
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 13 SEPTEMBER 2023
REPORTS OF COMMITTEES

1. REPORT OF THE TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE

The report to and minutes of the Trangie Showground and Racecourse Advisory Committee Meeting held on 27 July 2023 at the Trangie Showground are attached (**See Attachment No. 1**).

RECOMMENDATION

That the report of the Trangie Showground and Racecourse Advisory Committee and the recommendations from the minutes of the Meeting held on 27 July 2023 be adopted.

2. REPORT OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

The minutes of the Local Emergency Management Committee Meeting held on 10 August 2023 at the Narromine Shire Emergency Services Complex are attached (**See Attachment No. 2**).

RECOMMENDATION

That the recommendations from the minutes of the Local Emergency Management Committee Meeting held on 10 August 2023 be adopted.

3. REPORT OF THE LOCAL TRAFFIC COMMITTEE

The report to and minutes of the Local Traffic Committee Meeting held on 7 August 2023 in the Narromine Shire Council Chambers are attached (**See Attachment No. 3**).

RECOMMENDATION

That the report of the Local Traffic Committee and the recommendations from the minutes of the Meeting held on 7 August 2023 be adopted.

4. REPORT OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE

The report to and minutes of the Audit Risk and Improvement Committee Meeting held on 4 September 2023 in the Narromine Shire Council Chambers are attached (**See Attachment No. 4**).

The confidential section of the minutes is reported in the Closed Meeting of Council under sections 10A(2)(d)(i) and 10A(2)(a) of the Local Government Act 1993, as the matter considers commercial information and personnel matters concerning a particular individual and is therefore not in the public interest to disclose.

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4. AUDIT RISK AND IMPROVEMENT COMMITTEE (Cont'd)

It is noted that the Chair of the Audit Risk and Improvement Committee has formally resigned effective 24 October 2023 due to time constraints. Council will now be seeking Expressions of Interest for an independent voting member.

RECOMMENDATION

That the report of the Audit Risk and Improvement Committee and the recommendations from the minutes of the Meeting held on 4 September 2023 be adopted.

**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 27 JULY 2023**

PRESENT: Cr Adine Hoey (Chair), Cr Craig Davies (Mayor), Sam Hitchcock (Trangie Campdraft), Joh Hitchcock (Trangie Campdraft), Andy McKinnon (Trangie Jockey Club), Emma Flinn (Macquarie Picnic Races), Wayne Brabrook (Trangie Truck and Tractor Show), Cameron Ferguson (Macquarie Picnic Races), Terrie Milgate (Trangie Action Group), Anthony Everett (Manager Waste and Community Facilities) and Alison Attwater (Minute Secretary).

1. WELCOME

The Chair welcomed those present and declared the meeting open at 3.10 pm.

2. APOLOGIES

RECOMMENDED Emma Flinn/Andy McKinnon that the apologies of Jo Milgate (Trangie Pony Club) and Kim Ferrari (Macquarie Picnic Races) be accepted.

3. DECLARATION/CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDED Cr Davies/Andy McKinnon, that the minutes of the previous meeting held on 23 February 2023 be accepted as a true and accurate record of the meeting.

5. BUSINESS ARISING FROM THE MINUTES

Trangie Jockey Club reported that the racetrack was still awaiting final approval from Racing NSW. It was further explained to the committee that this approval would impose new vehicle access restrictions to the track to keep its racing accreditation. Trangie Truck and Tractor committee requested advice on these new restrictions and how they would impact their event.

Action: Trangie Jockey Club to advise TTT of new track restrictions.

RECOMMENDED Andy Mackinnon/Emma Flinn that this information be noted.

6. REPORT TO TSRAC

1) Follow Up Items

It was advised that no letter of correspondence had been received regarding the access gate on Riches Road.

**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 27 JULY 2023**

REPORT TO TSRAC Cont'd.

2) Bookings

It was requested that Council investigate the possibility of increasing the advertisement of the pavilion as a hiring venue.

Action: Council to consider the possibility of increased advertisement of the Trangie Pavilion for venue hire.

RECOMMENDED Terrie Milgate/Cameron Ferguson that the information be noted.

3) Financial Report

RECOMMENDED Terri Milgate/Andy McIntyre that the Financial Report as presented be accepted.

4) Director's Report

RECOMMENDED Andy McIntyre/Cameron Ferguson that the Director's Report as presented be accepted.

7. GENERAL BUSINESS

It was reported that one of the power boxes sparked and caught on fire at a user group event on July 22, 2023. Council advised that this had been reported via email and that an electrician had been engaged to inspect this and all other power outlets at the showground. Further to this discussion, it was decided that all user groups would hold a site meeting to create a plan for additional power points to be added to the showground for future events and present this to Council for consideration.

Action: User groups to hold a site meeting and present power point plan to Council for consideration.

**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 27 JULY 2023**

REPORT TO TSRAC Cont'd.

It was reported that two toilets required repair in the old toilet block near the Pony Club bar. Council advised that this had been reported via email and is listed for repair.

Trangie Jockey Club presented an account from a local electrician to reconnect the power to the PA system and for the committee to consider payment of this account from TSRAC funds.

RECOMMENDED Emma Flinn/Terrie Milgate that TSRAC funds be used to pay this account.

It was raised that the entrance to the Trangie Showground requires a beautification upgrade. These upgrades include a new gate, signage, shelters at both entries, and a new PA system. Macquarie Picnic Races advised that they would do a scope of works and obtain quotes to be presented to all user groups and Council for consideration. Once approval was obtained, appropriate funding would be sourced.

Action: Macquarie Picnic Races to create a scope and obtain quotes for beautification and PA system to the showground and present to Council and the committee.

It was reported that the bench seating on the western side of the pavilion near the stables is dilapidated and requires replacement.

Action: Council to investigate and assess bench seating

It was queried who was responsible for rubbish removal after a user group event.

Action: Council to investigate and reply to users via email.

NEXT MEETING

The next meeting of the Trangie Showground & Racecourse Advisory Committee will be held on Thursday, 29 February 2024, at 3.00 pm.

There being no further business, the meeting closed at 3.58 pm.

The minutes (pages 1-3) were confirmed on _____ 2023 and are a true and accurate record of proceedings of the meeting held on 27 July 2023.

CHAIR

**REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE MEETING TO BE HELD
AT TRANGIE SHOWGROUND THURSDAY, 29 JUNE 2023**

1. FOLLOW-UP UP ITEMS

TTT Committee & Trangie Jockey Club		<p>Action: TTT & Trangie Jockey Club to meet and decide the position of the gate on Riches Rd and advise Council.</p> <p>OUTCOME: Correspondence not yet received</p>
Trangie Jockey Club requires keys to the Judges Box.		<p>Action: Council to provide details on the collection of keys</p> <p>OUTCOME: Complete</p>

RECOMMENDATION

That the information be noted.

2. WORK HEALTH AND SAFETY ISSUES

Have any other Work Health and Safety Issues arisen for further consideration?

Nil

RECOMMENDATION

That the information be noted.

3. BOOKINGS

Since the last meeting in February 2023, there have been Ten **(10)** functions at the Trangie Showground. There are Ten **(10)** forward bookings for the next six months up to April 2023

Name	Event Date
Trangie Pony Club	19 March 2023
Trangie Campdraft	31 March 2023
Private Booking	7 April 2023
Trangie Pony Club	16 April 2023
Private Booking	22 April 2023
Private Booking	28 April 2023
Macquarie Valley Penning	13 May 2023
Trangie Pony Club	21 May 2023
Trangie Pony Club	18 June 2023
Penning Event	23 July 2023
Trangie Races	29 July 2023
Trangie Truck Tractor Show	16-20 August 2023
Trangie Pony Club	27 August 2023
Private Function	9 September 2023
Trangie Pony Club	17 September 2023

**REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE MEETING TO BE HELD
AT TRANGIE SHOWGROUND THURSDAY, 29 JUNE 2023**

Private Function		21 September 2023
Private Function		23 September 2023
Trangie Pony Club		15 October 2023
Trangie Pony Club		19 November 2023
Private Function		24 February 2024

RECOMMENDATION

That the information be noted.

4. FINANCIAL REPORT

The Trangie Showground and Racecourse Advisory Committee Financial Report is reflected in **Attachment No. 1**.

RECOMMENDATION

That the Financial Report as presented be adopted.

5. Directors Report

Welcome to Winter 2023. It's a busy time ahead at the Trangie Showground. The races will be held in July and TTT in August. These significant events are so beneficial to the community and could not happen without the dedication of the relevant committees. Congratulations to all involved. Remember to report any issues at the showground directly to the Council or via the website CRM system at any time.

RECOMMENDATION

That the information be noted.

6. Next Meeting

The next Trangie Showground and Advisory Committee meeting will be held on Thursday, 29 February 2024, at 3 pm at the Trangie Showground

RECOMMENDATION

That the information be noted.

Phil Johnston

Director, Community and Economic Development

TRANGIE RACECOURSE ADVISORY COMMITTEE												
2022-2023												
			INCOME									
			FEES			CONTRIBUTIONS						
			Privt	Other		Tge	Macq	Nme	Sundr	Asset Sale	Int	Total
DATE	DETAILS	REC	Func	Fac	Stables	Turf	Picnic	Shire		Proceeds		Income
21/07/2022					193.03							193.03
1/08/2022	Narromine Shire Council Contribution							10,200.00				10,200.00
23/08/2022					193.03							193.03
7/09/2022				359.09								359.09
8/09/2022					628.18							628.18
20/09/2022					193.03							193.03
31/10/2022					193.03							193.03
16/11/2022					193.03							193.03
25/11/2022				359.09								359.09
14/12/2022					193.03							193.03
11/01/2023				359.09								359.09
16/01/2023					193.03							193.03
08/02/2023					193.03							193.03
08/02/2023				359.09								359.09
28/02/2023	Narromine Shire Council			165.45								165.45
07/03/2023				-559.09								- 559.09
10/03/2023					193.03							193.03
16/03/2023				644.55								644.55
20/04/2023				165.91								165.91
30/04/2023					193.03							193.03
09/05/2023				661.82								661.82
25/05/2023				359.09								359.09
30/05/2023				359.09								359.09
31/05/2023					193.03							193.03
07/06/2023				165.91								165.91
22/06/2023					110.91							110.91
22/06/2023					200.91							200.91
TOTAL				- 3,399.09	3,063.33	-	-	10,200.00	-	-	-	16,662.42
						GL Number	Description					
						4700.0200.0178	Facilities Hire		\$ 6,462.42			
						4700.0200.0249	Other Sundry Income		\$ -			
						4700.0200.0270	Contributions Received		\$ 10,200.00			
						Total			\$ 16,662.42			
						Difference			\$ -			

