



# **MINUTES**

**Ordinary Council Meeting**

**18 July 2023**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 18 JULY 2023 AT 2PM**

The Mayor declared the meeting opened at **2pm** and welcomed the Councillors, Staff, Media and those following on the live stream.

**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 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 July 2023.

**5 PRESENT**

Mayor Cr Neville Kschenka, Cr Cameron Lander, Cr Narelle Payne, Cr Jenny Clarke OAM, Cr Kevin Morris, Cr Peter Dawson, Cr Sue Ruffles, 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 23/117**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That apologies from Cr Braden Lyons be received and accepted and that Councillor Lyons be granted leave of absence.

**CARRIED**

**7 DECLARATIONS OF INTEREST**

Nil

**8 CONFIRMATION OF MINUTES**

**RESOLUTION 23/118**

Moved: Cr Tracey Lewis

Seconded: Cr Sue Ruffles

That the minutes of the Ordinary Council Meeting held on 20 June 2023 be confirmed.

**CARRIED**

**9 MAYORAL REPORT**

**9.1 MAYORAL REPORT - JUNE / JULY 2023**

**RESOLUTION 23/119**

Moved: Mayor Cr Neville Kschenka

Seconded: Cr Peter Dawson

That Council:

1. Receives and notes the Mayoral Report for June/July 2023.

**CARRIED**

**10 QUESTION WITH NOTICE**

Nil

**11 NOTICES OF RESCISSION**

Nil

**12 NOTICES OF MOTION****12.1 NOTICE OF MOTION - LEAVE OF ABSENCE****RESOLUTION 23/120**

Moved: Cr Sue Ruffles

Seconded: Cr Cameron Lander

That Council

1. Notes and accepts Cr Lander's:
  - a. Apologies for the August and September 2023 Ordinary Council meetings; and
  - b. Leave of absence for all Council business from 24 July to 23 September 2023.

**CARRIED**

**13 COUNCILLOR REPORTS****13.1 CR LANDER - 2023 ALGA NATIONAL GENERAL ASSEMBLY****RESOLUTION 23/121**

Moved: Cr Cameron Lander

Seconded: Cr Narelle Payne

That Council:

1. Notes the report on my attendance in Canberra at the 2023:
  - a. Australian Local Government Association National General Assembly; and
  - b. Australian Council of Local Government Forum.

**CARRIED**

**14 COMMITTEE REPORTS****14.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE - MINUTES - 13 JUNE 2023****RESOLUTION 23/122**

Moved: Cr Cameron Lander

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the Minutes of the Local Emergency Management Committee

held on Tuesday 13 June 2023.

**CARRIED**

#### **14.2 ABORIGINAL ELDERS LIAISON - MINUTES - 29 MAY 2023**

##### **RESOLUTION 23/123**

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the Minutes of the Aboriginal Elders Liaison held on Monday 29 May 2023.

**CARRIED**

#### **14.3 AUDIT, RISK AND IMPROVEMENT S355 COMMITTEE - MINUTES - 5 JULY 2023**

##### **RESOLUTION 23/124**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the Minutes of the Audit, Risk and Improvement S355 Committee held on Wednesday 5 July 2023.

##### **Special mention of the following:**

##### **6.5 Asset Revaluation Outcomes at 30 June 2023**

The community land fair value assessments will have an effect on the 2022-23 financial year statements and also future years' operating results.

##### **6.4 Internal Audits for 2022-23**

In consultation with the internal auditor and management, the ARIC members have agreed that the four internal audits for 2023-24 will be:

- a. Personnel succession planning/retention
- b. Corporate governance framework
- c. Treasury functions - investments
- d. Community transport.

##### **6.9 Financial Balance of Internal Audit Function**

Unexpended funds approximating \$28,726.02 will be reported for the 2022-23 financial year.

