



MINUTES

Extraordinary Council Meeting

5 January 2022

**MINUTES OF NARRANDERA SHIRE COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON WEDNESDAY, 5 JANUARY 2022 AT 2PM**

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

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

Cr Neville Kschenka, Cr Narelle Payne, Cr Jenny Clarke OAM, Cr Kevin Morris, Cr Tracey Lewis, Cr Sue Ruffles, Cr Braden Lyons, Cr Peter Dawson, Cr Cameron Lander

In Attendance

George Cowan (General Manager), Shane Wilson (Deputy General Manager Infrastructure), Vicki Maher (Executive Assistant), Amanda Collins (Minute Taker)

5 APOLOGIES

Nil

6 DECLARATIONS OF INTEREST

Nil

7 PUBLIC QUESTION TIME

No Public Question time

8 OUR CIVIC LEADERSHIP**8.1 COUNCILLOR OATH OR AFFIRMATION****RESOLUTION 22/001**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

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 Kevin Morris	Cr Tracey Lewis
Cr Neville Kschenka	Cr Braden Lyons
	Cr Sue Ruffles
	Cr Peter Dawson
	Cr Cameron Lander
	Cr Jenny Clarke OAM
	Cr Narelle Payne

At this point, time being 2.08pm, Mayor Neville Kschenka handed proceedings to the General Manager as Returning Officer and vacated the Mayoral Chair.

8.2 ELECTION OF MAYOR 2022

RESOLUTION 22/002

Moved: Cr Kevin Morris

Seconded: Cr Narelle Payne

That:

1. The election of Mayor be held for a term ending in September 2023.
2. Council chooses the method of voting, either Ordinary Ballot, Preferential Ballot, or by Open Voting.
 - Ordinary Ballot was chosen
3. The election be 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 two (2) nominations were received from Cr Kschenka and Cr 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 Kschenka elected to the position of Mayor 5/4.

Cr Kschenka assumed position in the Mayor Chair.

8.3 ELECTION OF DEPUTY MAYOR 2022

RESOLUTION 22/003

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That Council:

1. Determines that it will elect a Deputy Mayor for a term the same as the Mayoral term.

CARRIED

RESOLUTION 22/004

Moved: Cr Narelle Payne

Seconded: Cr Sue Ruffles

That Council:

1. Chooses the method of voting, either Ordinary Ballot, Preferential Ballot, or by Open Voting.
 - Ordinary Ballot was chosen
2. 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 from Cr Lewis, Cr Lander and Cr Clarke.

Round 1 - 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 disclosed the votes as Cr Lewis (4) Cr Lander (3) and Cr Clarke (2) consequently eliminating Cr Clarke and needing to conduct a revote for Cr Lewis and Cr Lander.

Round 2 - 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.

The Returning Officer declared Cr Lander elected to the position of Deputy Mayor 5/4.

Cr Lander assumed position in the Deputy Mayor Chair.

2022 Elected Mayor

Cr Neville Kschenka

2022 Elected Deputy Mayor

Cr Cameron Lander

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 22/005

Moved: Cr Narelle Payne

Seconded: Cr Sue Ruffles

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 – Draft Mayor Delegation of Authority.

CARRIED

8.5 DELEGATIONS TO THE GENERAL MANAGER

RESOLUTION 22/006

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

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 approved 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 22/007

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

Council resolves that:

1. Any casual vacancy occurring during the eighteen (18) months following 4 December 2021 is to be filled by a countback of votes cast at the last election for that office utilising the provisions of Section 291A of the Local Government Act, 1993.
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 ORGANISATION STRUCTURE

RESOLUTION 22/008

Moved: Cr Narelle Payne

Seconded: Cr Braden Lyons

That Council:

1. Redetermines the Organisation Structure as it is presently formatted.

CARRIED

8.8 POLICY REVIEW - COUNCILLOR EXPENSES & FACILITIES

RESOLUTION 22/009

Moved: Cr Tracey Lewis

Seconded: Cr Braden Lyons

That Council:

1. Adopts POL015 Councillor Expenses and Facilities Policy.

CARRIED

The Meeting closed at 2.38pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Narrandera Shire Council held on 18 January 2022.



.....
GENERAL MANAGER



.....
CHAIRPERSON