TRANGIE RACECOURSE ADVISORY COMMITTEE																	
2022-2023																	
Expenditure											REPAIRS & MAINT						
DATE	FOR	CHQ	Elect	Insur	Bank Fees	Clean	Rates & Water	Wages & Security	Interest Loan Dept Lands - Amenities Block	Sundry	Grds	Plant	Bldgs	Turf	Race track	Toilets	TOTAL
1/07/2022	Narromine Shire Council - Rates						285.00										285.00
2/08/2022			151.99														151.99
2/09/2022			165.93														165.93
26/09/2022											2,720.00						2,720.00
29/09/2022	Narromine Shire Council Wages & Plant							95.98									95.98
21/09/2022	Narromine Shire Council - Water						8.30										8.30
4/10/2022			274.68														274.68
28/10/2022	Narromine Shire Council Wages & Plant							227.78									227.78
2/11/2022			212.14														212.14
2/12/2022											177.37						177.37
8/12/2022	Narromine Shire Council - Water						15.09										15.09
22/12/2022											4 855.00						4 855.00
4/01/2023			177.96														177.96
03/02/2023			164.87														164.87
15/02/2023	Narromine Shire Council Wages & Plant							57.58									57.58
02/03/2023			190.50														190.50
16/03/2023	Narromine Shire Council - Water						20.75										20.75
29/03/2023	Narromine Shire Council Wages & Plant							76.78									76.78
04/04/2023			179.34														179.34
05/04/2023	Narromine Shire Council Wages & Plant							95.98									95.98
19/04/2023	Narromine Shire Council Wages & Plant							100.21									100.21
02/05/2023			271.53														271.53
12/05/2023	Narromine Shire Council Wages & Plant							40.07									40.07
24/05/2023	Narromine Shire Council Wages & Plant							40.92									40.92
31/05/2023	Narromine Shire Council Wages & Plant							40.09									40.09
01/06/2023			255.00														255.00
07/06/2023	Narromine Shire Council Wages & Plant							19.20									19.20
			2,043.94	0.00	0.00	0.00	329.14	794.59	0.00	0.00	7,752.37	0.00	0.00	0.00	0.00	0.00	10,920.04
											GL Number	Description					
											4700.0100.300	Salaries & Wages		\$ 794.59			
											4700.0100.301	Wages - Overtime		\$ -			
											4700.0100.400	Contractors		\$ 7,752.37			
											4700.0100.440	Electricity		\$ 2,043.94			
											4700.0100.442	Rates		\$ 285.00			
											4700.0100.443	Water		\$ 44.14			
											4700.0100.499	Other Sundry Expenses		\$ -			
											4700.0100.500	Materials		\$ -			
											4700.0100.505	Inventory Issued From Store		\$ -			
											4700.0100.0631	Interest Payments Bank Loan		\$ -			
Total																	\$ 10,920.04
Difference																	\$ -

**TRANGIE SHOWGROUND RACECOURSE ADVISORY
COMMITTEE
Bank Reconciliation
27/06/2023**

Balance of Bank Account as at 1/7/2022	\$ 18,749.34
Add Receipts	\$ 16,662.42
Less Payments	<u>\$ 10,920.04</u>

Balance of Working Funds 27/06/2023 **\$ 24,491.72**

Bonds Held \$ 6,513.50

Sub Total \$ 31,005.22

Reconciled Balance \$ 31,005.22

Check: \$ -

Balance Sheet Check:

Reconciled Bank Balance 1 July 2022 \$ 18,749.34

Profit Year to Date \$ 5,742.38

Security Bonds Held \$ 6,513.50

Reconciled Bank Balance 01/02/2023 **\$ 31,005.22**

Reconciled Balance \$ 31,005.22

Check: \$ -

**TRANGIE SHOWGROUND RACECOURSE
ADVISORY COMMITTEE**

**Statement of Income & Expenditure
Period Ending 01/02/2023**

INCOME

Contributions		
Narromine Shire	10,200.00	
Macquarie Picnic Race Club	-	
Trangie Jockey Club	-	
Sundry	-	
	<hr/>	10,200.00
Fees		
Private functions	-	
Other Facilities	3,399.09	
Stables	3,063.33	
	<hr/>	6,462.42
Interest	-	
	<hr/>	-
TOTAL INCOME		<hr/> 16,662.42

EXPENDITURE

Bank Fees		-
Cleaning		-
Electricity		2,043.94
Insurance		-
Repairs & Maintenance		
Buildings	-	
Grounds	7,752.37	
Plant	-	
Turf	-	
Racetrack	-	
Toilets	-	
		<hr/> 7,752.37
Rates & Water		329.14
Interest Loan Dept of Lands - Amentities Block		-
Wages & Security		794.59
Sundry		-
		<hr/> 10,920.04
TOTAL EXPENDITURE		<hr/> 10,920.04
PROFIT/(LOSS) YEAR TO DATE		<hr/> 5,742.38 <hr/>

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD AT THE
NARROMINE SHIRE EMERGENCY SERVICES COMPLEX ON
THURSDAY, 10 AUGUST 2023**

PRESENT: Doug Moorby (Chair, Acting LEMO, Manager Utilities NSC); Inspector William Russell (LECON, NSW Police Force Orana); Anthony McEachern (Narromine Volunteer Rescue Association, Captain); Jacob Munday (NSW Ambulance Service, Station Manager); Jason Gavenlock (Local Land Services); Mark Pickford (NSW Rural Fire Service); Annabelle Watson (REMO); David Dickey (Transport for NSW); Grace Allen (Narromine Health Service); Chris Cusack (David Minehan (Welfare Services Functional Area, Senior Regional Disaster Welfare Officer); Kerrie Edwards (Regional Emergency Services Officer, Australian Red Cross); Tony Coen (Tomingley Gold Operations); Geraldine Prince (Minute Taker).

1. WELCOME

The Chair welcomed those present and declared the meeting open at 9.31am

2. APOLOGIES

RECOMMENDED by consensus that the apologies of Craig Davies (Narromine Shire Council, Mayor); John Sevil (Timbrebongie House Ltd, CEO); Steve Miller, Graham Millgate (Narromine Volunteer Rescue Association, Deputy Captain); Dave Milstead (NSW Rural Fire Service, District Manager); Sanu Thekkumpurath (Narromine Health Service); Sabrina Ferreira (NSW Ambulance Service, Station Manager); Sarah Masonwells (NSW Reconstruction Authority); Ben Loiacono (NSW Ambulance Service); Maree Young (Stakeholder Engagement Lead, ARTC Inland Rail) be accepted.

3. CONFIRMATION OF MINUTES

RECOMMENDED Anthony McEachern and Inspector William Russell by consensus that the Minutes of the meeting held on 11 May 2023 are a true and accurate record.

4. BUSINESS ARISING

Update on Tomingley Road being handed over to TfNSW.
Local Rescue Committee – Cross Agency Rescue Services Open Day -

5. CORRESPONDENCE

- July 2023 REMO Report (**Attachment No. 1**)
- July 2023 NSW Reconstruction Authority Report (**Attachment No. 2**)
- July 2023 NSW SES Report (**Attachment No. 3**)
- July 2023 NSW Fire and Rescue Report (**Attachment. 4**)
- August 2023 Disaster Welfare Report (**Attachment No. 5**)
- August 2023 NSW Ambulance Report (**Attachment No.6**)
- August 2023 ARTC Inland Rail Status Report (**Attachment 7**)
- August 2023 Australian Red Cross Report (**Attachment 8**)
- August 2023 Narromine VRA Report (**Attachment 9**)

6. Draft EMPLAN

RECOMMENDED Inspector William Russell and David Dickey that approval be granted for endorsement.

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD AT THE
NARROMINE SHIRE EMERGENCY SERVICES COMPLEX ON
THURSDAY, 10 AUGUST 2023**

7. AGENCY REPORTS

(a) NSW Fire and Rescue (Chris Cusack)

Report Tabled (**Attachment No.4**)

(b) Narromine Volunteer Rescue Association (Anthony McEachern)

Report Tabled (**Attachment No.9**)

(c) NSW Rural Fire Service (Mark Pickford)

Rolling out fire mapper training to volunteers, Tomingley – 11 September 2023, being a 1-day exercise.

Open day at Trangie on the 19 August 2023 for new members. Will also be present at the Trangie Truck and Tractor Show.

(d) NSW Police Orana – Narromine (Inspector William Russell)

William Russell is now back in charge of Warren and Narromine.

Narromine and Trangie Police Stations at full strength.

Currently recruiting for the area.

Reminder to look after your belongings, making sure that all windows and doors are locked. Rural Crime are still working within the greater sector.

William to follow up with enquiry regarding the diversion of phone calls from Narromine Police Station, phone should divert to Dubbo.

(e) Local Land Services LLS (Jason Gavenlock)

Potential fire hazards with the amount of dry feed, stock are on local reserves to reduce the amount of vegetation. Vehicles to pay attention to stock on the roads, slow down.

There has been an incident with a vehicle hitting stock at Trangie.

All stock owners must have a permit with stock on the reserves. All permits are restricted to daylight hours.

(f) Transport for NSW (David Dickey)

Business as usual.

Road closure for Tomingley to be organised. Once Tomingley Road becomes a state road, an Incident Response Plan will need to be created for any road closures.

(g) SES (Lukas Torr)

Report tabled (**Attachment 3**)

(h) ARTC

Report tabled (**Attachment 7**)

(i) Narromine Shire Council (Doug Moorby)

André has resigned. EMPLAN to be endorsed by LEMC

(j) Narromine Shire Council (Craig Davies)

Apologies – will be meeting with Minister Jackson today in Narromine.

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD AT THE
NARROMINE SHIRE EMERGENCY SERVICES COMPLEX ON
THURSDAY, 10 AUGUST 2023**

(k) NSW Reconstruction Authority
Report Tabled (**Attachment No. 2**)

(l) Narromine Health Service (Grace Allen)

Leadership:

A/NM Nav Kaur 22/8 – 20/10

A/HSM Grace Allen 6/9 – 20/10

Sanu on AL

Recruitment:

Additional staffing for winter. Some staff on short term contracts

Agency nurses helping out.

0.6FTE vacancy

Winter Strategy:

Increased bed capacity – up to 17 patients.

Having been running @ ~ 70% capacity

Busy winter period

Community Engagement:

2 senior health promotion activities running in second half of the year.

Ageing Well Education Series Aug/Sep 23

Stepping on exercise program Oct/Nov 23

(m) NSW Ambulance

Report Tabled (**Attachment No. 6**)

(n) Tomingley Gold Operations (Tony Coen)

Business as usual.

Continuing with the expansion, ie highway realignment. The lease has been granted for the new location of the pit.

Incident underground – Forklift (Integrated Tool Carrier) caught on fire. Applied AFFF (Aqueous film forming foam) to this to put the fire out.

Training to be conducted late December - first aid, underground search and rescue, and firefighting.

(o) Communities and Justice – Welfare Services Functional Area

Report Tabled (**Attachment No. 5**)

Previously was part of Resilience, was known as DOCS or FACS.

Team of 6 staff covering the state. 34 LGA's.

Develop capabilities within the agency.

Expanding beyond at the evacuation stage before recovery.

(p) Red Cross – Regional Coordinator, see report attached.

Report Tabled (**Attachment No. 8**)

State lead now formalising a report to go out to all LEMC's.

Attended Mudgee expo to work together with emergency services and creating partnerships with Councils. Based in Dubbo.

RECOMMENDED by consensus that the agency reports as presented be received.

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD AT THE
NARROMINE SHIRE EMERGENCY SERVICES COMPLEX ON
THURSDAY, 10 AUGUST 2023**

7. RESCUE SUB COMMITTEE

Inspector Russell confirmed the meeting was held at 9.00am prior to the Local Emergency Management Committee Meeting.

8. REMO REPORT (Inspector William Russell)

Report Tabled (**Attachment No. 1**)

No additional funding to be provided by the state government for additional exercises at this point, desktop exercises to be conducted.

New REMO in the New England area is Mark, who will provide relief when Annabelle is on leave.

