



***DRAFT***

**MINUTES  
ORDINARY MEETING OF COUNCIL**

***held on***

**WEDNESDAY, 12 September 2018**

**PRESENT**

Councillors Craig Davies (Mayor and Chair), Dawn Collins (Deputy Mayor), Rob McCutcheon, James Craft, Lyn Jablonski, Mark Munro, Colin Hamilton, Trudy Everingham, Les Lambert and; Mrs Jane Redden (General Manager); Mr Mick Bell (Acting Director Infrastructure & Engineering Services); Mr Phil Johnston (Director Community & Economic Development), Mr John Sevil (Director Finance & Corporate Strategy), Mrs Marion Truscott (Executive Manager Corporate Governance), Mrs Kayla Robson (Executive Manager of Planning) and Ms Carlyne Marchant (Minute Taker).

**WELCOME**

The Chair welcomed those present and declared the meeting open at 5.30pm.

**PRAYER**

The prayer was taken by Cr Lambert.

**ACKNOWLEDGEMENT OF COUNTRY**

The Acknowledgement to Country was made by Cr Davies.

**REPORTS TO COUNCIL – GENERAL MANAGER****1. MAYORAL ELECTION**

Mayor Craig Davies vacated the Chair at 5.32pm. Jane Redden General Manager assumed the Chair to conduct the election. The General Manager, acting as Chair and Returning Officer, advised there was one (1) nomination for the position of Mayor, Cr Craig Davies. Cr Davies accepted the nomination in writing and verbally.

The General Manager advised there were two (2) nominations for the position of Deputy Mayor – Cr James Craft and Cr Dawn Collins. Both Candidates accepted the nomination in writing and verbally.

The General Manager advised that as there is only one nominee for the role of Mayor she declared that Cr Craig Davies is elected as Mayor for the ensuing two years.

**Cr Davies assumed the Chair at 5.33pm.**

**REPORTS TO COUNCIL – GENERAL MANAGER (cont'd)****1. MAYORAL ELECTION (cont'd)**

The General Manager called for a motion to determine the method of voting for the position of Deputy Mayor.

**RESOLVED** Crs Lambert/Craft that the election of Deputy Mayor be conducted by ordinary ballot.

**2018/199**

The General Manager advised that the method of voting for the position will be by ordinary ballot, in other words, placing an 'X' against the candidate of the Councillor's choice.

The draw for the order of the ballot paper was conducted and the ballot papers were distributed and a vote by ordinary ballot was taken.

The General Manager counted the votes.

Cr Collins was declared Deputy Mayor.

**RESOLVED** Crs Lambert/Collins that the term of Deputy Mayor be for a period of 2 years.

**2018/200****APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**

Nil

**CONFIRMATION OF MINUTES**

**RESOLVED** Crs Lambert/Munro that the Minutes of the Ordinary Council Meeting held on 8 August 2018 be adopted as a true and correct record of the meeting.

**2018/201**

**RESOLVED** Crs Lambert/Collins that the Minutes of the Extraordinary Council Meeting held on 20 August 2018 be adopted as a true and correct record of the meeting.

**2018/202****DISCLOSURES OF INTERESTS**

**Cr Davies declared a Pecuniary Interest in item 6 of the Mayoral Minute - Tony McGrane Scholarship Dinner as it may be deemed to be a gift.**

**PUBLIC FORUM**

Nil

**MAYORAL MINUTE****1. MAYORAL DIARY**

**RESOLVED** Crs Lambert/Collins that the report be noted.

**2018/203**

**2. DEPUTY MAYORAL DIARY**

**RESOLVED** Crs Collins/Jablonski that the information be noted.

**2018/204**

**3. DELEGATE'S REPORT – COUNTRY MAYORS ASSOCIATION**

**RESOLVED** Crs Collins/Munro that the report be noted.

**2018/205**

**4. DELEGATE'S REPORTS – NARROMINE AVIATION MUSEUM COMMITTEE**

**RESOLVED** Crs Jablonski/Lambert that the report be noted.

**2018/206**

**5. DELEGATE'S REPORT – TRANGIE ACTION GROUP COMMITTEE**

**RESOLVED** Crs Hamilton/Jablonski that the report be noted.

**2018/207**

**Cr Davies declared a Pecuniary Interest in item 6 of the Mayoral Minute - Tony McGrane Scholarship Dinner as it may be deemed to be a gift.**

**Cr Davies vacated the Chair and left the meeting at 5.52pm. Cr Collins assumed the Chair.**

**6. TONY McGRANE SCHOLARSHIP DINNER**

**RESOLVED** Crs Lambert/Munro that the Council endorse the Mayor's, the Mayor's wife and this year's scholarship recipient's attendance at the dinner to be held on 17 September 2018.

