



MINUTES

Extraordinary Council Meeting

8 October 2024

**MINUTES OF NARRANDERA SHIRE COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 8 OCTOBER 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 BY CR BRADEN LYONS

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.

PUBLIC FORUM

Council's Water Sewer Manager, Mr Shane Squires, gave a presentation to Councillors on the Water & Sewer Services.

The Mayor declared the Extraordinary Council meeting opened at **2.05pm**.

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.

4 PRESENT

Mayor Cr Neville Kschenka, Cr Sue Ruffles, Cr Bob Manning, Cr Jenny Clarke OAM, Cr Cameron Rouse, Cr Peter Dawson, Cr Cameron Lander, Cr Braden Lyons, Cr Tracey Lewis

In Attendance

George Cowan (GM), Vicki Maher (EA), Melissa Johnson (CAA)

5 APOLOGIES**INFORMATION**

An apology has been received from DGMI Shane Wilson for today's meeting.

6 DECLARATIONS OF INTEREST

Nil

7 PUBLIC QUESTION TIME

No Public Question time

At this point, time being **2.09pm**, Mayor Neville Kschenka handed proceedings to the General Manager as the Returning Officer and vacated the Mayoral Chair.

8 OUR LEADERSHIP**8.1 COUNCILLORS OATH AND AFFIRMATION****RESOLUTION 24/155**

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

That:

1. Each Councillor in turn takes an oath or makes an affirmation of office before the General Manager in the prescribed form at this meeting.
2. A record be kept of the taking of an oath or the making of an affirmation.

CARRIED

Oath	Affirmation
Cr Neville Kschenka	Cr Sue Ruffles
Cr Jenny Clarke OAM	Cr Bob Manning
Cr Cameron Rouse	Cr Peter Dawson
Cr Braden Lyons	Cr Cameron Lander
Cr Tracey Lewis	

8.2 ELECTION OF MAYOR 2024

RESOLUTION 24/156

Moved: Cr Cameron Lander

Seconded: Cr Tracey Lewis

That Council:

1. Holds an election for the position of Mayor for a term ending in September 2026.
2. Chooses the method of voting, either *Ordinary Ballot*, *Preferential Ballot*, or by *Open Voting*.
- Ordinary Ballot was chosen
3. The election was held in accordance with Schedule 7 Local Government (General) Regulation 2021.

CARRIED

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

After receiving, the Returning Officer declared Nominations Closed and advised that three (3) nominations were received being Cr Bob Manning and Cr Jenny Clarke Cr Neville Kschenka

Names were placed on Ballot Paper and nine (9) copies were 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 Kschenka elected to the position of Mayor 7/1/1.

Cr Kschenka assumed the position in the Mayor Chair.

8.3 ELECTION OF DEPUTY MAYOR 2024

RESOLUTION 24/157

Moved: Cr Cameron Lander

Seconded: Cr Cameron Rouse

That Council:

1. Determines to elect a Deputy Mayor for a two-year term, the same as the Mayoral term

CARRIED

RESOLUTION 24/158

Moved: Cr Cameron Lander

Seconded: Cr Cameron Rouse

That Council:

1. Chooses the method of voting, either *Ordinary Ballot*, *Preferential Ballot*, or by *Open Voting*.
- Ordinary Ballot was chosen
3. Conducts the election in accordance with Schedule 7 Local Government (General) Regulation 2021.

CARRIED

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

After receiving, the Returning Officer declared Nominations Closed and advised that three (3) nomination were received being Cr Susan Ruffles Cr Cameron Lander and Cr Jenny Clarke.

Names placed on Ballot Paper and nine (9) 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 Susan Ruffles elected to the position of Deputy Mayor 5/2/2..

Cr Ruffles remained in the Deputy Mayor Chair.

2024 Elected Mayor

Cr Neville Kschenka

2024 Elected Deputy Mayor

Cr Susan Ruffles

At this point, time being **2.30pm**, the Returning Officer handed proceedings to the Mayor to chair the remainder of the meeting.