10. UPCOMING EVENTS

Event	Dates to be held
Trangie Truck and Tractor Show – expecting 3000 people	19 August 2023
Narromine Show Day	1, 2 September 2023
Dolly Festival	29-30 September 2023
World Gliding Championships	2-16 December 2023

11. GENERAL BUSINESS

- Discussion regarding Recruitment Strategies for Emergency Services. Advertising, Emergency Services day in the park.
- Fire and Rescue would like to propose that Lithium batteries are not to be placed in household bins, hazmat process to be followed. Belinda Barlow (Council) to contact Chris Cusack (Fire and Rescue) to discuss awareness to the community, provide an education campaign to the community on how to dispose safely.
- William Russell will be on 3 weeks leave from today. Scott Heckendorf will be on relief. Back on the 2 September 2023.
- Mark Pickford - House Fire - why wasn't the RFS not called on to assist with the fire? MOU was in place to say that RFS should be included. RFS was called upon for the re-ignition.

11.1 EMERGENCY EXERCISE

EMPLAN exercise to be completed at the next LEMC Meeting.

12. NEXT MEETING

The next Local Emergency Management Committee Meeting will be held on **Thursday, 9 November 2023**, commencing at 9.30am; to be preceded by a Rescue Sub Committee Meeting commencing at 9.00am.

There being no further business, the meeting closed at 10.35am.

The Minutes (pages 1 to 4) were confirmed at a meeting held on the _____ day of _____ 2023, and are a full and accurate record of proceedings of the meeting held on 10 August 2023.

Chair

REMO Report to Central West North Local Emergency Management Committee & Local Rescue Committee April 20 – July 31, 2023

REMC

The next Central West Regional Emergency Management Committee (REMC) meeting is scheduled for Orange at 1300hrs on Thursday 07 September 2023. This will be a face-to-face meeting with light lunch prior.

RRC

The next combined Central West and Far West Region Rescue Committee (RRC) meeting is scheduled for Orange at 1030hrs on Thursday 07 September 2023. This will be a face-to-face meeting with light lunch afterwards.

REMOs

Central West North EMR	Annabelle Watson
Central West South EMR	Andrew Elms
New England EMR	Marcus Lees
Far West EMR	Matthew Apps

LEOCON'S and Dep LEOCON's Central West North

Coonamble LEOCON	Ben Tatton	Coonamble A/LEOCON	Russell McArthur
Dubbo LEOCON	Paul Stephens	Dubbo A/LEOCON	Keith Ridley
Gilgandra LEOCON	Vacant	Gilgandra A/LEOCON	Russell McArthur
Mid-Western LEOCON	Mark Fehon	Mid-Western A/LEOCON	Matthew Cowden
Narromine LEOCON	William Russell	Narromine A/LEOCON	Scott Heckendorf
Walgett LEOCON	Kevin Day	Walgett A/LEOCON	Timothy Chinn
Warren LEOCON	Rebecca Byles	Warren A/LEOCON	William Russell
Warrumbungle LEOCON	Russell McArthur	Warrumbungle A/LEOCON	Michael Wiegold

*Changes marked in red

EMPLAN's

Local EMPLAN's must be updated with any new information identified in the Evacuation Centre Audit or After Action Review from the 2022 floods or 2023 fires.

EMPLAN Endorsement Process

1. LEMC review current EMPLAN and complete a Disaster Risk Assessment
2. EMPLAN is updated by LEMO on advice from the LEMC
3. CMG's updated or developed by combat agency for each hazard with a residual risk of *medium* or above
4. EMPLAN is endorsed by LEMC and sent to the REMO
5. EMPLAN is provided to REMC members at least 4 weeks prior to their next meeting (7 September & 30 November 2023)
6. Feedback from REMC members provided to LEMC
7. Updates and changes are made based on feedback
8. **EMPLAN is endorsed and signed by REMC chair and LEMO. EMPLAN can now be used as the endorsed version and is valid for 3 years from the date of endorsement.**

OPERATIONS

Current EOC Status	
Central West REOC	Monitoring
Coonamble LEOC	Monitoring
Dubbo LEOC	Monitoring
Gilgandra LEOC	Monitoring
Mid-Western LEOC	Monitoring
Narromine LEOC	Monitoring
Walgett LEOC	Monitoring
Warren LEOC	Monitoring
Warrumbungle LEOC	Monitoring

EOC status in the last reporting period 20 April – 31 July 2023	
Central West REOC	Monitoring
Coonamble LEOC	Monitoring
Dubbo LEOC	Monitoring
Gilgandra LEOC	Monitoring
Mid-Western LEOC	Monitoring
Narromine LEOC	Monitoring
Walgett LEOC	Monitoring
Warren LEOC	Monitoring
Warrumbungle LEOC	Monitoring

EXERCISES

1. Coonamble Desktop Exercise 09 May 2023

The REOCON, A/C Greentree, encourages LEMC to recommence planning and conduct of emergency exercises as part of the PPRR cycle of emergency management.

TRAINING

There are no current dates for face to face training for Q3 and Q4 of 2023. The online training is still available at the below link. For any specific training needs please see your REMO and they will happily assist you with any interim measures to make sure that training can continue until the official courses are available.

Upcoming Training	Location	Prerequisite	Date
NSW Emergency Management Program	Online - https://www.emtraining.nsw.gov.au/course/nsw-emergency-management-program/	Nil	Any time

Functional Areas

In NSW there are 9 Functional Areas that are defined by S136 of the NSW State EMPLAN

“Functional Areas represent key sectors and provide support to Combat Agencies. They conduct planning and preparation on their own initiative in addition to providing support during operations. During operations, their specialist support assists the combat agency to coordinate core activities”.

The 9 Functional Areas are:

1. Agricultural and Animal Services (AASFA)

- A combined function of Department of Primary Industries (DPI) and local Land Services (LLS) that are stood up as required to respond to operational needs.

2. Energy and Utilities Services (EUSFA)

3. Engineering Services (ESFA)

- NSW Public Works.

4. Environmental Services

- NSW Environmental Protection Agency (EPA).

5. Health Services

- Health Services Functional Area Coordinator (HSFAC) is responsible for to the Minister for Health and represents Health’s interests on the State Emergency Management committee (SEMC).
- Each Local Health District has a Deputy HSFAC. This should be the point of contact for any evacuation involving a health facility rather than the facility itself. This is to ensure that there are adequate measures in place to facilitate such a plan.

6. Public Information Services

- NSW Police Force Public Information Unit.
- All communications to the media are now required to pass through this unit when an EOC has been established.

7. Telecommunications Services

- All information relating to mobile phone coverage, radio coverage and internet. Liaise will all telecommunications providers including NBN and should be the point of contact for any issue relating to telecommunications rather than the individual providers.

8. Transport Services

- Transport NSW

9. Welfare Services

- The Department of Communities and Justice

Annabelle Watson

Central West (North)

REMO

31 July 2023

NSW Reconstruction Authority

Central West, Orana and Far West (CWOFW)

Report - Local Emergency Management Committee

Monday 17th July 2023

NSW Reconstruction Authority

New Reconstruction Authority CEO- Simon Draper, Reconstruction Authority Director for Central West, Orana, and Far West- Ken Harrison and Brendan Moon, Coordinator-General for the National Emergency Management Agency (NEMA) visited the Central West communities of Canowindra, Eugowra, Forbes and Parkes visiting community groups and Councils to get an understanding where the communities are at on their road to recovery and inspect flood damaged infrastructure and discuss 'Betterment' (build back better) programs.

Staff from NSW RA are currently undergoing Professional Development training in First Aid and Mental First Aid to assist as frontline workers in Recovery centres as required.

Recovery Assistance

NSWRA will be revisiting communities through the Central West, including Cabonne, Forbes and Parkes LGAs, to ensure recovery needs are being met. Recovery Assistance Points may be considered if necessary.

Numerous continuing and new funding packages have been announced to assist flood affected individuals, Businesses and Primary Producers. More information can be found on the relevant government websites including NSW RA, RAA, Service NSW, NEMA.

A Community Recovery Officer (CRO) program was announced for Councils under AGRN 1034 flood affected disaster declarations across the state. Cabonne has already recruited a CRO, with Wentworth and Forbes considering the offer of a 12-month contracted employee to assist with disaster recovery planning and development.

Pre-Event Recovery Plan

NSWRA staff will be supporting Councils in their development of their Pre-Event Recovery Plan, to be endorsed by your Local Emergency Management Committee.

The Pre-Event Recovery Plan is a guiding document developed to aid local government and communities prepare for effective responses to natural disasters.

This includes identifying all the government, non-government and community services who will be required to drive the initial establishment of recovery supports in the aftermath of an event.

Target date for completion of the Pre-Event Recovery plans is December 31st 2023

Phase one of the project currently underway, NSW RA staff have made initial discussions with Councils or have set dates to meet.

For more information: <https://www.dpie.nsw.gov.au/about-us/our-agencies/nsw-reconstruction-authority>

LEMC Primary Contacts

Attachment No. 2

Coordination Officers

Cecilia Hunt [REDACTED] - cecilia.hunt@reconstruction.nsw.gov.au
Lynn-Maree Dunn: [REDACTED] - lynn-maree.dunn@reconstruction.nsw.gov.au
Sarah Masonwells: [REDACTED] - sarah.masonwells@reconstruction.nsw.gov.au
Simon Curry [REDACTED] - simon.curry@reconstruction.nsw.gov.au
Kathleen Collier [REDACTED] - kathleen.collier@reconstruction.nsw.gov.au

REMC Contacts

Primary Central West & Far West REMC representative:

Ken Harrison: [REDACTED] - ken.harrison@reconstruction.nsw.gov.au

Secondary REMC representatives:

Deb Bate: [REDACTED] - deborah.bate@reconstruction.nsw.gov.au

Kel Wise: [REDACTED] - kelvin.wise@reconstruction.nsw.gov.au

Report prepared by Simon Curry for distribution in August 2023 CWOFW LEMC Committee Meetings

REPORT TO
Narromine Shire Council
Local Emergency Management Committee



NSW State Emergency Service – Narromine Unit

Reporting Period: 28 April 2023 – 27 July 2023

- 1. ACTIVITY**
- Narromine Unit has attended to 1 incident this reporting period.

