6  
**AUTHOR:** CEO

**SUMMARY:**

It is common practice for many local authorities to review appointments of Elected Members and Staff to serve on various committee's and community organisations. It should be noted that this is a separate exercise to appointing members of a Council Committee.

**COMMENT**

There is a need to conduct a review of the delegates appointed to each of the committees since there has been two newly elected member since the last review was conducted at the November 2011 Ordinary Meeting. At that meeting the following appointments to various committee's and community organisations were made;

**Dryandra Voluntary Regional Organisation of Councils (DVROC)**

Delegate: Cr Kerr  
Proxy: Cr Dowsett

**Hotham Sub Group, Regional Road Group**

Delegate: Cr Kerr  
Proxy: Cr Dowsett

**Hotham Catchment Landcare Committee**

Delegate: Cr McNeil  
Proxy: Cr Barge

**Pingelly Wandering Local Emergency Plan Committee**

Delegate: Chief Fire Control Officer Peter Monk  
Proxy: Cr Kerr

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Delegate: Chief Fire Control Officer Peter Monk  
Proxy: Cr Kerr

**Wandering Primary School Community Liaison Committee**

Delegate: Cr Ferguson  
Proxy: Cr Price

**BHP Worsley Alumina Mine Community Liaison Committee**

Delegate: Cr Schorer  
Proxy: Cr Barge

**Boddington Gold Mine Expansion Steering Committee**

Delegate: Cr Schorer  
Proxy: Cr Barge

**Dryandra Country Visitor Centre**

Delegate: Cr Ferguson  
Proxy: Cr Price

**Brookton Land Conservation District Committee**

Delegate: Cr Kerr  
Proxy: Nil

**Wagin Regional Waste Group**

Delegate: Cr Dowsett  
Proxy: Cr Barge

**RECOMMENDATION:**

That Council review the various committees and community group delegates.

**675:2011/12**

**Moved Cr Price, Seconded Cr Schorer that Council appoint the following;**

**Dryandra Voluntary Regional Organisation of Councils (DVROC)**

Delegate: Cr Kerr  
Proxy: Cr Dowsett

**Hotham Sub Group, Regional Road Group**

Delegate: Cr Kerr  
Proxy: Cr Dowsett

**Hotham Catchment Landcare Committee**

Delegate: Cr McNeil  
Proxy: Cr Barge

**Pingelly Wandering Local Emergency Plan Committee**

Delegate: Chief Fire Control Officer Peter Monk  
Proxy: Deputy Chief Fire Control Officer Melvin Schorer

**Local Emergency Plan Committee**

Delegate: Chief Fire Control Officer Peter Monk  
Proxy: Deputy Chief Fire Control Officer Melvin Schorer

**Wandering Primary School Community Liaison Committee**

Delegate: Cr Ferguson  
Proxy: Cr Price

**BHP Worsley Alumina Mine Community Liaison Committee**

Delegate: Cr Schorer  
Proxy: Cr Barge

**Boddington Gold Mine Expansion Steering Committee**

Delegate: Cr Schorer

Proxy: Cr Barge

**Dryandra Country Visitor Centre**

Delegate: Cr Ferguson

Proxy: Cr Price

**Brookton Land Conservation District Committee**

Delegate: Cr Kerr

Proxy: Nil

**Wagin Regional Waste Group**

Delegate: Cr Dowsett

Proxy: Cr Barge

**CARRIED 6-0**

### **7.3 Wandering Primary School P&C**

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**NAME OF APPLICANT:** Wandering Primary School P&C

**FILE REFERENCE:** 8.1.1

**AUTHOR:** CEO

**SUMMARY:**

The Wandering Primary School P&C in conjunction with the Lions Club of Wandering will be holding a Quiz night as a fundraiser at the Community Centre on Saturday 20 October 2012 and have requested the Shire for any assistance towards the event.

**COMMENT:**

It is Council Policy that Council give consideration to waive the hire charges for the Community Centre where the function satisfies all of the following conditions;

- Function is open to and advertised to the whole community
- Function is not for profit
- Function is for the benefit of the whole community, and
- No alcohol is involved

There would be no reason that the hire fee shouldn't be waived provided that no alcohol is to be sold on the night. In the event that alcohol is to be sold then the hire fee can still be waived but a special liquor license will need to be obtained for the event.

With regards to any other assistance that may be provided this is for Council discussion.

**RECOMMENDATION:**

For Council discussion.