**2018/208**

**Cr Collins vacated the Chair at 5.55pm, Cr Davies returned to the meeting and assumed the Chair.**

**7. ORANA JOINT ORGANISATION**

**RESOLVED** Crs Collins/Munro that the report be noted.

**2018/209**

**REPORTS OF COMMITTEES****1. NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE**

**RESOLVED** Crs Lambert/Collins that the report of the Narromine Showground and Racecourse Advisory Committee and the recommendations from the minutes of 16 August 2018 be adopted.

**2018/210****2. TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE**

**RESOLVED** Collins/Everingham that the report of the Trangie Showground and Racecourse Advisory Committee and the recommendations from the minutes of 30 August 2018 be adopted.

The General Manager advised that a grant for \$82 000 had been received for repairs to the grandstand and acknowledged Vas Robert's efforts in submitting the grant.

**2018/211****3. LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**RESOLVED** Crs Lambert/Hamilton that the report of the Local Emergency Management Committee and the recommendations from the minutes of 15 August 2018 be adopted.

**2018/212****4. LOCAL TRAFFIC COMMITTEE**

**RESOLVED** Crs Collins/Everingham that the report of the Local Traffic Committee and the recommendations from the minutes of 6 August 2018 be adopted.

**2018/213****REPORTS TO COUNCIL - GENERAL MANAGER****2. ORDINARY COUNCIL MEETINGS – ORDER OF BUSINESS**

**RESOLVED** Collins/Lambert that the Order of Business remain as follows:

1. Opening Meeting
2. Prayer
3. Acknowledgement of Country
4. Apologies and Applications for Leave of Absence by Councillors
5. Confirmation of Minutes
6. Disclosures of Interests
7. Public Forum
8. Mayoral Minute
9. Reports of Committees
10. Reports to Council
11. Notices of Motion/Questions With Notice
12. Business Without Notice – Urgent Matters
13. Confidential Matters
14. Conclusion of Meeting

**2018/214**

**REPORTS TO COUNCIL - GENERAL MANAGER (cont'd)**

**3.    FIXING A TIME AND DAY FOR HOLDING OF ORDINARY MEETINGS OF COUNCIL**

**RESOLVED** Crs Lambert/Munro that:

1.    Council continue to hold Ordinary Council Meetings in Council's Chambers, on the second Wednesday of the month, commencing at 5.30 pm.
2.    That Council not hold an Ordinary Meeting in January.

**2018/215**

**4.    APPOINTMENT OF COMMITTEES, STATUTORY COMMITTEES, AND APPOINTMENT OF DELEGATES OF COUNCIL AND REPRESENTATIVES OF COUNCIL**

**RESOLVED** Crs Lambert/Munro that all delegates previously appointed to the following Committees with the exception of point 13 the Narromine Health Council are reappointed as follows:

**Statutory Committees of Council**

1.    That Council adopt the Charter for the Local Emergency Management Committee and appoint the Mayor as Council's Delegate and Cr Craft as the Alternate Delegate to the committee
2.    That Council adopt the Charter for the Rural Fire Service Liaison Committee and appoint two Councillor Delegates, being Crs Jablonski and Hamilton and one Councillor being Cr McCutcheon as an Alternate Delegate to the committee
3.    That Council adopt the Charter for the Local Traffic Committee and appoint one Councillor Delegate being Cr Collins and one Councillor being Cr Jablonski as an Alternate Delegate to the committee
4.    That in accordance with the Office of Local Government's Guidelines for the Appointment and Oversight of General Managers:
  - (a) The whole process of performance management of the General Manager including conducting performance reviews; reporting findings and recommendations of those reviews to Council and development of the performance agreement be delegated to the performance review panel; comprising of the Mayor, the Deputy Mayor, another Councillor appointed by Council and one Councillor nominated by the General Manager.
  - (b) That Council appoint one Councillor being Cr Munro to form part of the General Manager's Review Panel.
5.    That Council adopt the Charter for the Internal Audit Committee and appoint one Councillor Delegate being Cr Craft to the committee.