Storm	Support	Resupply	Med Resupply	Flood Misc	Evac	FR	Total
1	0	0	0	0	0	0	1

NSW SES Operational Management System - Beacon

- 2. CAPABILITY**
- Narromine Unit has had Vehicle as a Node installed across both its vehicles, allowing for satellite-based radio communications back to the NSW SES State Operations Centre when outside of PSN radio coverage.
 - Narromine Unit is working with other units within the Mitchell Cluster to run and attend cluster-based training to improve operator capabilities.
 - Narromine Unit has recruited 3 new members, including some who have transferred from other units with existing capabilities.
- 3. PLANNING**
- Nil
- 4. OTHER**
- Nil
- 5. ACTION**
- Nil

Report Submitted By	Date:
Karen Cho Zone Operations Readiness Officer Western Zone NSW SES wtz.ops@ses.nsw.gov.au	27/07/2023



7. RESCUE UNIT STATUS: <i>(Complete one table for each rescue unit in the LGA)</i>																								
Organisation:		NSW State Emergency Service																						
Location:		Narromine																						
Callout / Activation System:																								
System Type:				Activated by:				Date last tested:				Backup System:												
SMS / Phone				SOC – Wollongong				Daily				Phone												
Unit:		People:																						
		Accredited Type Y/N					SRB Accredited <i>(Insert number of current SRB accredited operators within the rescue unit)</i>					In Training <i>(Insert number of personnel currently undertaking training to SRB accreditation standards)</i>					Trainers/Instructors <i>(Insert number of personnel currently qualified to provide training to SRB accreditation standards)</i>							
GLR:		N					-					-					-							
RCR:		N					-					-					-							
CFR:		N					-					-					-							
VR:		N					-					-					-							
Flood Rescue:		N					OL	2	OW	1	IW	0	OL	0	OW	1	IW	0	OL	0	OW	1	IW	0
Flood Rescue Level: OL = On land, OW = On water, IW = In water																								
Rescue Vehicles: <i>(capability)</i>																								
Make / Model / Type/												Operational Id number		2WD 4WD		Diesel Petrol		Seating Capacity						
2019 Isuzu D-Max General Purpose Vehicle												NME56		4WD		D		5						
2017 Mercedes Sprinter Light Storm Vehicle												NME31		AWD		D		5						
Flood Rescue Boat/s:																								
Make / Model / Type												Operational Id number		Motor HP		Length		Seating Capacity						
Savage Jabiru Pro 435 V-Nose Punt												SESJ4		40		4.35		5						
Specialist Equipment / Resources available at this unit: <i>(in excess of SRB minimum equipment)</i>																								
Think capability e.g., Large animal rescue - list equipment in detail i.e., Heavy lift Frame & Slings with tonnage, Small or Large animal slides etc.																								
Storm trailer, gazebo																								
Audit SRB: <i>(Audits undertaken for SRB accreditation or Internal)</i>																								
Date last audited:				Issues / Recommendations / Comments:																				
Agency Audit: <i>(NSW SES 6 monthly Audits undertaken for Capability)</i>																								
Date last audited:				Issues / Recommendations / Comments:																				
March 2023				Membership																				
Unit Unavailable / Available Notification Form Summary:																								
Date/s		Type	Reason					Temporary relief provided by																
		Unavailable for: GLR/RCR / VR or Flood Rescue	Agency Training	Member Unavailability	Vehicle Maintenance	Equipment Maintenance	Other																	
From	To							Agency				Location												
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																	

Fire & Rescue NSW – Agency Report

Narromine Council Local Emergency Management Committee

10th August 2023

Narromine

Operational Report Responses	401 Narromine	14
	465 Trangie	8
	Total	22
Significant Incidents		
Other Station Activity	Community Activity	
	These activities include hydrant inspections, smoke alarm battery replacement for the elderly, Primary and Senior Fire Education and PR events	
Other information	<ul style="list-style-type: none"> • FRNSW would like to contact a joint agency training session on Chemical Suicide Awareness in the new year • Change in leadership with Commissioner Baxter resigning • Jemery Fewtrell will be A/Commissioner until a new Commissioner appointed • Inspector Steve Knight transitioning to retirement • 2 New inspectors in place in Region West 1, Chris Cusack & Mick Harvey • Trangie training night Ambos including the LUCAS automated CPR machine • Holding a bushfire drill with Narromine & Trangie • 19th August, Community engagement @ Trangie Truck & tractor Show 	



Communities and Justice

Welfare Services Functional Area

Narromine Emergency Management Committee Meeting Agency Report

Agency name: Welfare Services Functional Area (WSFA - Disaster Welfare) –
Department of Communities and Justice (DCJ)

Meeting date: 10 August 2023

Reporting Period: May to August 2023

Key issues:

- Nil

Community Activity:

- Nil

Staff movements:

- With the expansion of Disaster Welfare Services within DCJ, recruitment of dedicated Senior Regional Disaster Welfare Officers (SDWO) was finalised in late May, to support training and exercising of DWS functions across the districts to provide assistance operationally and provide representation at LEMCs. The role for Western has been filled by David Minehan who is also the SDWO for New England and is based in Dubbo.

Update of contact list required?: Yes No

- David Minehan
Senior Disaster Welfare Officer (support for WelFAC)
New England and Western Districts
[REDACTED]
David.minehan@dcj.nsw.gov.au

AGENCY REPORT TO



NSW Ambulance

Narromine Local Emergency Management Committee

Agency: NSW Ambulance

Reporting Period: 9/02/2023 – 11/05/2023

1. ACTIVITY

a. UPCOMING EVENTS

- i. Trangie Truck and Tractor Show on the 19th August 2023.
- ii. Dolly Parton Festival 29th to 30th September 2023.

2. CAPABILITY

- a. Narromine is a 4 + 1 staffing station.
- b. Substantive SO Lochlan Rush on secondment until November 2025, leaving remaining 4x staff acting in 12 week blocks of SO in his absence.
- c. 2x Mercedes Sprinter 2WD van in operation in Narromine, 1X Mercedes Sprinter 2WD van in operation at Trangie, 1x Toyota LC200 4WD (currently not in operation due to fault in winch).
- d. Nearest ICP/ALS paramedics at Dubbo.
- e. Current proposal in process at a state level for full time 4WD access w/ LC200 series at Narromine.

3. PLANNING

- a. Surge Plans – Maintaining Operations Surge Planning with NSW Health and RFDS
- b. Bushfire – 2020/2021 Bushfire Operational Plan. PPE audits and area familiarisation ongoing.
- c. Flood – Maintain situational awareness and receipt of road closure notices distributed to staff. All staff flood area briefings daily/weekly run by sector subject to flood situation.
- d. Heatwave – Heatwave sub-plan
- e. Pandemic – Pandemic sub-plan, currently AMBER alert for COVID19

4. TRAINING

- a. 6 monthly vehicle familiarisation and joint operations training with VRA/FRNSW Last familiarisation with VRA conducted in February, due to organise a FRNSW familiarisation.
- b. Operation Phoenix 29/4/23 in Dubbo w/ multiple agencies
- c. Rail exercise 28/5/23 in Dubbo w/ multiple agencies
- d. Future RCR event Q3 2023 beginning to be planned with VRA and local NSWAS staff + Trangie Clinical Volunteers.

5. OTHER

- a. Seeking clarification on activation procedures for extrication assistance not requiring rescue capability i.e. FRNSW vs VRA as primary agency.

6. ACTION

Attachment No. 6

Name: Sabrina Ferreira
Agency: NSW Ambulance
EM Position: Acting Station Officer
Date: 03/08/2023

5. AMBULANCE UNIT STATUS (SUPPORT AGENCY):										
Organisation:		NSW Ambulance								
Location:		Narromine								
Callout / Activation System:										
System Type:		Activated by:			Date last tested:		Backup System:			
Telephone: 6889 2004		Control Centre			Daily		Mobile Phone/Radio			
Unit:		People:								
	Staff	Clinical Level			EOC/IMT Trained		Other details			
Station Manager	1	1 x Qualified Paramedic			0		All staff trained in forward commanding incidents.			
Paramedic	2	2x Qualified Paramedic			0		All staff trained in forward commanding incidents. All 4WD recovery trained			
Vehicles: (capability)										
Make / Model / Type/					Operational Id number	2WD 4WD	Diesel Petrol	Status		
Toyota Land Cruiser 200 Series					6775	4WD	Diesel	OFFLINE		
Mercedes-Benz 907 Sprinter					6561	2WD	Diesel	ONLINE		
Mercedes-Benz 907 Sprinter					6568	2WD	Diesel	ONLINE		
MISU Trailer (Major Incident supplies)					494	-	-	ONLINE		
Specialist Equipment / Resources available at this unit:										
Think capability e.g. Large animal rescue - list equipment in detail i.e. Heavy lift Frame & Slings with tonnage, Small or Large animal slides etc.										
Lucas – mechanical CPR device x2										
Elk - patient lifting device x3										
Pre-hospital thrombolytic kit (clot busting medication) x1										
LifePak 15 monitor and transmitting modem x3 (only 1x transmission capable)										
Vehicle radios (GRN) – ESO capable radios x9 (3x vehicle inbuilt, 6x portable)										
Patient extrication devices including spine boards, NEIJ, carry sheet x2										
ZOLL AED – x3 stored on station not in vehicles										
Audit:										
Date last audited:		Issues / Recommendations / Comments:								
20/04/2023		Nil issues								
Unit Unavailable / Available Notification Form Summary:										
Date/s		Type	Reason					Temporary relief provided by		
From	To	Unavailable for: GLR/ RCR / VR or Flood Rescue	Agency Training	Member Unavailability	Vehicle Maintenance	Equipment Maintenance	Other	Agency	Location	
N/A	N/A		<input type="checkbox"/>	N/A	N/A					

0-0000-250-PCS-S0-RP-0003



Status Report

Prepared by	Maree Young – Stakeholder Engagement Lead, N2N
Approved by	Erica Tudor – Stakeholder Engagement Manager, N2N
Prepared for	Narromine Shire Council Local Emergency Management Committee
Date	4 August 2023
Title	Inland Rail Narrabri to Narrabri (N2N) – Project Update

Inland Rail program delivery status

In line with the Australian Government’s response to the independent review of the Inland Rail program, we are taking a staged approach to deliver Inland Rail.

Future decisions by Government on the delivery of Inland Rail sections north of Narromine will be contingent on gaining the required environmental approvals and land required for the Inland Rail corridor.

The sections of Inland Rail between Beveridge in Victoria and Parkes in New South Wales have been prioritised for completion by 2027. Major construction on the Narrabri to North Star Phase 1 project is expected to be complete in the coming months.

Subject to the Narromine to Narrabri section achieving Australian Government environmental approvals, we’ll conduct further investigations to help refine the project’s detailed design and provide more certainty on the delivery and cost of the full Inland Rail project.

The Australian Government has announced that the Inland Rail service offering of double-stacked trains will operate between an intermodal terminal to be built at Beveridge in Victoria and a proposed terminal at Ebenezer in Queensland, with a single-stacked, dual gauge connection to be built between Ebenezer and Kagaru. The Government also agreed that a second intermodal terminal at Truganina in Victoria be developed.

What’s next?

The Commonwealth Department of Climate Change, Energy, Environment and Water (DCCEEW) has determined the Narromine to Narrabri project to be a controlled action under the *Environment Protection and Biodiversity Conservation (EPBC) Act 1999*. Now that State approval has been received, the Project will be determined by the DCCEEW under an accredited assessment process. A decision is expected later this year.

To learn more about upcoming project activities, visit <https://inlandrail.artc.com.au/where-we-go/projects/narromine-to-narrabri/status/>.

Narromine’s Narwonah Material Distribution Centre update

The 400ha Narwonah Material Distribution Centre (MDC) is located on ARTC-owned land adjacent to the existing Narwonah siding, off Narwonah Siding Road, approximately eight kilometres south of the Narromine township.

Australian owned company, Martinus Rail, is constructing the Narwonah MDC and is the preferred contractor to deliver the broader Rail Corridor Program (RCP).

Martinus has now completed the first stage of construction at the Narwonah MDC.

STATUS REPORT

Inland Rail Narrabri to Narrabri (N2N) – Project Update



Future stages of work at Narwonah MDC have been placed on hold until the scope of works has been agreed with the Australian Government.

Martinus has demobilised from the Narwonah MDC; however, our Inland Rail team are still in Narromine. We will provide an update on the timing of future construction at the Narwonah MDC as this information becomes available.

Keeping you informed

Keeping you informed about the Project's design development, potential impacts, and proposed mitigation is important to us. We remain committed to working with the community to ensure the best outcome for the region.