[Attachment 2](#)

**676:2011/12**

**Moved Cr Dowsett, Seconded Cr Schorer that Council provide the Wandering Primary School P&C with the following items;**

- **Provide the venue free of charge**
- **Private works to the value of \$500 to be auctioned on the night**
- **Load of sand or gravel to be raffled on the night**
- **Any available merchandise that may be suitable**

**CARRIED 6-0**

## 7.4 Christmas/New Year Office Hours

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**NAME OF APPLICANT:** CEO  
**FILE REFERENCE:** 1.2.2  
**AUTHOR:** CEO

**SUMMARY:**

It is proposed that while the Shire Office remains open during the Christmas and New Year period, the majority of staff will be asked to take leave over this period. Mail will continue to operate during this period however the proposal is to close licensing and not to receive payments during the period from 24 December 2011 – 1 January 2012, which works out to be only three working days. With sufficient notification, the community will be able to make alternate arrangements for licensing and other payments and a skeleton works crew will still be on board during the break for any road maintenance.

**COMMENT**

Staff will be required to take leave either annual leave or RDO's during this period.

**RECOMMENDATION:**

That Council authorise the CEO to make the necessary staffing arrangements over the Christmas and New Year period.

**677:2011/12**

**Moved Cr Dowsett, Seconded Cr Schorer that Council authorise the CEO to make the necessary staffing arrangements over the Christmas and New Year period.**

**CARRIED 6-0**

## 7.5 Native Title Claim – Swan River People #2

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**NAME OF APPLICANT:** National Native Title Tribunal  
**FILE REFERENCE:** 1.5.2.1  
**AUTHOR:** CEO

**SUMMARY:**

The area subject to this application covers approximately 16,284 square kilometres and is located in the vicinity of Perth between Two Rocks and Mandurah, east to York and seaward into the Indian Ocean approximately 105 kilometres. The application covers 38 local government authorities, one of which is the Shire of Wandering.

**RECOMMENDATION:**

For Council information.

[Attachment 3](#)

***RESOLVED that the information be received by Council***

## 7.6 Country Local Government Fund Review

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**NAME OF APPLICANT:** Government of Western Australia  
**FILE REFERENCE:** 12.1.9  
**AUTHOR:** CEO

**SUMMARY:**

The State Government has released its response to the review of the Country Local Government Fund where the State Government accepted 23 of the 26 recommendation and partially accepted the other 3 recommendations. A copy of the response to all recommendations is show at **Attachment 4**.

**COMMENT:**

Essentially the Department of Regional Development and Lands (RDL) has confirmed that it will be business as usual for the 2013/14 year, however 2014/15 will be different, with the detail of the difference still being resolved by the Review Group. RDL are keen to address the local government issues in the opportunity they currently have to resolve those differences noting that some of the issues are being caused by the processes of the State Government.

**RECOMMENDATION:**

For Council information.

[Attachment 4](#)

**RESOLVED that the information be received by Council**

## 7.7 Native Seed Collection

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**NAME OF APPLICANT:** Chedoona Environs  
**FILE REFERENCE:** 1.10.1  
**AUTHOR:** CEO

**SUMMARY:**

Judith and Peter Denton of Chedoona Environs write seeking permission to collect native seed for a period of 12 months from within reserves vested in the Shire of Wandering during the period 30 August 2012 to 30 August 2013.

**COMMENT:**

The owners of Chedoona Environs have a valid Department of Environment and Conservation license and a copy of their Code of Conduct formed part of **Attachment 5**.

**RECOMMENDATION:**

That Council give permission to Chedoona Environs to collect native seeds from within reserves vested in the Shire of Wandering under the following terms and conditions:

- All persons collecting native seed are to be licensed according to the Wildlife Conservation Act 1950 and will abide by the conditions of this licence,
- Permission is for the period from the date of approval until 30 August 2013,
- Collection is to only be undertaken by Chedoona Environs staff members,
- Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds,
- All care to be taken to avoid the disturbance of fauna habitat, and
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- An administration fee of \$200 is charged for the license

[Attachment 5](#)

**678:2011/12**

**Moved Cr Ferguson, Seconded Cr Barge that Council give permission to Chedoona Environs to collect native seeds from within reserves vested in the Shire of Wandering under the following terms and conditions:**

- **All persons collecting native seed are to be licensed according to the Wildlife Conservation Act 1950 and will abide by the conditions of this licence,**
- **Permission is for the period from the date of approval until 30 August 2013,**
- **Collection is to only be undertaken by Chedoona Environs staff members,**
- **Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds,**
- **All care to be taken to avoid the disturbance of fauna habitat, and**
- **All care to be taken to avoid any disturbance that may lead to soil degradation.**
- **An administration fee of \$200 is charged for the license**

**CARRIED 6-0**



## 7.8 2011 Census Data

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**NAME OF APPLICANT:** Australian Bureau of Statistics  
**FILE REFERENCE:** 25.1.4  
**AUTHOR:** CEO

**SUMMARY:**

Data collected as part of the 2011 Census has been released and a copy of the statistics for Wandering is shown at **Attachment 6**.