**Section 355 Committees of Council**

6.    That Council adopt the Charter for the Narromine Australia Day Committee and appoint two Councillor Delegates being Crs Lambert and Munro to the committee

**REPORTS TO COUNCIL - GENERAL MANAGER (cont'd)**

**4.     APPOINTMENT OF COMMITTEES, STATUTORY COMMITTEES, AND APPOINTMENT OF DELEGATES OF COUNCIL AND REPRESENTATIVES OF COUNCIL (Cont'd)**

**Section 355 Committees of Council (cont'd)**

7.     That Council adopt the Charter for the Narromine Showground and Racecourse Advisory Committee and appoint two Councillor Delegates being Crs Lambert and Collins to the committee
8.     That Council adopt the Charter for the Trangie Showground and Racecourse Advisory Committee and appoint two Councillor Delegates being Crs Davies and Collins to the committee
9.     That Council adopt the Charter for the Tomingley Advancement Association Committee and appoint one Councillor Delegate being Cr Craft and one Councillor being Cr Jablonski as an alternate delegate to the committee
10.    That Council adopt the Charter for the Trangie Memorial Hall Committee and appoint two Councillor Delegates being Crs McCutcheon and Davies to the committee
11.    That Council adopt the Charter for the Floodplain Management Committee and appoint two Councillor Delegates being Crs Hamilton and McCutcheon to the committee
12.    That Council adopt the Charter for the Economic Development Group Committee and appoint two Councillor Delegates being Crs Jablonski and Munro

**Representatives to External Committees**

14.    That Council appoint the Mayor and General Manager (or nominee) to the Orana Crime Prevention Partnership
15.    That Council appoint two Councillors representatives being Crs Hamilton and Davies to the Trangie Action Group
16.    That Council appoint one Councillor representative being Cr Hamilton and the Director Infrastructure and Engineering Services to the Bushfire Management Committee
17.    That Crs Lambert and Munro remain as representatives to the Macquarie Regional Library and that the Director Community and Economic Development (or nominee) be a representative to the Macquarie Regional Library
18.    That Council appoint two Councillor representatives, being Crs McCutcheon and Jablonski to the Macquarie Valley Weeds Advisory Committee
19.    That Council appoint two Councillor representatives being Crs Jablonski and Everingham to the Narromine Aviation Museum Committee
20.    That Council appoint one Councillor representative being Cr Munro to the Macquarie Flood Mitigation Zone (MFMZ) Reference group
21.    That Council appoint one Councillor representative being Cr Craft and one Councillor being Cr Lambert as the alternate representative to the Tomingley Gold Operations (TGO) Project Community Consultative Committee
22.    That Council appoint two Councillor representatives being Crs Craft and Davies and one Councillor being Cr Lambert as alternate representative to the Tomingley Gold Operations (TGO) Community Fund

**REPORTS TO COUNCIL - GENERAL MANAGER (cont'd)**

**4.      APPOINTMENT OF COMMITTEES, STATUTORY COMMITTEES, AND APPOINTMENT  
OF DELEGATES OF COUNCIL AND REPRESENTATIVES OF COUNCIL (Cont'd)**

**Representatives to External Committees (cont'd)**

- 23.    That Council appoint two Councillor representatives being Cr Davies and Lambert and one Councillor being Cr Collins as alternate representative to the Western Regional Joint Planning Panel for a 3 year term
- 24.    That the Chair of the Floodplain Management Committee be the Councillor representative to the Floodplain Management Association (FMA) and that the General Manager and Director Infrastructure and Engineering Services (or nominee) be representatives to the Floodplain Management Association (FMA).
- 25.    That the Mayor and General Manager be appointed as representatives to the Murray Darling Association (MDA)
- 26.    That the Mayor and General Manager be appointed as representatives to the Country Mayors' Association of New South Wales