If you'd like to arrange a formal briefing for any of the above, please call one of our Stakeholder Engagement Advisors on 1800 732 761 or email inlandrailnsw@artc.com.au. You can also speak with us face to face, pop by our community shopfront in Narrabri, which is open every weekday or see us at the monthly markets in Narrabri and Gilgandra.

Local Emergency Management Committee Report

Report submitted by :	Kerrie Edwards
Agency :	Australian Red Cross
Scheduled meeting date :	21st August, 2023

The following activities have been or are being undertaken by this agency:

OPERATIONS

Red Cross teams have been involved in the following operational activities:

STATE WIDE

Hunter Valley Collective Trauma

At approximately 11:30pm on the 11th of June 2023 a bus carrying approximately 36 individuals from a wedding in the Hunter Valley Region travelling along Wine Country Road were involved in a single bus accident that flipped the bus on its side. The accident unfortunately resulted in the deaths of 10 individuals, and sustained injuries resulting in hospitalisation of 21 individuals.

On the 12th of June Australian Red Cross was activated to provide psychosocial support to individuals in two crisis centers opening in Branxton and Singleton commencing Tuesday the 13th of June. ARC activated teams in the Hunter Valley to provide this support. At approximately midday on the 13th of June, community began laying flowers at the crash site in memory of those deceased or injured in this incident. ARC was again requested to provide a volunteer to work with a disaster chaplain in providing ongoing psycho-social support to those at the memorial site.

The ARC provided ongoing support to community and council through psychosocial support, and memorial management in line with our best practice memorial management guidelines, and collective trauma communication guides. The site was cleared on the 24th of July and all flowers and cards were handed to the Department of Premier and Cabinet to memorialise these items for the families of those who passed away as a result of the crash.

Surry Hills

On Thursday 25th of May 2023, authorities were called to a structure fire on Chandler Street in Surry Hills Sydney. More than 120 firefighters and 30 trucks were sent to Surry Hills about 4pm, where flames erupted from within the multi-storey building on Randle Street.

Several neighbouring towers were evacuated as firefighters battled the blaze which has gutted the former RC Henderson hat factory. As a result, Register. Find. Reunite was activated to register those evacuated from their homes. ARC conducted telephone outreach, attended community meetings and utilised the registry messaging system on RFR to ensure consistent messaging to impacted residents. R

FR was switched off on the 21st of June 2023

LOCAL

ARC have been working and liaising with a number of communities across the Greater Western Region in the aftermath of numerous flooding events. Main focus being in the Wellbeing and Psychological First Aid areas.

PLANNING

Planning for the coming peak season has commenced. This includes capacity assessments based on both team numbers, and volunteers in the vicinity of all evacuation centres.

Ongoing testing of Register. Find. Reunite is underway to ensure system glitches are caught prior to operationalisation.

TRAINING AND DEVELOPMENT

Red Cross is continuing to recruit and train new volunteers. Additionally, the NSW ARC staff have completed their first round of regional forums. Over 300 volunteers across the state attended these forums which focused on educating volunteers on new government EM arrangements including the establishment of Reconstruction NSW. Forums also included a desktop evacuation exercise to practice problem solving and escalation skills.

LOCALLY SCHEDULED TRAINING SESSIONS:

TBC

EXERCISES:

STATE WIDE

22nd of May: Lismore airport exercise

11th of August 2023: ARC will participate in an evacuation exercise in Cessnock with DWS, and community partners.

18th August 2023: ARC will participate in an airport exercise.

LOCAL EXERCISE

TBC – ARC look forward to the opportunity in participating in locally based exercises where applicable. We will also continue to hold in house training to encourage Volunteers to stay abreast of any changes.

COMMUNITY AWARENESS AND EDUCATION:

Our preparedness resources such as REDIPlan and our 'Get Prepared App' have both been reviewed and the organisation will begin to populate throughout September.

LOCAL ENGAGEMENTS:

Red Cross continues to be involved in local LEMC and Inter-Agency Groups to give updates and be involved in helping to make the whole of community aware of being Prepared and Resilient in not only their local communities but also in their own personal space.

GENERAL BUSINESS

Nil at this time

DUTY OFFICER:

When formally **activating Red Cross to respond to an emergency**, contact should be made via the **Red Cross Duty Officer** phone which is: **1800 077 778**. The Duty Officer may then request additional supporting activation information to be sent to: nsweoc@redcross.org.au

REPORT AUTHORISATION

I acknowledge that this report is a true record of this agency's Disaster Management activities and authorise it to be included in the minutes of the abovementioned Bogan Shire Council meeting.

Name of authorised person:**Miriam McGregor****NSW/ACT Response Lead****Mobile - [REDACTED] |****Email - mmcgregor@redcross.org.au****Name of Regional ARC Representative:****Kerrie Edwards****Greater Western Regional Emergency Services Office****Mobile - [REDACTED]****Email kaedwards@redcross.org.au**



Narromine Rescue Squad

Captains Report LRC & LEMC

10th August 2023



INCIDENTS / CALL OUTS –

09/07/2023	Search	Bogan Way Tullamore
14/09/2023	Assist Ambulance	112 Booth Street Narromine
05/08/2023	MVA	185 Burroway Road Narromine

Business as usual.

- 3 Incidents attended by Narromine Rescue Squad, a good response from all other agencies involved
- 3 Operators at Narromine Rescue Squad now qualified in Breathing Apparatus and Confined Space giving the Western Region a total of 8 Qualified Operators with more to be trained.

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD AT THE NARROMINE SHIRE COUNCIL
CHAMBERS ON MONDAY 7 AUGUST 2023**

PRESENT: Cr Dawn Collins (Chair, Narromine Shire Council), Cr Ewen Jones (Delegate for State Member), Jordan Richardson (Manager Engineering, Narromine Shire Council); Jason Nicholson (Transport for NSW), Michael Donley via phone (Sargeant, Orana Mid-Western Police District, NSW Police), Rowena Burke (Minute Taker)

IN ATTENDANCE:

1. WELCOME

The Chair welcomed those present and declared the meeting open at 9.31am.

2. APOLOGIES

RECOMMENDED Jason Nicholson/Michael Donley that the apologies of Jane Redden (General Manager, Narromine Shire Council) be accepted.

3. MINUTES OF THE PREVIOUS MEETING

RECOMMENDED Cr Collins/Jason Nicholson that the Minutes of the previous meeting of the Local Traffic Committee held on 5 June 2023 be accepted as a true and accurate record of the discussions held at that meeting.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Signage

In response to a query from Cr Collins, Manager Engineering Services advised that the Reduced Engine Noise Signage for Tullamore Road has been installed.

Heavy Vehicle Parking

Cr Collins queried if the boulders in Burraway Street have been installed. Manager Engineering Services advised that the boulders have been installed as a temporary measure. A review will be undertaken with a view to replacing the boulders with bollards.

Level Crossing signage

In response to a question from Cr Collins, Manager Engineering Services advised that the illuminated and solar powered signs have been installed on Old Backwater Road and will be in place for two (2) years. Manager Engineering Services to review the spacing between the existing and new signage and remove any old signage if necessary.

Cr Collins also raised the question of why the signs flash at some vehicles and not at others. Jason Nicholson advised that the signs are activated by the speed of the oncoming vehicles, and this determines the speed and frequency of the flashing.

5. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST

Nil

MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD AT THE NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 7 AUGUST 2023

6. REPORT TO LOCAL TRAFFIC COMMITTEE

1. RACE ACROSS NSW BORDER TO BEACH

RECOMMENDED Cr Collins/Jason Nicholson that approval be granted to the applicant to complete the RACE Across NSW Border to Beach commencing Thursday 21 September 2023 in Broken Hill as described in the application, subject to the conditions attached therein, the provision of a current Certificate of Currency, Traffic Control Plan and Road Occupancy Licence.

2. DOLLY FESTIVAL – TEMPORARY ROAD CLOSURE

RECOMMENDED Jason Nicholson/Michael Donnelly that approval be granted to the applicant to hold the Dolly Festival as described in the application.

3. TOMINGLEY GOLD EXPANSION PROJECT – KYALITE ROAD SPEED ZONE

Jason Nicholson advised that this matter needs to be referred to transport for NSW.

GENERAL BUSINESS

Jason Nicholson advised that the McGrane Way signs have been installed and that the faded direction signs in Dandaloo Street and on the Mitchell Highway (Dubbo Road) will be replaced.

Cr Jones asked if the signs directing caravans to park have been erected in O'Neill Square. Manager Engineering Services to investigate.

Cr Collins passed on her thanks to Council for replacing faded signs as requested.

7. NEXT MEETING

The next Meeting of the Local Traffic Committee will be held on **Monday, 9 October 2023** commencing at **9.30am** in the Narromine Shire Council Chambers.

There being no further business, the meeting closed at 9.56am.

The Minutes (pages 1-2) were confirmed on _____ 2023 and are a full and accurate record of proceedings of the meeting held on 7 August 2023.

CHAIR

NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 7 AUGUST 2023

1. RACE Across NSW Border to Beach

Author Director Infrastructure and Engineering Services
Responsible Officer Director Infrastructure and Engineering Services

Executive Summary

The purpose of this report is to provide the Local Traffic Committee with information regarding an upcoming Multi-Day Endurance Run, RACE Across NSW Border to Beach.

Report

Council has received a request from Rob Mason to complete a Multi-Day Endurance Run Across NSW Border to Beach, Broken Hill to Bondi, commencing Thursday 21 September 2023. This is to raise funds for the Burns Unit at The Childrens Hospital at Westmead.

Council has received the completed Event Risk Assessment, Certificate of Currency and route map from the event organiser (**Provided to the committee under separate cover**)

RACE Across NSW Border to Beach Event Plan and Assessment

RECOMMENDATION

That approval be granted to the applicant to complete the RACE Across NSW Border to Beach commencing Thursday 21 September 2023 in Broken Hill as described in the application, subject to the conditions attached therein.

NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 7 AUGUST 2023

2. DOLLY FESTIVAL – TEMPORARY ROAD CLOSURE

Author *Director Infrastructure and Engineering Services*
Responsible Officer *Director Infrastructure and Engineering Services*

Executive Summary

The purpose of this report is to provide the Local Traffic Committee with information regarding a proposed temporary road closure, not involving road works on 29 & 30 September 2023.

Report

Council has received a request from the Dolly Festival Committee to hold an event on Friday 29 September and Saturday 30 September 2023.

The updated Event Risk Assessment and Traffic Control Plan are attached (provided to the Committee under separate cover).

Dolly Festival Event Plan and Assessment

RECOMMENDATION

That approval be granted to the applicant to hold the Dolly Festival commencing Friday 29 September and Saturday 30 September 2023.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 4 SEPTEMBER 2023**

PRESENT: Neil Maltby (Chair) – Independent External Member, Grahame Marchant – Independent External Member, Jane Redden - General Manager NSC, Barry Bonthuys - Director Finance & Corporate Strategy NSC, Marion Truscott - Director Governance NSC and Sally McDonnell (Minute Taker)

Via Teams – Alex Hardy - Prosperity Advisor Group,

1. WELCOME

The Chair welcomed everyone to the Narromine Shire Council Audit Risk and Improvement Committee meeting and declared the meeting open at 12.02pm.