**RECOMMENDATION:**

For Council information.

[Attachment 6](#)

**RESOLVED that the information be received by Council**

## 7.9 Wandering Wheatbelt Wine Awards

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**NAME OF APPLICANT:** Wandering Wheatbelt Wine Awards  
**FILE REFERENCE:** 18.1.28  
**AUTHOR:** CEO

**SUMMARY:**

The Wandering Wheatbelt Wine Awards have written to Council requesting the use of the photocopier and stationary to print off menus and other paperwork required on the day.

**COMMENT:**

Sufficient funds have been allocated in the Budget for the Wandering Wheatbelt Wine Awards to cover the printing and stationary costs.

**RECOMMENDATION:**

That Council assist the Wandering Wheatbelt Wine Awards by providing the use of the photocopier and supply of stationary free of charge.

[Attachment 7](#)

**679:2011/12**

**Moved Cr Ferguson, Seconded Cr Barge that Council assist the Wandering Wheatbelt Wine Awards by providing the use of the photocopier and supply of stationary free of charge.**

**CARRIED 6-0**

## 7.10 Application to Clear Native Vegetation

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**NAME OF APPLICANT:** Kuyan Apiaries  
**FILE REFERENCE:** 11.1.2  
**AUTHOR:** CEO

**SUMMARY:**

The Department of Environment and Conservation has received an application from Kuyan Apiaries clear native vegetation across 133 sites in crown land and unallocated land for the purposes of apiary site maintenance and one of these sites is located within the Shire of Wandering.

**COMMENT**

The proposed area in the Shire of Wandering is located on Wearne Rd.

**RECOMMENDATION:**

MINUTES FOR THE MEETING HELD 20 SEPTEMBER 2012

That Council advise the Department of Environment and Conservation that the Shire of Wandering has no objection to the clearing of the native vegetation across the proposed sites.

[Attachment 8](#)

**680:2011/12**

**Moved Cr Price, Seconded Cr Ferguson that Council assist the Wandering Wheatbelt Wine Awards by providing the use of the photocopier and supply of stationary free of charge.**

**CARRIED 6-0**

## **7.11 List of Accounts – August 2012**

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**NAME OF APPLICANT:** Finance Officer  
**FILE REFERENCE:** N/A  
**AUTHOR:** Finance Officer

**SUMMARY:**

Attached is a list of accounts for Council consideration.

**RECOMMENDATION:**

That all Cheque, EFT, wages, transport payments, transfers to investments, credit card payments, creditor payments and other vouchers from the Municipal and Trust Fund totalling \$763,623.12 be passed for payment.

[Attachment 9](#)

**681:2011/12**

**Moved Cr Schorer, Seconded Cr Dowsett that Council all Cheque, EFT, wages, transport payments, transfers to investments, credit card payments, creditor payments and other vouchers from the Municipal and Trust Fund totalling \$763,623.12 be passed for payment.**

**CARRIED 6-0**

## **7.12 Financial Reports – August 2012**

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**NAME OF APPLICANT:** CEO  
**FILE REFERENCE:** N/A  
**AUTHOR:** CEO

**SUMMARY:**

Separately attached are the monthly Financial Statements for the period 31 August 2012.

**RECOMMENDATION:**

That Council endorse the monthly Financial Statements for the period ending 31 August 2012.

[Attachment 10](#)

**682:2011/12**

**Moved Cr Dowsett, Seconded Cr Ferguson that Council endorse the monthly Financial Statements for the period ending 31 August 2012.**

**CARRIED 6-0**

## **8. NEXT MEETING**

Next Ordinary Council meeting to be held on Thursday 18 October 2012 commencing at 1:30pm

## **9. CLOSURE OF MEETING**

There being no further business the meeting closed at 4:33pm

**These Minutes were confirmed by Council at the Ordinary Council Meeting  
on Thursday 18 October 2012.**

**CR G G KERR, President**