**It has been recommended by the Audit, Risk and Improvement Committee that Council:**

1. Resolves to revoke an amount of \$15,000 from the unexpended 2022-23

**funds to the 2023-24 financial year for potential additional costs, such as the procurement of internal audit services from 1 October 2023 also the potential costs associated with remuneration paid to the independent ARIC members.**

**CARRIED**

**14.4 PARKSIDE COTTAGE MUSEUM S355 COMMITTEE - MINUTES - 3 JULY 2023**

**RESOLUTION 23/125**

Moved: Cr Cameron Lander

Seconded: Cr Peter Dawson

That Council:

1. Receives and notes the Minutes of the Parkside Cottage Museum S355 Committee held on Monday 3 July 2023.

**CARRIED**

**14.5 NARRANDERA DOMESTIC VIOLENCE ADVISORY COMMITTEE - MINUTES - 28 JUNE 2023**

**RESOLUTION 23/126**

Moved: Cr Tracey Lewis

Seconded: Cr Sue Ruffles

That Council:

1. Receives and notes the Minutes of the Narrandera Domestic Violence Advisory Committee held on Wednesday 28 June 2023.

**CARRIED**

**15 PROCUREMENT**

Nil

**16 DEVELOPMENT APPLICATION**

Nil

**17 OUR COMMUNITY**

Nil

**18 OUR ENVIRONMENT**

Nil

**19 OUR ECONOMY**

Nil

**20 OUR INFRASTRUCTURE****20.1 TENDER T-23-24-2 LEASE FOR MANAGEMENT OF BARELLAN MEMORIAL POOL COMPLEX****RESOLUTION 23/127**

Moved: Cr Cameron Lander

Seconded: Cr Narelle Payne

That Council:

1. Accepts the tender offer by B Doyle & FJ Doyle for the Lease for Management of the Barellan Memorial Pool Complex for a five-year period (with option of five further years), for the lump sum amount of \$721,541.10 (excl GST), in accordance with Section 55 of the Local Government Act 1993.
2. Resolves that increase in the budget for the first year of the contract be funded by surplus in the 2022-23 budget.

**CARRIED****21 OUR LEADERSHIP**

Nil

**22 POLICY****22.1 POLICY REVIEW - POL026 CREDIT CARD POLICY****RESOLUTION 23/128**

Moved: Cr Narelle Payne

Seconded: Cr Sue Ruffles

That Council:

1. Reviews and endorses POL026 Credit Card Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL026 Credit Card Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

**CARRIED**

**22.2 POLICY REVIEW - POL017 DEBT RECOVERY****RESOLUTION 23/129**

Moved: Cr Cameron Lander

Seconded: Cr Narelle Payne

That Council:

1. Reviews and endorses POL017 Debt Recovery Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL017 Debt Recovery Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

**CARRIED**

**22.3 POLICY REVIEW - POL016 FUEL CARD****RESOLUTION 23/130**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Reviews and endorses POL016 Fuel Card Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL016 Fuel Card Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

**CARRIED**

**23 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS****23.1 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - JUNE 2023****RESOLUTION 23/131**

Moved: Cr Narelle Payne

Seconded: Cr Sue Ruffles

That Council:

1. Receives and notes the Development Services Activities Report for June 2023

**CARRIED**



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

**24.1 STATEMENT OF BANK BALANCES - JUNE 2023**

**RESOLUTION 23/132**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 30 June 2023.

**CARRIED**

**24.2 CAPITAL WORKS PROGRAM - JUNE 2023**

**RESOLUTION 23/133**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the information contained in the Capital Works report as at 30 June 2023.

**CARRIED**

**24.3 STATEMENT OF INVESTMENTS - JUNE 2023**

**RESOLUTION 23/134**

Moved: Cr Tracey Lewis

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 30 June 2023.

**CARRIED**

**24.4 STATEMENT OF RATES AND RECEIPTS - JUNE 2023**

**RESOLUTION 23/135**

Moved: Cr Narelle Payne  
Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 30 June 2023.

**CARRIED**

**24.5 INCOME STATEMENT - JUNE 2023**

**RESOLUTION 23/136**

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 30 June 2023.

**CARRIED**

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

Nil


**26 CONFIDENTIAL BUSINESS PAPER REPORTS**

Nil

**The Meeting closed at 2.25pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 15 August 2023.**

  
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**GENERAL MANAGER**

  
.....  
**CHAIRPERSON**