



# **MINUTES**

**Ordinary Council Meeting**

**15 September 2020**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 15 SEPTEMBER 2020 AT 2PM**

The Mayor declared the meeting opened at **2pm** and welcomed the Councillors, Staff, Media and Members of the Gallery.

**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.*

**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 Councils website or from the Customer Service Centre and must be lodged in accordance with the Act.*

*There were no Disclosure of Political Donations received by the Chairperson.*

Section 1,2 & 3 announced at the commencement of the Public Forum

**4 PRESENT**

Cr Neville Kschenka, Cr David Fahey OAM, Cr Narelle Payne, Cr Jenny Clarke OAM, Cr Kevin Morris, Cr Tammy Galvin, Cr Tracey Lewis, Cr Barbara Bryon

**In Attendance**

George Cowan (General Manager), Shane Wilson (Deputy General Manager Infrastructure), Martin Hiscox (Deputy General Manager Corporate & Community), Vicki Maher (Executive Assistant) and Lauren Redden (Minute Taker)

**5 APOLOGIES**

Nil

**6 DECLARATIONS OF INTEREST**

Nil

**6.1 MOTION – BRING ITEMS 13.4, 18.2, 18.3, AND 20.4 FORWARD****RESOLUTION 20/227**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Move Items 18.2 Election of Mayor, 18.3 Election of Deputy Mayor, 20.4 Audit Report - 2019 / 2020 General Purpose Financial Statements and 13.4. Minutes - Audit, Risk and Improvement Committee - 2 September 2020 forward in the Agenda.

**CARRIED**

At this point, time being 2.01pm, Mayor Neville Kschenka handed proceedings to the General Manager as Returning Officer and he and Deputy Mayor Cr David Fahey vacated their chairs for the 2020-21 Mayor and Deputy Mayor Elections.

**18.2 ELECTION OF MAYOR****RESOLUTION 20/228**

Moved: Cr Kevin Morris

Seconded: Cr Barbara Bryon

That:

1. Council choose the method of voting to be either Preferential Ballot, Ordinary Ballot or by Open voting.  
- Ordinary Ballot was chosen
2. The election of Mayor be held.

**CARRIED**

The Returning Officer called for nominations for the position of Mayor.

After receiving, the Returning Officer declared Nominations Closed and advised that one (1) nomination was received for Cr Neville Kschenka and voting was not required.

The Returning Officer then declared Cr Neville Kschenka re-elected to the position of Mayor unopposed .

Cr Kschenka expressed his heartfelt thanks for the support shown by fellow Councillors.

### **18.3 ELECTION OF DEPUTY MAYOR**

#### **RESOLUTION 20/229**

Moved: Cr Kevin Morris

Seconded: Cr Tammy Galvin

That Council:

1. Determine that it will elect a Deputy Mayor for one-year term 2020 to 2021.
2. Choose the method of voting to be either Preferential Ballot, Ordinary Ballot or by Open voting.
  - Ordinary Ballot was chosen

**CARRIED**

The Returning Officer called for nominations for the position of Deputy Mayor.

After receiving, the Returning Officer declared Nominations Closed and advised that two (2) nominations were received for Cr David Fahey and Cr Clarke.

Names placed on Ballot Paper and eight (8) copies printed.

The Returning Officer initialled the back of each paper before they were distributed to each Councillor for voting. Councillors recorded their votes on the ballot papers which were then collected and tallied.

The Returning Officer declared Cr David Fahey re-elected to the position of Deputy Mayor 5/3.

Cr Fahey assumed position in the Deputy Mayor Chair.

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#### **2020/21 Elected Mayor**

Cr Neville Kschenka

#### **2020/21 Elected Deputy Mayor**

Cr David Fahey

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At this point, time being 2.10pm, the Returning Officer handed proceedings to the Mayor to chair the remainder of the meeting.

At this point, time being 2.11pm, Council's Auditor Ms Dannielle MacKenzie from Crowe joined the meeting via Zoom link and gave an overview on the 2019/2020 Financial Statement and Auditors Report followed by questions from Councillors. Council's Audit Risk & Improvement Committee Chair Mr Roger Fitzgerald also joined the Zoom to view.

**13.4 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 2 SEPTEMBER 2020****RESOLUTION 20/230**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the Minutes of the Audit, Risk and Improvement Committee held on Wednesday 2 September 2020.
2. Refer to the Financial Managers Report for the Publication of Accounts in this Council Meeting Agenda.
3. Endorse the Internal Audit Charter.

**CARRIED**

**20.4 AUDIT REPORT - 2019 / 2020 GENERAL PURPOSE FINANCIAL STATEMENTS****RESOLUTION 20/231**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

1. Adopt the 2019/2020 Financial Statement and Auditors Report as presented and note the advertisement advising the public that the reports are available for viewing and comment.