**2018/216**

**RESOLVED** Crs Jablonski/Everingham that Council appoint one Councillor representative, being Cr Jablonski and one Councillor as the alternate representative, being Cr Everingham to the Narromine Health Council

**2018/217**

**5.      LEASE FEE – PART 44/1209533 – NARROMINE AERODROME**

**RESOLVED** Crs Collins/Craft that the commencing fee for the lease of part lot 44/1209533 at the Narromine Aerodrome be \$17,426.87 (inclusive of GST) per annum and that the annual CPI rate be applied for the further two by one year renewal options should these be exercised by the lessee.

**2018/218**

**6.      RECORDS MANAGEMENT POLICY AND PROCEDURES FOR COUNCILLORS**

**RESOLVED** Crs Lambert/Hamilton that the revised Records Management Policy and Procedures for Councillors be adopted.

**2018/219**

**7.      DEVELOPMENT APPROVALS**

**RESOLVED** Crs Hamilton/Munro that the report be noted.

**2018/220**

**8.      HERITAGE FEE REDUCTION POLICY**

**RESOLVED** Crs Craft/Lambert that the revised Heritage Fee Reduction Policy be adopted.

**2018/221**



**REPORTS TO COUNCIL - GENERAL MANAGER (cont'd)**

**9.     FLOOD POLICY FOR DEVELOPMENTS IN URBAN FLOODPLAINS**

**RESOLVED** Crs Munro/Hamilton that Council defer review of the current Flood Policy for Developments in Urban Floodplains until resolution of the levee bank proposal.

**2018/222**

**REPORTS TO COUNCIL – FINANCE AND CORPORATE STRATEGY**

**1.     INVESTMENT REPORT AS AT 31 AUGUST 2018**

**RESOLVED** Crs Craft/Munro that:

1. The report regarding Council's Investment Portfolio be received and noted;
2. The certification of the Responsible Accounting Officer is noted and the report adopted.

**2018/223**

**2.     2018-19 REQUESTS FOR FINANCIAL ASSISTANCE**

**RESOLVED** Crs Hamilton/Lambert that:

1. Council allocate funding from the Community Donations Fund as follows:

Narromine Men's Shed	\$1,000.00
Ngarru Mayin	\$1,200.00
Mudyigalang	\$2,000.00
Narromine Rescue Squad	\$3,978.69
Rotary Club of Narromine	\$2,500.00
Narromine CWA	\$1,778.19
Trangie CWA	<u>\$2,463.71</u>
	\$14,920.59

2. Council waive Showground hire fees from the Community Donations Fund as follows:

Narromine Pony Club	\$ 198.00
---------------------	-----------

**REPORTS TO COUNCIL – FINANCE AND CORPORATE STRATEGY (cont'd)**

**2. 2018-19 REQUESTS FOR FINANCIAL ASSISTANCE (cont'd)**

3. Council confirm the following annual contributions:-

Tomingley Advancement Association /Australia Day Committee	\$500.00
Narromine Australia Day	\$500.00
Trangie Australia Day	\$500.00
Schools Donations	\$700.00
Narromine District Cricket Association	\$1,000.00
Mungery Hall Trust	\$1,500.00
Western Regional Academy of Sport	\$ 350.00
Rotary Club of Narromine Inc/ Lions Club/Venetian Carnival	<u>\$2,727.27</u>
	\$7,077.27

**2018/224**

**3. ACCOUNTS RECEIVABLE WRITE OFF**

**RESOLVED** Crs Lambert/Everingham that Council write off \$7,607.70 in water and sewer consumption charges, for Lot 112 DP 707441.

**2018/225**

**4. COUNCILLOR IPAD POLICY REVISION**

**RESOLVED** Crs Lambert/Craft that the revised Policy for the Provision, Operation and Management of Corporate iPads for Councillors be adopted.