8.4 DELEGATIONS TO THE MAYOR

RESOLUTION 24/159

Moved: Cr Braden Lyons

Seconded: Cr Tracey Lewis

That Council:

1. In accordance with Section 377 of the NSW Local Government Act, 1993, approves the Delegations for the Mayor as contained in Attachment 1 – Mayor Delegation of Authority.

CARRIED

8.5 DELEGATIONS TO THE GENERAL MANAGER

RESOLUTION 24/160

Moved: Deputy Mayor Cr Sue Ruffles

Seconded: Cr Cameron Lander

That Council:

1. In accordance with Section 377 of the NSW Local Government Act, 1993 approves the Delegations for the General Manager, as contained in Attachment 1 Instrument of Delegation.
2. Notes that in accordance with Section 378 of the NSW Local Government Act, 1993 the General Manager will subdelegate delegations to staff for the purposes of those staff carrying out Council's day-to-day responsibilities.
3. Delegates its functions as Local Control Authority under Sec 375 Biosecurity Act 2015, to the following:
 - a. Biosecurity Officer positions
 - b. Manager Open Space and Recreation; and
 - c. All positions senior in the relevant Department, the Deputy General Manager Infrastructure and General Manager.

CARRIED

8.6 OPTION TO UNDERTAKE A COUNTBACK INSTEAD OF A BY-ELECTION TO FILL CASUAL VACANCIES

RESOLUTION 24/161

Moved: Cr Jenny Clarke OAM

Seconded: Cr Tracey Lewis

Council resolves that:

1. Pursuant to Section 291A(1)(b) of the Local Government Act (the Act), Narrandera Shire Council declares that casual vacancies occurring in the office of a Councillor within eighteen (18) months after the last ordinary election of Councillors for the Council held on 14 September 2024 are to be filled by a countback of votes cast at that election for the office in accordance with Section 291A of the Act.
2. Should Council resolve 1. the General Manager is to notify the election manager of the ordinary election (NSW Electoral Commissioner) within seven (7) days of the

resolution that a countback election is to be used to fill a casual vacancy.

CARRIED

8.7 ORGANISATIONAL STRUCTURE

RESOLUTION 24/162

Moved: Cr Cameron Lander

Seconded: Cr Jenny Clarke OAM

That Council:

1. Notes that the 2024-25 Operational Plan contains \$9,317,923 for employee benefits and on-costs.
2. Notes the organisation structure included in this report and adopted by the General Manager.

CARRIED

8.8 POLICY REVIEW - POL015 COUNCILLOR EXPENSES & FACILITIES

RESOLUTION 24/163

Moved: Deputy Mayor Cr Sue Ruffles

Seconded: Cr Peter Dawson

That Council:

1. Adopts POL015 Councillor Expenses and Facilities Policy as presented.

CARRIED

8.9 APPOINTMENT OF ONE NON-VOTING COUNCILLOR MEMBER TO THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

RESOLUTION 24/164

Moved: Cr Bob Manning

Seconded: Cr Cameron Lander

That Council:

1. Seeks nominations from Councillors for appointment to the single non-voting Councillor member position of the Narrandera Shire Council Audit, Risk and Improvement Committee with the initial appointment being for four years (coinciding with the term of the Council); and

- There were two (2) nominations received being Cr Lander and Cr Manning
 - 2. From the nominations received, asks that each Councillor provides a two-minute overview of what they understand are the functions of the Committee and how their skills and attributes align with the appointment eligibility criteria; and
 - 3. Appoints a Councillor to the Narrandera Shire Council Audit, Risk and Improvement Committee from the nominations received.
- Following nominations and reviews, Cr Lander was appointed.

CARRIED

The Meeting closed at 2.53pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Narrandera Shire Council held on 15 October 2024.


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GENERAL MANAGER


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CHAIRPERSON