**CARRIED**

**7 CONFIRMATION OF MINUTES****RESOLUTION 20/232**

Moved: Cr Narelle Payne

Seconded: Cr Kevin Morris

That the minutes of the Ordinary Council Meeting held on 18 August 2020 be confirmed.

**CARRIED**

**8 MAYORAL REPORT**

**8.1 MAYORAL REPORT AUGUST / SEPTEMBER 2020**

**RESOLUTION 20/233**

Moved: Cr Neville Kschenka

Seconded: Cr Tammy Galvin

That Council:

1. Receive and note the Mayoral Report for August / September 2020 with the Triple M correction included.

**CARRIED**

**9 QUESTION WITH NOTICE**

Nil

**10 NOTICES OF RESCISSION**

Nil

**11 NOTICES OF MOTION**

Nil

**12 COUNCILLOR REPORTS**

Nil

**13 COMMITTEE REPORTS**

**13.1 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) 1 SEPTEMBER**

**RESOLUTION 20/234**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Tammy Galvin

That Council:

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held 1 September 2020, together with the updated Economic Development Strategy (non-confidential).

**CARRIED**

**13.2 MINUTES - ARTS AND CULTURE ADVISORY COMMITTEE - 1 SEPTEMBER 2020**

**RESOLUTION 20/235**

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the Minutes of the Arts and Culture Advisory Committee held on Tuesday 1 September 2020.

**CARRIED**

**13.3 MINUTES - PARKSIDE COTTAGE MUSEUM COMMITTEE - 31 AUGUST 2020**

**RESOLUTION 20/236**

Moved: Cr Barbara Bryon

Seconded: Cr David Fahey OAM

That Council:

1. Receive and note the Minutes of the Parkside Cottage Museum Committee held on Monday 31 August 2020.

**CARRIED**

*Item has been considered at another section.*

**14 OUR COMMUNITY**

**14.1 POLICY REVIEW CS80 BUSKING**

**RESOLUTION 20/237**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council

1. Adopt the amended policy ES30 Councillors access to information, interactions with staff and access to council premises for exhibition.
2. Should no submissions be received during exhibition the policy as exhibited be implemented at the conclusion of the exhibition period.

**CARRIED**

**14.2 POLICY REVIEW CS20 FINANCIAL ASSISTANCE PROGRAM****RESOLUTION 20/238**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council

- 1) Adopt the amended policy CS20 Financial Assistance Program for exhibition.
- 2) Should no submissions be received during exhibition the policy as exhibited be implemented at the conclusion of the exhibition period.

**CARRIED**

**14.3 LOCAL GOVERNMENT ROAD SAFETY PROGRAM PROJECT FUNDING****RESOLUTION 20/239**

Moved: Cr Tracey Lewis

Seconded: Cr Tammy Galvin

That Council:

1. Endorses the 2020 Annual Review of the Road Safety Action Plan 2019-2021.
2. Accepts Transport for NSW (TfNSW) 2020-21 funding of \$24,630 from the Local Government Road Safety Program and endorses the projects approved by TfNSW.
3. Reallocate existing TfNSW road safety project funding to the newly TfNSW approved projects.
4. Approves the changes to be included in the next Quarterly Budget Review.

**CARRIED**

**14.4 TOURISM PROMOTION - INSTALLATION OF HAYLLAR TRANSPORT TRUCK CURTAIN****RESOLUTION 20/240**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council

1. Endorse Option 2 and engage the marketing collaboration with Hayllar Transport to promote Narrandera Shire with digital graphics on a Hayllar Transport Trailer.

*Option 2 – Approve the promotional venture side curtain and rear door graphics as outlined within this report for a total of \$12,126.50 (Including GST Curtain install and design) from Job Cost Town Brochure Reprint #8700-0056-0000, due to Joint Marketing*



*initiative underway for brochure replacement.*

**CARRIED**

## **15 OUR ENVIRONMENT**

### **15.1 WESTERN REGIONAL PLANNING PANEL NOMINATIONS**

#### **RESOLUTION 20/241**

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

That Council:

1. Elect the following nominations for the Western Regional Planning Panel:
  - (a) Mr Shane Wilson – Deputy General Manager Infrastructure
  - (b) Councillor “to be selected at the meeting”
2. Advise the Planning Panels Secretariat of the nominations within 14 days of the election.

Cr Clarke and Cr Payne self-nominated.

Following a vote by show of hands, Cr Clarke was elected as Councillor representative on the Western Regional Planning Panel.