2. APOLOGIES

Cr Adine Hoey NSC

3. DISCLOSURES OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES – 26 JUNE 2023

RECOMMENDED Neil Maltby/Grahame Marchant that the Minutes of the Narromine Shire Council Audit Risk and Improvement Committee Meeting held on 26 June 2023 be adopted as a true and correct record of the meeting.

5. BUSINESS ARISING FROM MINUTES – PROJECT MANAGEMENT

It was noted that this item is to be deferred to the next meeting.

6. EXTERNAL AUDIT – INTERIM MANAGEMENT LETTER

Alex Hardy – Prosperity Advisor Group provided comment to the Committee in relation to the Interim Management Letter with only a small number of issues included in the letter (two of low risk and one of a moderate risk).

It was noted that management will liaise with the auditors to clarify the issue of Privileged user accounts.

7. FINANCIAL MANAGEMENT – Y/E 23 ANNUAL FINANCIAL STATEMENTS (PRIOR TO CERTIFICATION BY COUNCIL)

Director Finance and Corporate Strategy advised that although an extension had been approved by the Minister, the draft Financial Statements are ready to be formally referred for audit at the September Ordinary Council Meeting.

It was noted that the Auditors will be on site from 25 September until 29 September 2023.

RECOMMENDED Neil Maltby/Grahame Marchant that the draft financial statements be noted and recommend Council refer for audit.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 4 SEPTEMBER 2023**

8. IMPLEMENTATION OF RECOMMENDATIONS/CORRECTIVE ACTIONS

RECOMMENDED Neil Maltby/Grahame Marchant that the information be noted in relation to the progress with implementation of the Committee's recommendations.

10. LEGISLATIVE COMPLIANCE/BREACH REPORTING

RECOMMENDED Neil Maltby/Grahame Marchant that the Committee notes there are no identified legislative compliance breaches to be reported to date.

11. COMPLIANCE MONITORING – OFFICE OF LOCAL GOVERNMENT CIRCULARS

Alex Hardy – Prosperity Advisor Group provided comment in relation to the Cyber Security Guidelines and advised that Cyber Security NSW are delivering cyber security uplift programs free of charge. Contact information to be forwarded following the meeting.

RECOMMENDED Neil Maltby/Grahame Marchant that the Committee notes the actions taken to date in relation to the recent Circulars issued by the Office of Local Government.

12. INDEPENDENT VOTING MEMBERS FEES

RECOMMENDED Neil Maltby/Grahame Marchant that the Committee notes the remuneration fees to be paid to the Independent Voting Members as resolved by Council.

13. ANNUAL WORKPLAN YEAR 1

Grahame Marchant provided the following suggested inclusions and amendments:

- That Policy Register be changed to Policy Status Review and moved to the Governance section.
- That the following be included:
 - Compliance**
 - Compliance Framework Review including Legislative checklists and annual review of policies and procedures.
 - Risk Management**
 - Risk Management Framework Review including annual review of policies and procedures.
 - Corporate Risks including a report to the Committee in relation to high level corporate risks and the impact they have on Council and the capacity of delivering services.
 - Work Health and Safety Framework including annual performance reporting.
 - Fraud Control**
 - Fraud Control Framework Review
 - Financial Management**
 - Quarterly Budget Review, performance against budget, end of year projections and capital progress
 - Service Reviews and Business Improvements**
 - Service Review Strategy (one aspect per annum)

Alex Hardy – Prosperity Advisor Group left the meeting at 12.59pm

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 4 SEPTEMBER 2023**

13. ANNUAL WORKPLAN YEAR 1 (Cont'd)

Performance Data and Measurement

- Performance Matrix eg: Delivery Program Progress, Annual Report, Local Government Professional Excellence Program.
- That Annual Review of Internal Audit Charter and Annual Review of ARIC Terms of Reference move to the Governance section.

RECOMMENDED Neil Maltby/Grahame Marchant that the Committee endorses the Annual Workplan Year 1 and note the suggested amendments above.

14. MAJOR PROJECTS AND BUSINESS INITIATIVES

Nil

15. RISK MANAGEMENT – SIGNIFICANT AND EMERGING ISSUES

Nil

The Committee moved into Confidential Session to consider the Independent Voting Committee Member and Internal Audit – Consideration of Quotations for the provision of Internal Audit Services.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 4 SEPTEMBER 2023**

RETURN TO OPEN SESSION

18. ANY OTHER BUSINESS

Nil

19. DATE OF NEXT MEETING

The next Audit Risk and Improvement Committee meeting will be held on Monday, 23 October 2023 commencing at 12 noon.

20. CONCLUSION OF MEETING

The Chair thanked all members for attending.

There being no further business the meeting concluded at 1.16pm.

The Minutes (pages 1 to 5) were confirmed at a meeting held on the day of _____ 2023, and are a full and accurate record of proceedings of the meeting held on 4 September 2023.

CHAIR



Ms Jane Redden
General Manager
Narromine Shire Council
PO Box 115
Narromine NSW 2821

Contact: Unaib Jeffrey
Phone no: 02 9275 7450
Our ref: 43604/FA1769

29 August 2023

Dear Ms Redden

Management Letter on the Interim Phase of the Audit for the Year Ended 30 June 2023

The interim phase of our audit for the year ended 30 June 2023 is complete. This letter outlines:

- matters of governance interest we identified during the current audit
- unresolved matters identified during previous audits
- matters we are required to communicate under Australian Auditing Standards.

We planned and carried out our audit to obtain reasonable assurance the financial statements are free from material misstatement. Because our audit is not designed to identify all matters that may be of governance interest to you, there may be other matters that did not come to our attention.

The audit is ongoing and we will inform you if we identify any new matters of governance interest as they arise.

The Management Letter may be sent to the Minister if the Minister requests it.

For each matter in this letter, we have included our observations, risk assessment and recommendations. The risk assessment is based on our understanding of your business. Management should make its own assessment of the risks to the organisation.

We have kept management informed of the issues included in this letter as they have arisen. A formal draft of this letter was provided on 30 June 2023. This letter includes management's formal responses, the person responsible for addressing the matter and the date by which this should be actioned.

As soon as practicable, we recommend you:

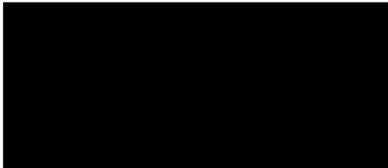
- assign responsibility for implementing the recommendations
- develop an action plan, including a timetable, to implement the recommendations
- nominate an individual or establish a committee to monitor and report on progress.

I consider this Management Letter to fall within the definition of 'excluded information' contained in Schedule 2(2) of the *Government Information (Public Access) Act 2009*. It may not be distributed to persons other than Management and those you determine to be charged with governance of the Council.

The Auditor-General may include items listed in this letter in the Report to Parliament. We will send you a draft of this report and ask for your comments before it is tabled in Parliament.

If you would like to discuss any of the matters raised in this letter, please contact me on [REDACTED] or Alex Hardy (Director, Prosperity Audit Services) on [REDACTED].

Yours sincerely

A large black rectangular redaction box covering the signature area.

Unaib Jeffrey
Audit Leader, Financial Audit

cc: Cr Craig Davies, Mayor
Mr Neil Maltby, Chair of the Audit, Risk and Improvement Committee
Mr Barry Bonthuys, Director of Finance & Corporate Strategy

Interim management letter

for the year ended 30 June 2023

Narromine Shire Council



We have rated the risk of each issue as 'Extreme', 'High', 'Moderate' or 'Low' based on the likelihood of the risk occurring and the consequences if the risk does occur.

The risk assessment matrix used is based on principles within the risk management framework in [TPP12-03](#) 'Risk Management Toolkit for the NSW Public Sector'.

This framework may be used as better practice for councils.

		CONSEQUENCE			
		Low	Medium	High	Very high
LIKELIHOOD	Almost certain	M	M	H	E
	Likely	L	M	H	H
	Possible	L	M	M	H
	Rare	L	L	M	M

The risk level is a combination of the consequences and likelihood. The position within the matrix corresponds to the risk levels below.

RISK LEVELS	MATRIX REFERENCE
 Extreme:	E
 High:	H
 Moderate:	M
 Low:	L

For each issue identified, the principles within the consequence and likelihood tables, which are based on the principles within [TPP12-03](#) have been used to guide our assessment.

Consequence levels and descriptors

When assessing the consequence of each issue, we have regard to the length of time the issue remains unresolved. The lack of timeliness in resolving issues may indicate systemic issues and/or poor governance practices, which warrant an increase in the consequence level. As such, unresolved or unaddressed issues from prior periods are re assessed annually. This re assessment may lead to an increase in the risk rating adopted.

Consequence level	Consequence level description
Very high	<ul style="list-style-type: none"> Affects the ability of the entire entity to achieve its objectives and may require third party intervention; Arises from a fundamental systemic failure of governance practices and/or internal controls across the entity or across a critical/significant part of the entity; or May result in an inability for the auditor to issue an audit opinion or issue an unqualified audit opinion, and/or significant management work arounds and substantive tests of details was required in order to issue an unqualified opinion.
High	<ul style="list-style-type: none"> Requires coordinated management effort at the executive level; Arises from a widespread failure of governance practices and/or internal controls affecting most parts of the entity or across a significant/important part of the entity (eg. as demonstrated through a lack of timely resolution of unresolved/repeat issues); or May result in an inability for the auditor to issue an unqualified audit opinion, and/or significant management workarounds and substantive tests of details was required in order to issue an unqualified opinion.
Medium	<ul style="list-style-type: none"> Requires management effort from areas outside the business unit; or Arises from ineffective governance practices and/or internal controls affecting several parts or a key part of the entity (eg. as demonstrated through a lack of timely resolution of unresolved/repeat issues).
Low	<ul style="list-style-type: none"> Can be managed within normal management practices; or Arises from isolated ineffective governance practices and/or internal controls affecting a small part of the entity that are largely administrative in nature.

Likelihood levels and descriptors

When assessing the likelihood of each issue, we have regard to the length of time the issue remains unresolved because the longer the risk remains unresolved the greater the chance the weakness could be exploited, or an adverse event or events could occur. As such, unresolved or unaddressed issues from prior periods are re-assessed annually. This re-assessment may lead to an increase in the risk rating adopted.

Likelihood level	Frequency	Probability
Almost certain	The event is expected to occur in most circumstances, and frequently during the year	More than 99 per cent
Likely	The event will probably occur once during the year	More than 20 per cent and up to 99 per cent
Possible	The event might occur at some time in the next five years	More than 1 per cent and up to 20 per cent
Rare	The event could occur in exceptional circumstances	Less than 1 per cent

Summary of issues

Issue	Detail	Likelihood	Consequence	Risk assessment
Prior year matters not resolved by management				
1	Privileged user accounts	Possible	Medium	 Moderate
2	Outdated council policies and procedure	Possible	Low	 Low
Current year matters				
1	Compulsory superannuation for independent audit, risk and improvement committee (ARIC) chairs and members	Likely	Low	 Low

Appendix

[Review of matters raised in prior year management letters that have been addressed](#)

Prior year matters not resolved by management

Issue 1: Privileged user accounts

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Medium	Yes	Operational	 Moderate

Observation

In 2020/21 we noted that the Council had three users with privileged access to Civica Authority. Out of the three users with privileged access to Civica Authority, two users are from the finance team who are also banking EFT signatories within the online banking system, as follows;

#	Employee	Privilege access to Civica Authority	Bank EFT signatories
1	Director Finance and Corporate Strategy	√	√
2	Manager Accounting Services	√	√
3	Manager Information Technology	√	×

We acknowledge management has several compensating controls in place including dual approvers required for online banking payments and vendor Masterfile exception reporting.