**2018/226**

**5. CUSTOMER SERVICE POLICY REVISION**

**RESOLVED** Crs Lambert/Collins that the revised Customer Service Policy be adopted.

**2018/227**

**REPORTS TO COUNCIL - COMMUNITY & ECONOMIC DEVELOPMENT REPORT**

**1. EMPLOYMENT LANDS FOCUS AND STRATEGY**

**RESOLVED** Crs Munro/Craft that the Employment Lands Focus and Strategy be adopted.

**2018/228**

**REPORTS TO COUNCIL - COMMUNITY & ECONOMIC DEVELOPMENT REPORT (cont'd)**

**2.    DROUGHT COMMUNITIES PROGRAMME**

**RESOLVED** Crs Collins/Lambert that:

1.    Narromine Shire Council thank The Hon Dr John McVeigh, Minister for Regional Development, Territories and Local Government and Member for Parkes, The Hon Mark Coulton for the support shown to the Narromine Shire community and the opportunity to be part of the Drought Communities Programme.
2.    A Councillor workshop be held to discuss potential projects once funding guidelines are known.
3.    Council staff develop a list of potential projects in conjunction with the community that best meet the guidelines when known.

**2018/229**

**3.    NDB TOWERS- NARROMINE AERODROME**

**RESOLVED** Crs Lambert/Jablonski that:

1.    A maintenance agreement be developed between Narromine Shire Council and the Aviation Museum Committee for the three towers to be left standing on the parade ground at the aerodrome.
2.    The agreement highlight that Narromine Shire Council through consultation may choose to remove the towers at a later date should the towers fall into disrepair or the approved usage of the area surrounding the towers change or the display priorities of the Aviation Museum change.
3.    The maintenance of the towers be undertaken at the cost of the Aviation Museum Committee to an agreed standard and by suitably qualified tradesmen.
4.    Narromine Shire Council seek ownership of the towers from Air Services Australia.

**2018/230**

**4.    COMMUNITY ENGAGEMENT STRATEGY REVIEW**

**RESOLVED** Crs Munro/Lambert that the report in regards to the Community Engagement Strategy Review be noted.

**2018/231**

**REPORTS TO COUNCIL - INFRASTRUCTURE & ENGINEERING SERVICES**

**1.    WORKS REPORT**

**RESOLVED** Crs Collins/Lambert that the information be noted.

**2018/232**

**2.    LEVEE UPDATE**

**RESOLVED** Crs Lambert/Everingham that the information be noted.

**2018/233**

**REPORTS TO COUNCIL - INFRASTRUCTURE & ENGINEERING SERVICES (cont'd)****3. ADOPTION OF DRAFT AQUATIC CENTRE CONCEPT PLAN**

**RESOLVED** Crs Craft/Munro that Council adopt the Aquatic Centre Concept Plan.

**2018/234****NOTICES OF MOTION/QUESTIONS WITH NOTICE REPORT****1. NOTICE OF MOTION – NARROMINE AERODROME USERS GROUP**

Cr Jablonski withdrew the Notice of Motion as the Narromine Aerodrome Users Group would prefer to have regular meetings with Council Staff, and not be a Section 355 Committee of Council.

**BUSINESS WITHOUT NOTICE – URGENT BUSINESS****1. LG NSW ANNUAL CONFERENCE**

Cr Davies advised he was unable to attend the LG NSW Annual Conference as Council's voting delegate.

**RESOLVED** Crs Lambert/Munro that this matter be considered as a matter of great urgency as the registration for the voting delegate closes 2 October 2018.

**2018/235**

**RESOLVED** Crs Lambert/Jablonski that the Deputy Mayor be appointed as Council's Voting Delegate at the 2018 LG NSW Annual Conference.

**2018/236**

**RESOLVED** Crs Jablonski/Lambert that Council move into Closed Meeting at 6.40pm.

**2018/237**

**OPEN COUNCIL**

**1. LEASE AGREEMENT**

**RESOLVED** Crs Lambert/Collins that the Mayor and General Manager approach Scott McLachlan CEO of Western NSW Local Health District and discuss the options available to Council for lease now that the agreement with WNSWLHD has terminated. Further that the options are then brought back to Council for discussion.

**2018/241**

There being no further business the meeting closed at 7.20pm.

The Minutes (pages 1 to 12) were confirmed at a meeting held on the day of \_\_\_\_\_ 2018, and are a full and accurate record of proceedings of the meeting held on 12 September 2018.

**Chair**