**CARRIED**

## **16 OUR ECONOMY**

Nil

## **17 OUR INFRASTRUCTURE**

### **17.1 UPDATE ON DROUGHT COMMUNITIES PROGRAMME**

#### **RESOLUTION 20/242**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

1. That Council note the report.

**CARRIED**

**18 OUR CIVIC LEADERSHIP**

**18.1 POLICY REVIEW - CS250 SECTION 355 COMMITTEES**

**RESOLUTION 20/243**

Moved: Cr David Fahey OAM

Seconded: Cr Barbara Bryon

That Council:

1. Review and endorse the current policy numbered CS250 - Section 355 Committees as presented for the purpose of public exhibition.
2. Following the 28 days public exhibition period if no submissions are received the policy is deemed to be adopted.

**CARRIED**

*Item has been considered at another section.*

*Item has been considered at another section.*

**18.4 MAYORAL DELEGATIONS**

**RESOLUTION 20/244**

Moved: Cr Kevin Morris

Seconded: Cr Tammy Galvin

That Council:

1. Approve the Mayoral Delegations as recorded in this report.

**CARRIED**

**18.5 POLICY REVIEW ES30 COUNCILLORS ACCESS TO INFORMATION, INTERACTIONS WITH STAFF AND ACCESS TO COUNCIL PREMISES**

**RESOLUTION 20/245**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council

- 1) Adopt the amended policy ES30 Councillors access to information, interactions with staff and access to council premises for exhibition.
- 2) Should no submissions be received during exhibition, the policy as exhibited be implemented at the conclusion of the exhibition period.

**CARRIED**

**18.6 ANNUAL DISCLOSURE OF PECUNIARY INTEREST RETURNS FOR COUNCILLORS AND DESIGNATED PERSONS****RESOLUTION 20/246**

Moved: Cr David Fahey OAM

Seconded: Cr Jenny Clarke OAM

That Council:

1. Acknowledge the annual Disclosure of Pecuniary Interest Returns lodged by both Councillors and designated persons and that these documents are tabled for information.

**CARRIED**

**18.7 LAKE TALBOT TOURIST PARK - ABATEMENT OF ADDITIONAL MONTHLY LEASE PAYMENT TO COUNCIL ALSO REQUEST FOR A REDUCTION IN MONTHLY LEASE PAYMENTS****RESOLUTION 20/247**

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

That Council:

1. Agree to the abatement of the monthly lease payment for the month of July 2020; and
2. Agree to the reduction of monthly lease payments for the months of August 2020 to December 2020 inclusive with the reduced amount payable to Council being 15.5% of the gross monthly income of the Lake Talbot Tourist Park with documentation to be provided each month to Council supporting the calculation.

**CARRIED**

**18.8 2018-2022 DELIVERY PROGRAM - 30 JUNE 2020 QUARTERLY REVIEW****RESOLUTION 20/248**

Moved: Cr Tracey Lewis

Seconded: Cr David Fahey OAM

That Council:

1. Endorse the 2018-2022 Delivery Program quarterly review dated 30 June 2020 as presented and publish the report to the community using the website of Council.
2. Requests a Notice of Motion from Cr Lewis to the next Council Meeting regarding her suggestions of a Wellness Team to be included in the 2021 Delivery Program.

**CARRIED****18.9 CORRESPONDENCE FROM THE SCOUT ASSOCIATION OF AUSTRALIA, NSW BRANCH, RIVERINA REGION - RATES AND CHARGES****RESOLUTION 20/249**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

The Council:

1. Seek additional information from The Scout Association of Australia (NSW) clarifying the frequency of usage or occupancy of the property so to make an informed decision about the continuation of the exemption from the ordinary rate; and
2. Following a review of the exemption from the ordinary rate, that the amounts payable to Council for the 2020-2021 financial year only be paid from the Mayor and General Manager funds, with The Scout Association of Australia (NSW) to advise Council in May 2021 if the current situation has changed.

**CARRIED****18.10 EXTENDING COUNCILLOR DELEGATES TO SEPTEMBER 2021****RESOLUTION 20/250**

Moved: Cr Kevin Morris

Seconded: Cr Barbara Bryon

That Council:

1. Resolve to extend existing Councillor delegates terms until September 2021.
2. Elects Councillor delegates to vacancies following the resignation of Councillor Galvin.
  - a. Murray Darling Association Murrumbidgee Region Group 9  
Following self-nominations, Cr Clarke was elected as Council Delegate (previously alternate) and Cr Bryon was elected as alternate.
  - b. Local Emergency Management Committee  
Following self-nomination, Cr Lewis was elected as Council Delegate
  - c. Parks and Gardens Advisory Committee  
Following self-nomination, Cr Payne was elected as another Council Delegate

**CARRIED**

**18.11 AGREEMENT BETWEEN NARRANDERA EAST INFANTS SCHOOL (NSW DEPARTMENT OF EDUCATION) AND COUNCIL FOR USE OF THE FORMER NOOSH BUILDING****RESOLUTION 20/251**

Moved: Cr David Fahey OAM

Seconded: Cr Kevin Morris

That Council:

1. Enter into a formal agreement with the Narrandera East Infants School to use and occupy the demountable classroom building owned by Council; and
2. Delegate authority to the Mayor and the General Manager to sign the agreement and any other documentation relating to this matter.