In 2022/23, the management introduced an independent review process to oversee the audit logs of privileged users.

Implications

In the absence of processes to effectively restrict and monitor the activity of privileged users (such as reviewing access logs), there is a heightened risk of undetected erroneous, fraudulent, or unauthorized transactions being posted. It is essential to implement robust controls and oversight mechanisms to mitigate these risks and ensure the integrity of financial transactions.

Recommendation

We recommend Council to restrict privileged user access and ensure no employee has privileged access to both the banking and finance system

Management response

Agree with observation but disagree with recommendation. As mentioned before, your recommendation to restrict privileged user access to ensure no employee has privileged access to both the banking and finance system is noted. However, it is crucial and essential for both the Director of Finance and Corporate Strategy and Manager Accounting Services to have privileged access to the finance system and banking accounts of Council due to the roles and responsibilities of their positions. It must be noted that these Officers are not processing payments, creditors and/or payroll, but only authorising these payments, reducing the risk to Council as they are best placed to detect any fraudulent or erroneous transactions that may be processed and posted. The Director of Finance and Corporate Strategy and Manager Accounting Services are responsible for managing Council's financial operations and processes, hence their privileged access to the Civica Authority System.

Person responsible:	Date (to be) actioned:
Barry Bonthuys - Director of Finance and Corporate Strategy	31 August 2023

Issue 2: Outdated council policies and procedure

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Low	Yes	Operational	 Low

Observation

In 2021/22, the audit team noted that several Council policies have not been updated for more than three years:

- ICT Security Policy and Cyber Security Policy
- Network and IT Usage Policy
- WHS Contractor Management Policy and Procedures

In 2022/23, the following policies were updated during the year:

- Enterprise Risk Management Policy
- Compliance & Enforcement Policy
- Fraud Control Policy
- Procurement Policy
- Corporate Credit Card Policy
- Councillor Induction and Professional Development Policy
- Complaint Handling Policy
- Internal Reporting Policy

Implications

Outdated policies and procedure increase the risk of inconsistent application across the Council and may not reflect the current legislative requirements or best practice.

Council staff may be unaware of the correct procedures to be followed.

Recommendation

Management should review and update its policies (including staff training) and procedures at least every three years to ensure they remain current and appropriate for the Council. Key changes should be communicated to relevant staff. Management is also encouraged to set target dates for periodic review of its policies going forward.

Management response

The WHS Contractor Management Policy and Procedures has been reviewed and updated in July 2023.

As recommended, the following policies will be reviewed and updated by 30 November 2023:

- ICT Security Policy and Cyber Security Policy
- Network and IT Usage Policy

Person responsible:	Date (to be) actioned:
Barry Bonthuys - Director of Finance and Corporate Strategy	30 November 2023

Issue 3: Compulsory superannuation for independent audit, risk and improvement committee (ARIC) chairs and members

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	Low	Yes	Compliance	 Low

Observation

The Guidelines for Risk Management and Internal Audit for Local Government in NSW advise that councils are obliged under the Commonwealth Superannuation Guarantee (Administration) Act 1992 to make compulsory superannuation guarantee contributions on behalf of ARIC chairs and independent members where they are remunerated. That guidance is based on legal advice NSW Treasury received from the Crown Solicitor in relation to NSW Government agencies' liability under that Act to make superannuation guarantee contributions for audit and risk committee independent chairs and members.

Council does not currently make compulsory superannuation guarantee contributions on behalf of ARIC chairs and independent members.

Implications

Failure to make compulsory superannuation guarantee contributions may lead to an ATO audit or review and/or the issuance of penalty notices including interest charges and administrative fees

Recommendation

Council should amend its existing procedures to make compulsory superannuation guarantee contributions on behalf of audit, risk and improvement committee (ARIC) chairs and independent members.

Management response

As recommended, the Council will make superannuation guarantee contributions for its chair and independent members of the audit, risk and improvement committee from 1 July 2023.

Person responsible:

Marion Truscott - Director Governance

Date (to be) actioned:

July 2023

Appendix

Review of matters raised in prior year management letters that have been addressed

The issues in this appendix were raised in previous management letters. For each of these issues, we have determined how management has addressed the issue in the current year.

Prior issues raised	Risk assessment	Assessment of action taken	Recommendation
Outdated data breach response plan	 Moderate	The Council conducted a review and update of its outdated Data Breach Response Plan.	Nil as matter addressed.

NARROMINE SHIRE COUNCIL
AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING REPORT – 4 SEPTEMBER 2023

1. Y/E 23 ANNUAL FINANCIAL STATEMENTS (PRIOR TO CERTIFICATION BY COUNCIL)

Author	Director Finance and Corporate Strategy
ARIC Function	Financial Management
Link to Strategic Plans	CSP 4.3.1 – Operate and manage Council in a financially sustainable manner that meets all statutory and regulatory compliance and Council policies DP 4.3.1.6 – Prepare Council's Annual Financial Accounts in accordance with relevant Acts and Regulations

The draft financial statements will be presented to the Audit Risk and Improvement Committee for consideration and review prior to referral for external audit.

It is intended that the financial statements will be formally referred for audit at the September Ordinary Council Meeting.

There are no significant changes in accounting policies, judgements or estimates for the financial year.

RECOMMENDATION

That the draft financial statements be considered and noted.

2. IMPLEMENTATION OF RECOMMENDATIONS/CORRECTIVE ACTIONS

Author	Director Governance
ARIC Function	Governance
Link to Strategic Plans	CSP 4.2.1 – Strive for business excellence through continuous improvement and creativity DP 4.2.1.3 – Effective use of Audit risk and Improvement Committee

The action tracking list is attached for consideration (**see Attachment No. 1**). It is noted that 2 actions remain in progress.

RECOMMENDATION

That the information be noted in relation to the progress with implementation of the Committee's recommendations.

3. LEGISLATIVE COMPLIANCE/BREACH REPORTING

Author	Director Governance
ARIC Function	Compliance
Link to Strategic Plans	CSP 4.2.1 – Strive for business excellence through continuous improvement and creativity DP 4.2.1.3 – Effective use of Audit risk and Improvement Committee

There are no identified legislative compliance breaches to be reported.

RECOMMENDATION

That the Committee notes there are no identified legislative compliance breaches to be reported to date.

NARROMINE SHIRE COUNCIL
AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING REPORT – 4 SEPTEMBER 2023

4. COMPLIANCE MONITORING – OFFICE OF LOCAL GOVERNMENT CIRCULARS

Author	Director Governance
ARIC Function	Governance
Link to Strategic Plans	CSP 4.2.1 – Strive for business excellence through continuous improvement and creativity DP 4.2.1.3 – Effective use of Audit risk and Improvement Committee

A number of Circulars have been issued by the Office of Local Government since the Audit Risk and Improvement Committee Meeting held in February 2023. **Attachment No. 2** provides information relating to each circular and Council's actions taken to date.

RECOMMENDATION

That the Committee notes the actions taken to date in relation to the recent Circulars issued by the Office of Local Government.

5. INDEPENDENT VOTING MEMBER FEES

Author	Director Governance
ARIC Function	Performance
Link to Strategic Plans	CSP 4.2.1 – Strive for business excellence through continuous improvement and creativity DP 4.2.1.3 – Effective use of Audit risk and Improvement Committee

In accordance with the Draft Guidelines, the fees a Council pays to the Chair and independent members of its ARIC are to be agreed between the Council and the Chair or member and reflect the time, commitment and responsibility involved in serving on the committee. Chairs and members can serve on a committee on a voluntary basis if they choose to.

Council is also obliged under the Superannuation Guarantee (Administration) Act 1992 to make compulsory superannuation guarantee contributions on behalf of ARIC chairs and independent members where they are remunerated.

Council's Operational Plan and Budget for 2023/2024 includes a budget of \$57,220 – to cover the cost of ARIC meetings, independent member voting fees and internal audit reviews to be undertaken during the year.

The current fees paid to Council's ARIC members are \$1,255 excluding GST per meeting.

Following consultation with the Chair, a report was presented to Council at its Ordinary Meeting held on 9 August 2023. Council subsequently resolved that the fees be increased to \$1,500 excluding GST per meeting for members, and \$2,000 excluding GST per meeting paid to the Chair. The fees paid are inclusive of travel costs. Annual CPI increments will be applied from 1 July each year.

RECOMMENDATION

That the Committee notes the remuneration fees to be paid to the Independent Voting Members as resolved by Council.

NARROMINE SHIRE COUNCIL
AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING REPORT – 4 SEPTEMBER 2023

6. ANNUAL WORK PLAN YEAR 1

Author	Director Governance
ARIC Function	Internal Audit
Link to Strategic Plans	CSP 4.2.1 – Strive for business excellence through continuous improvement and creativity DP 4.2.1.3 – Effective use of Audit risk and Improvement Committee

Council's Audit Risk and Improvement Committee must develop an annual work plan to guide its work over the forward year. It must be developed by the Committee in consultation with the governing body, General Manager, head of Internal Audit Function and Senior Managers (where appropriate).

The annual work plan must be consistent with the requirements of the International Professional Practices Framework and identify:

- The internal audits that will be carried out during the year to support the work of the Audit Risk and Improvement Committee
- The key goals, objectives and scope of the proposed audits
- The resources needed for each audit (e.g., staffing, budget, technology) and
- Key performance indicators to measure annual progress against

The Annual Work Plan is to be flexible enough to allow it to be reviewed and adjusted as necessary throughout the year in response to any changes to Council's risks or operations.

The Audit Risk and Improvement Committee may, in consultation with Council's governing body vary the annual work plan to address new or emerging risks.

Lambourne Partners developed a 4-year strategic internal audit plan which has previously been considered by the Audit Risk and Improvement Committee and endorsed by the governing body of Council.

The internal audit reviews scheduled for Year 1 are: -

- Development Applications and Consents
- Staff Attraction and Retention
- Payroll

Key goals, objectives and the scope of the proposed audits were identified in the 4-year strategic internal audit plan and are included in **Attachment No. 3.1** for reference.

Budget resources for each audit will be included in the Annual Work Plan following the Committee's consideration of quotations for the provision of Internal Audit Services in Closed Meeting Session. Potential staffing resources have been included, in addition to suggested KPI Annual Progress measures for the Internal Audit Function.

NARROMINE SHIRE COUNCIL
AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING REPORT – 4 SEPTEMBER 2023

6. ANNUAL WORK PLAN YEAR 1 (Cont'd)

The role and functions of the Audit Risk and Improvement Committee under section 428A of the Local Government Act include the following: -

- Compliance
- Risk Management
- Fraud Control
- Financial Management
- Governance
- Implementation of the Strategic Plan, Delivery Programs and Strategies
- Service Reviews
- Collection of performance measurement data by the Council.

The Local Government (General) Regulations also require the Audit Risk and Improvement Committee to review and provide advice on Council's Internal Audit activities.

The Audit Risk and Improvement Committee must provide a comprehensive assessment every Council term of the matters listed above to the Governing Body of Council and the General Manager.

In accordance with the Draft Guidelines, the exact nature of each Committee will vary depending on the Council's needs, risks and business functions.

Internal Audit provides the Committee with an independent and objective review and advisory service about Council's governance processes, risk management and control activities and external accountability obligations.

