



# **MINUTES**

**Ordinary Council Meeting**

**20 February 2024**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 20 FEBRUARY 2024 AT 2PM**

The Mayor declared the Public Forum opened at **1.30pm** and welcomed the Councillors, Staff, Media, Members of the Gallery and those following on the Live Streaming.

**1 ACKNOWLEDGEMENT OF COUNTRY**

*I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present.*

**2 HOUSE KEEPING**

*Advice provided of Council's Work, Health and Safety (WHS) Evacuation Plan and location of the Amenities.*

**PUBLIC FORUM**

The Mayor presented Certificates and Prizes for Council's 2023 Shire Garden and Christmas Light Decorations Awards to:

Christmas Lights Awards:

- Best House Barellan – 46 Wilga Street
- Best House Narrandera – 2 Kiesling Drive
- Best Street Narrandera – Whitton Street
- Best Business – Vintage Designs
- Best House Grong Grong – 76 Bunganbil Street
- (Notable mention, unable to win the prize two years in a row)

Garden Awards:

- Best Garden Grong Grong – Leonard O'Toole
- Best Small Garden Narrandera – John & Suzanne Ryan
- Best Large Garden Narrandera – John & Rhonda Mills
- Best Garden Barellan – Gregory & Nola Trembath
- Best Garden Binya – Binya Public School

The Mayor declared the Ordinary Council Meeting opened at **2pm**.

**3 DISCLOSURE OF POLITICAL DONATIONS**

Advice provided to those present of the legislative requirement for Disclosure of Political Donations:

*The Environmental Planning and Assessment Act 1979, Section 147 requires a person submitting planning applications or submissions regarding a planning application, to disclose any reportable political donation and/or gifts to any local Councillor or employee*

of Council. Reportable political donations include those of or above \$1,000. The Disclosure Statement forms are available on Council's website or from the Customer Service Centre and must be lodged in accordance with the Act.

There were no Disclosures of Political Donations received by the Chairperson.

#### **4 REQUEST TO ATTEND BY AUDIO-VISUAL LINK**

No requests to join via audio-visual link in February.

#### **5 PRESENT**

Mayor Cr Neville Kschenka, Cr Sue Ruffles, Cr Narelle Payne, Cr Kevin Morris, Cr Peter Dawson, Cr Cameron Lander, Cr Tracey Lewis

##### **In Attendance**

George Cowan (General Manager), Shane Wilson (Deputy General Manager Infrastructure), Martin Hiscox (Deputy General Manager Corporate & Community), Vicki Maher (Executive Assistant), Melissa Johnson (Council Administration Assistant/Minute Taker)

#### **6 APOLOGIES**

##### **RESOLUTION 24/001**

Moved: Cr Sue Ruffles

Seconded: Cr Cameron Lander

That apologies from Cr Jenny Clarke OAM and Cr Braden Lyons be received and accepted.

**CARRIED**

#### **7 DECLARATIONS OF INTEREST**

General Manager, Mr George Cowan, declared a Non Pecuniary Significant Interest in Item 26.1 under the Local Government Act as *GM Review* and will leave the meeting during discussion and voting on the matter.

#### **8 CONFIRMATION OF MINUTES**

##### **RESOLUTION 24/002**

Moved: Cr Narelle Payne

Seconded: Cr Peter Dawson

That the minutes of the Ordinary Council Meeting held on 13 December 2023 be confirmed.

**CARRIED**

**9 MAYORAL REPORT****9.1 MAYORAL REPORT - DECEMBER 2023 & JANUARY / FEBRUARY 2024****RESOLUTION 24/003**

Moved: Mayor Cr Neville Kschenka

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the Mayoral Report for December 2023, January and February 2024.

**CARRIED**

**9.2 MAYOR MINUTE - COST SHIFTING****RESOLUTION 24/004**

Moved: Mayor Cr Neville Kschenka

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the findings of the LGNSW Cost Shifting report for the 2021-22 financial year.
2. Places a copy of the cost shifting report on Council's website so that our communities can access it.
3. Writes to the Premier, the NSW Treasurer and the NSW Minister for Local Government, seeking that they urgently address these costs through a combination of regulatory reform, budgetary provision, and appropriate funding.
4. Provides a copy of these letters to our Local Member for Cootamundra, Steph Cooke MP.