**CARRIED**

**19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS****19.1 AUGUST DEVELOPMENT SERVICES ACTIVITIES****RESOLUTION 20/252**

Moved: Cr David Fahey OAM

Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the Development Services Activities Report for August 2020.

**CARRIED**

**20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS****20.1 AUGUST INCOME STATEMENT****RESOLUTION 20/253**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council

1. Receive and note the information contained in the Income Statement report for the period ending 31 August 2020.

**CARRIED**

**20.2 AUGUST STATEMENT OF INVESTMENTS****RESOLUTION 20/254**

Moved: Cr Narelle Payne

Seconded: Cr Kevin Morris

That Council:

1. Receive and note the information contained in the Statement of Investments report as at 31 August 2020.

**CARRIED**

**20.3 AUGUST CAPITAL WORKS PROGRAM****RESOLUTION 20/255**

Moved: Cr Kevin Morris

Seconded: Cr David Fahey OAM

That Council:

1. Receive and note the information contained in the Capital Works report as of 31 August 2020.

**CARRIED**

*Item has been considered at another section.*

**20.5 AUGUST STATEMENT OF BANK BALANCES****RESOLUTION 20/256**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

1. Receive and note the information contained in the Statement of Bank Balances report as at 31 August 2020.

**CARRIED**

**20.6 AUGUST STATEMENT OF RATES AND RECEIPTS****RESOLUTION 20/257**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Receive and note the information contained in the Statement of Rates and Receipts report as at 31 August 2020.

**CARRIED**

## **21 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS**

### **21.1 NEW MODEL CODE OF CONDUCT & PROCEDURES**

#### **RESOLUTION 20/258**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council:

1. Adopt the 2020 Model Code of Conduct and 2020 Procedures for the Administration of the Model Code of Conduct.
2. Note Circular 20-32 advising the new Model Code of Conduct and Procedures take effect immediately.

**CARRIED**

**22 CONFIDENTIAL BUSINESS PAPER REPORTS****RESOLUTION 20/259**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

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*:

**22.1 Economic Development Strategy at 1 September 2020**

This matter is considered to be confidential under Section 10A(2) - c 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 information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**22.2 Lake Talbot Tourist Park - correspondence received and supporting information**

This matter is considered to be confidential under Section 10A(2) - b 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 discussion in relation to the personal hardship of a resident or ratepayer.

**22.3 Purchase of Hanger Building at Narrandera-Leeton Aerodrome**

This matter is considered to be confidential under Section 10A(2) - di 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 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**CARRIED**

**22.1 ECONOMIC DEVELOPMENT STRATEGY AT 1 SEPTEMBER 2020****RESOLUTION 20/260**

Moved: Cr Kevin Morris

Seconded: Cr Barbara Bryon

1. That Council receive and note the Economic Development Strategy (confidential version) containing updates following the Economic Taskforce Committee meeting held 1 September 2020.

**CARRIED**

**22.2 LAKE TALBOT TOURIST PARK - CORRESPONDENCE RECEIVED AND SUPPORTING INFORMATION****RESOLUTION 20/261**



Moved: Cr Narelle Payne  
Seconded: Cr Tracey Lewis

That Council:

1. Acknowledge the correspondence received from Graejan Pty Ltd also the supporting information relating to amounts payable to Council.

**CARRIED**

## **22.3 PURCHASE OF HANGER BUILDING AT NARRANDERA-LEETON AERODROME**

### **RESOLUTION 20/262**

Moved: Cr Narelle Payne  
Seconded: Cr David Fahey OAM

That Council:

1. Approve the purchase of the 690m<sup>2</sup> hanger building which forms part of the Narrandera-Leeton Aerodrome being part of Lot 1 in DP 187882 for the amount detailed within the report.
2. Funding for the purchase to be allocated from the Sale of Water Allocations internal reserve.
3. Authorise the General Manager and Mayor to sign all required documents, resultant to the purchase and sale.
4. Authorise the use of the common seal on all associated documents.

**CARRIED**

## **23 OPEN COUNCIL**

### **RESOLUTION 20/263**

Moved: Cr David Fahey OAM  
Seconded: Cr Narelle Payne


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


**CARRIED**

On behalf of Councillors and Staff, Mayor Kschenka presented Cr Tammy Galvin with a gift as a token of appreciation and thanked her for her contribution over the past 4 years.

**The Meeting closed at 3.26pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 October 2020.**

  
.....  
**GENERAL MANAGER**

  
.....  
**CHAIRPERSON**