External Audit provides the Committee with insight on the effectiveness of Council's risk, controls, financial reporting, and compliance frameworks.

Both Internal Audit and External Audit activities will therefore provide the Audit Risk and Improvement Committee with much of the information required to fulfil its role and responsibilities effectively. Any functions not identified in the internal and external audit activities for Year 1 have been included in **Attachment No. 3.2**.

RECOMMENDATION

That the Committee considers and endorses the Annual Workplan Year 1.

Attachment No. 1

Narromine Shire Council – Implementation of Recommendations/Corrective Actions As At August 2023

Action No	Action	Responsible Officer	Due Date	Status	Comment
Infrastructure Management Review Report					
1	Review and update of Integrated Water Cycle Management Strategy to include a 30-year Total Asset Management Plan, Long Term Financial Plan and Drought Management Plan	Manager Utilities	Dec 2023	In progress	Concurrence has been received from Department Planning and Environment Water for the Integrated Water Cycle Management Strategy (IWCMS). The study is in progress and will include the Total Asset Management Plan, Long-Term Financial Plan and Response Plans. The Water Quality and Water Security Risk Studies are also currently in progress.
Workforce Planning, Recruitment and Retention Review					
3	All Position Descriptions are being reviewed as positions are vacant and capabilities from LGNSW Capability Framework Incorporated. This includes a review of the competency assessment	Manager Human Resources	Ongoing	In Progress	Position descriptions continually reviewed and updated with LGNSW Capability Framework Incorporated. Competency Assessments being reviewed.

OFFICE OF LOCAL GOVERNMENT CIRCULARS

Circular No.	Date	Title	Related Issue	Council Action	Status
22-31	28 October 2022	Commencement of the Public Spaces (Unattended Property) Act 2021	<p>The <i>Public Spaces (Unattended Property) Act 2021</i> (the PSUP Act) commences on 1 November 2022. The PSUP Act replaces the Impounding Act 1993.</p> <p>Also commencing on 1 November 2022 are the supporting <i>Public Spaces (Unattended Property) Regulation 2022</i> (the Regulation) and <i>Code of Practice for Sharing Services</i> (the Code) for operators of shopping trolleys and other sharing services.</p> <p>The <i>Public Spaces (Unattended Property) Guideline for Councils and Other Authorities</i>, issued under section 23A of the Local Government Act 1993, provides information to support councils and other public land managers to interpret and implement the new laws.</p>	<p>Legislative compliance register updated.</p> <p>Policies referencing Impounding Act will be updated at their review date.</p>	In progress
22-39	19 December 2022	Release of Cyber Security Guidelines for NSW Local Government	<p>The Cyber Security Guidelines – Local Government (the Guidelines) allow councils to assess their cyber security maturity and plan their maturity uplift.</p> <p>The Guidelines outline cyber security standards and controls recommended by Cyber Security NSW for NSW local governments.</p> <p>Councils can adopt the Guidelines or use them to form the basis of an internally developed cyber security policy.</p> <p>Adherence to the Guidelines is strongly recommended but voluntary with no requirement to report maturity scores to Cyber Security NSW.</p>	Currently reviewing guidelines to consider the recommendations for Council.	In Progress

Circular No.	Date	Title	Related Issue	Council Action	Status
22-41	19 December 2022	Update on the Guidelines for Risk Management and Internal Audit for Local Government in NSW	<p>The Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines) have been approved. However, the Office of Local Government (OLG) has been advised that the amendments to the Local Government (General) Regulation 2021 giving statutory force to elements of the Guidelines will not be made until early 2023.</p> <p>OLG has issued the approved Guidelines in draft form pending the supporting Regulation amendments being made so that councils can start to implement them.</p> <p>Councils must comply with the Guidelines from 1 July 2024.</p>	Presented to Audit Risk and Improvement Committee Meeting for information. Committee working towards compliance with the guidelines.	In Progress
22-42	22 December 2022	Councils and joint organisations to provide OLG's credit card guidelines to their ARICs.	<p>General Manager to arrange for the credit card guidelines to be provided to the Chair of the ARIC.</p> <p>Guidelines to be considered when reviewing Credit Card Policy.</p>	Guidelines were provided to the Chair. Reviewed Policy presented to June Committee Meeting for consideration.	Completed

Circular No.	Date	Title	Related Issue	Council Action	Status
23-01	19 April 2023	Public Spaces (Unattended Property) Act 2021 – Conclusion of the Grace Period and updated guidance	<ul style="list-style-type: none"> • From 1 May 2023, authorised officers may issue fines for all offences under the PSUP Act. • Authorised officers should ensure they are familiar with the PSUP laws, regulations and updated PSUP Guidelines for authorities. • Councils should also use the resources available on the PSUP website to educate local communities about the PSUP laws, including the key changes coming into effect on 1 May 2023. • Councils are encouraged to develop appropriate policy and procedures, in consultation with their local community, in relation to local enforcement action under the PSUP laws. Additionally, councils should communicate and implement any such policies fairly and consistently to ensure there is a common understanding by the community of how the council will apply the PSUP laws within its local government area. 	Policies and procedures being reviewed.	In Progress
23-04	25 May 2023	Changes to public access to council records under the State Records Act 1998	<p>Changes to the <i>State Records Act 1998</i> (the Act) that take effect from 1 January 2024 will affect council records. Under the changes:</p> <ul style="list-style-type: none"> ○ State records will be open to the public by default once they are 20 years old, unless they are closed via a Closed to Public Access (CPA) direction. ○ public offices (including councils) will be required to submit a plan in 2024 outlining their intention to transfer records that are required as State archives. 	Intention to transfer State Archives records plan to be submitted.	In Progress

Circular No.	Date	Title	Related Issue	Council Action	Status
23-07	27 June 2023	Draft update of the Environment and Health Protection Guidelines: Onsite Sewage Management for Single Households (Silver Book)	<p>The Silver Book is undergoing a review and update to bring it in line with modern expectations, technological advancements, the latest scientific literature and emerging trends in land use.</p> <p>The Office of Local Government (OLG) is now seeking feedback on a draft update.</p>		Noted
23-08	10 July 2023	Annual Reporting of Labour Statistics	<p>Wednesday 23 November 2022 has been chosen as the “relevant day” for councils to report on their labour statistics in their annual reports under section 217 of the Local Government (General) Regulation 2021.</p>	Information to be included in Annual Report.	In Progress
23-09	1 August 2023	September 2023 Mayoral elections	<p>Councils that elect their mayors are required under section 290(1)(b) of the <i>Local Government Act 1993</i> (the Act) to hold mid-term mayoral elections in September 2023. Mayors elected in September 2023 will hold their office until council elections are held on 14 September 2024.</p> <p>Deputy mayors hold their office for the term specified by the council’s resolution. An election for deputy mayor should be held when the deputy mayor’s term expires.</p>	Mayoral election to be held at September Ordinary Council Meeting.	In Progress

Circular No.	Date	Title	Related Issue	Council Action	Status
23-10	14 August 2023	End of Year Reporting Requirements for 2022-23 and Additional Information for 2023-24	End of year reporting information for the 2022-23 financial year, including annual report checklist, financial data return (FDR) and Financial Assistance (FA) Grant returns and 2023-24 permissible income working papers and calendar of compliance.	End of Year reporting to account for these requirements	In Progress

ANNUAL WORKPLAN YEAR 1

Attachment No 3.1

Internal Audit Function	Audit Area	Strategic Risk	Goals, Scope, Objectives	Resources i.e., staffing, budget, technology	KPI Annual Progress
Risk Management Internal Controls Compliance Governance	Development Applications and Consents	Legal and Regulatory Compliance Failure to comply with legislative requirements	Operational and compliance assessment of the Development Application procedures, including an assessment of the issuance of certificates and receipting of fees, charges and developer contributions. Review to consider the management of conflicts of interest, either perceived or actual, retention of records, application of delegations in the process, and consideration of legislative and regulatory requirements.	Internal Auditor Executive Leadership Team Manager Planning Manager Health Building and Environmental Services	<ul style="list-style-type: none"> • Number of audit engagements completed or in progress. • Number of audit findings. • Number of outstanding corrective actions.
Risk Management Internal Controls Governance	Staff Attraction and Retention	Human Resources Failure to attract and retain skilled workforce	Assessment of Council's framework for the attraction and retention of staff including: - <ul style="list-style-type: none"> • Remuneration packages • Employee Benefits • Training and Development • Alignment of Council with key industry bodies and educational institutions, to increase opportunities for identifying potential future employees. 	Internal Auditor Executive Leadership Team Manager Human Resources	
Risk Management Internal Controls Governance Compliance	Payroll	Finance Failure to plan and manage finances	Assess policy and control with respect to: <ul style="list-style-type: none"> • Calculation, review, approval and payment of payroll • Application of entitlements and benefits (allowances etc.), including any changes to entitlement and/or benefit policy • Inspection of process with respect to calculation of redundancy payments. Review also to consider scalability of existing payroll processes including assessment of the use of IT and automation solutions.	Internal Auditor Executive Leadership Team Manager Human Resources Payroll Officer	

Attachment No 3.2

Committee Responsibility	Responsible Officer	Meeting 1 Week 1 Sep	Meeting 2 Week 4 Oct	Meeting 3 Week 4 Mar	Meeting 4 Week 4 Jun
Compliance					
Legislative Compliance Status – Breach Reporting	Director Governance	✓	✓	✓	✓
Policy Register	Director Governance			✓	
Risk Management					
Business Continuity Plan Review	WHS and Risk Coordinator			✓	
Cyber Security Update	Manager IT				✓
Significant and emerging issues	Directors	✓	✓	✓	✓
Major projects and business initiatives	Directors	✓	✓	✓	✓
External Audit					
Audited Y/E 23 Annual Financial Statements	Director Finance/External Auditor		✓		
Y/E 23 Engagement Closing Report	Director Finance/External Auditor		✓		
Independent Auditors Report and Report on Conduct of Y/E 23 Audit	Director Finance/External Auditor		✓		
Y/E 23 Final Management Letter	Director Finance/External Auditor		✓		
Y/E 24 Annual Engagement Audit Plan	Director Finance/External Auditor			✓	
Y/E 24 Interim Management Letter	Director Finance/External Auditor				✓
Internal Audit					
Annual Workplan Yr 1	Director Governance/Internal Auditor	✓			
Internal Audit Reports	Director Governance/Internal Auditor	✓	✓	✓	✓

Attachment No 3.2

Committee Responsibility	Responsible Officer	Meeting 1 Week 1 Sep	Meeting 2 Week 4 Oct	Meeting 3 Week 4 Mar	Meeting 4 Week 4 Jun
Fraud Control					
Fraud and Corruption Control Update and Issues arising	Director Governance		✓		
Financial Management					
Y/E 23 Annual Finance Statements (prior to certification by Council)	Director Finance	✓			
Governance					
OLG Circulars	Director Governance	✓	✓	✓	✓
Implementation of Recommendations/Corrective Actions	Director Governance	✓	✓	✓	✓
Implementation of Strategic Plan, Delivery Program and Strategies					
Delivery Program progress report	Director Community and Economic Development		✓		✓
Service Reviews and Business Improvement					
Procurement	Consultant		✓		
Performance Data and Measurement					
Annual Review of Internal Audit Charter	Director Governance				✓
Annual Review of ARIC Terms of Reference	Director Governance				✓
ARIC Self-assessment	ARIC Members				✓
Annual Report Presentation	Director Governance			✓	