**CARRIED**

**10 COUNCILLOR REPORTS**

Nil

**11 NOTICES OF RESCISSION**

Nil

**12 NOTICES OF MOTION**

Nil

**13 QUESTION WITH NOTICE**

Nil

**14 OUR LEADERSHIP****14.1 2022-23 ANNUAL REPORT - ADDENDUM****RESOLUTION 24/005**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Adopts the addendum to the 2022-23 Annual Report as presented and places the Addendum on Council's website.

**CARRIED****14.2 DELIVERY PROGRAM 2022-26 HALF YEAR PERFORMANCE REVIEW - 31 DECEMBER 2023****RESOLUTION 24/006**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Adopts the Delivery Program 2022-26 half year performance review at 31 December 2023 as presented and publish the report to the community using the website of Council.

**CARRIED****15 OUR COMMUNITY****15.1 POLICY REVIEW - POL028 LIBRARY****RESOLUTION 24/007**

Moved: Cr Cameron Lander

Seconded: Cr Narelle Payne

That Council:

1. Adopts for exhibition purposes the amended POL028 Library Policy; and
2. Deems POL028 Library Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

**CARRIED****15.2 KOALA COUNT AND FESTIVAL POST EVENT REPORT****RESOLUTION 24/008**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the 2023 Narrandera Koala Fest post event report.

**CARRIED****15.3 NARRANDERA SHIRE CULTURAL PLAN 2021-31 PROGRESS REPORT****RESOLUTION 24/009**

Moved: Cr Cameron Lander

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Narrandera Shire Cultural Plan 2021-31 Progress Report

**CARRIED****16 OUR ENVIRONMENT**

Nil

**17 OUR ECONOMY**

Nil

**18 OUR INFRASTRUCTURE****18.1 PLANNING PROPOSAL - LOT 1 IN DP1011106, 42 MANDERLAY ROAD, NARRANDERA (RED HILL INDUSTRIAL ESTATE)****RESOLUTION 24/010**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Resolves, in accordance with Section 3.34 of the Environmental Planning and Assessment Act 1979, to submit to the Department of Planning the Planning Proposal for changes to the zoning and minimum lot size for the parcel of land

described as Lot 1 in DP1011106, 42 Manderlay Road, Narrandera and seek a conditional Gateway Determination.

2. Subject to the Gateway Determination, resolves to exhibit the Planning Proposal in accordance with the Gateway Determination.

**CARRIED**

## **18.2 NARRANDERA SES UNIT EXPANSION - REQUEST FOR FACILITIES**

### **RESOLUTION 24/011**

Moved: Cr Narelle Payne

Seconded: Cr Sue Ruffles

That Council:

1. Approves the use by Narrandera SES of the southern section of the airport hangar (260m<sup>2</sup>) at the Narrandera Airport as detailed within the report.
2. Approves the allocation of \$25,000 from the Infrastructure Replacement & Renewal reserve for the works as identified within the report.
3. Endorses the inclusion of \$50,000 for the amenities to be included in the upcoming capital budget for 2024-25, subject to at least 50% grant funding.
4. Acknowledges the medium and long-term requirements of the Narrandera SES and includes this in a future long term financial plan.

**CARRIED**

## **19 DEVELOPMENT APPLICATION**

Nil

## **20 PROCUREMENT**

Nil

## **21 POLICY**

Nil

## **22 COMMITTEE REPORTS**

### **22.1 PARKSIDE COTTAGE MUSEUM S355 COMMITTEE - MINUTES - 6 NOVEMBER 2023**

#### **RESOLUTION 24/012**

Moved: Cr Tracey Lewis

Seconded: Cr Sue Ruffles

That Council:

1. Receives and notes the Minutes of the Parkside Cottage Museum S355 Committee held on Monday 6 November 2023

**CARRIED**

## **22.2 AUSTRALIA DAY PLANNING ADVISORY COMMITTEE - MINUTES - 11 JANUARY 2024**

### **RESOLUTION 24/013**

Moved: Cr Narelle Payne  
Seconded: Cr Sue Ruffles

That Council:

1. Receives and notes the Minutes of the Australia Day Planning Advisory Committee held on Thursday 11 January 2024.

**CARRIED**

## **23 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS**

### **23.1 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - DECEMBER 2023 & JANUARY 2024**

### **RESOLUTION 24/014**

Moved: Cr Narelle Payne  
Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Development Services Activities Report for December 2023 and January 2024.

**CARRIED**

## **24 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS**

### **24.1 STATEMENT OF INVESTMENTS - DECEMBER 2023**

### **RESOLUTION 24/015**

Moved: Cr Cameron Lander  
Seconded: Cr Narelle Payne

That Council:



1. Receives and notes the report indicating Council's Fund Management position.
2. Notes the Certificate of the Responsible Accounting Officer and adopts the report as at 31 December 2023.

**CARRIED**

#### **24.2 INCOME STATEMENT - DECEMBER 2023**

##### **RESOLUTION 24/016**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 31 December 2023.

**CARRIED**

#### **24.3 STATEMENT OF BANK BALANCES - DECEMBER 2023**

##### **RESOLUTION 24/017**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 31 December 2023.

**CARRIED**

#### **24.4 AUDIT ARRANGEMENTS - 30 JUNE 2024 AND BEYOND**

##### **RESOLUTION 24/018**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Notes the appointment of RSD Audit Pty Ltd as the NSW Audit Office's Audit Service Provider for the audit year ending 30 June 2024 and beyond.
2. Makes provision in the upcoming budget for the audit fee to increase from the 2023 year \$53,745 to an estimated \$65,200.

**CARRIED**

**24.5 STATEMENT OF BANK BALANCES - JANUARY 2024****RESOLUTION 24/019**

Moved: Cr Cameron Lander

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 31 January 2024.

**CARRIED**

**24.6 CAPITAL WORKS PROGRAM - JANUARY 2024****RESOLUTION 24/020**

Moved: Cr Cameron Lander

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the information contained in the Capital Works report as at 31 January 2024.

**CARRIED**

**24.7 STATEMENT OF RATES AND RECEIPTS - DECEMBER 2023****RESOLUTION 24/021**

Moved: Cr Narelle Payne

Seconded: Cr Peter Dawson

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 31 December 2023.

**CARRIED**

**24.8 STATEMENT OF RATES AND RECEIPTS - JANUARY 2024****RESOLUTION 24/022**

Moved: Cr Narelle Payne

Seconded: Cr Peter Dawson

That Council:

1. Receives and notes the information contained in the Statement of Rates and

Receipts report as at 31 January 2024.

**CARRIED**

## **24.9 STATEMENT OF INVESTMENTS - JANUARY 2024**

### **RESOLUTION 24/023**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the report indicating Council's Fund Management position.
2. Notes the Certificate of the Responsible Accounting Officer and adopts the report as at 31 January 2024.

**CARRIED**

## **24.10 INCOME STATEMENT - JANUARY 2024**

### **RESOLUTION 24/024**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 31 January 2024.

**CARRIED**

## **24.11 QUARTERLY BUDGET REVIEW - DECEMBER 2023**

### **RESOLUTION 24/025**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Receives, notes and endorses the information and variations contained in the December Quarterly Budget Review.

**CARRIED**

**25 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS**

Nil

**26 CONFIDENTIAL BUSINESS PAPER REPORTS****RESOLUTION 24/026**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

**26.1 Mayor Report - General Manager 2023-24 Annual Review**

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

**CARRIED**

At this point, time being **2.24pm**, all staff left the meeting for discussion and voting on Item 26.1.

**26.1 MAYOR REPORT - GENERAL MANAGER 2023-24 ANNUAL REVIEW****RESOLUTION 24/027**

Moved: Cr Cameron Lander

Seconded: Cr Tracey Lewis

That Council:

1. Notes the General Manager Performance Review Committee's Annual Performance Appraisal as "*Exceeds Expectations*".
2. Endorses a 3.5% increase to the General Manager's existing Total Remuneration Package, in recognition of a positive performance review outcome.

In Favour: Crs Neville Kschenka, Sue Ruffles, Narelle Payne, Kevin Morris, Peter Dawson, Cameron Lander and Tracey Lewis

Against: Nil

**CARRIED 7/0**

At this point, time being **2.37pm**, all staff rejoined the meeting.

**27 OPEN COUNCIL****RESOLUTION 24/028**

Moved: Cr Cameron Lander  
Seconded: Cr Tracey Lewis


That Council moves out of Closed Council into Open Council and the Mayor advise of the resolutions endorsed in Closed Session.

**CARRIED**

**The Meeting closed at 2.39pm**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 March 2024.**

  
.....  
**GENERAL MANAGER**

  
.....  
**CHAIRPERSON**