

---

**NARROMINE SHIRE COUNCIL**  
**ORDINARY MEETING BUSINESS PAPER – 9 DECEMBER 2020**  
**REPORTS OF COMMITTEES**

---

**1. REPORT OF INTERNAL AUDIT COMMITTEE**

The report to and minutes of the Internal Audit Committee Meeting held on 9 November 2020 at the Narromine Shire Council Chambers are attached (**See Attachment No. 1**).

**RECOMMENDATION**

That the recommendations from the minutes of the Internal Audit Committee Meeting held on 9 November 2020 be adopted.

---

**2. REPORT OF LOCAL EMERGENCY MANAGEMENT COMMITTEE**

The minutes of the Local Emergency Management Committee Meeting held on 12 November 2020 at the Narromine Shire Council Chambers are attached (**See Attachment No. 2**).

**RECOMMENDATION**

That the recommendations from the minutes of the Local Emergency Management Committee Meeting held on 12 November 2020 be adopted.

---

**3. REPORT OF NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE**

The minutes of the Narromine Showground & Racecourse Advisory Committee Meeting held on 19 November 2020 at the Narromine Shire Council Chambers are attached (**See Attachment No. 3**).

**RECOMMENDATION**

That the recommendations from the minutes of the Narromine Showground & Racecourse Advisory Committee Meeting held on 19 November 2020 be adopted.

---

**MINUTES OF THE NARROMINE SHIRE COUNCIL INTERNAL AUDIT COMMITTEE  
MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 9 NOVEMBER 2020**

---

**PRESENT:** Ron Gillard (Chair) – Independent External Member, Neil Maltby– Independent External Member, Cr James Craft NSC, Jane Redden - General Manager NSC, John Sevil - Director Finance & Corporate Strategy NSC, Gabriel Faponle – Crowe, Marion Truscott - Director Governance NSC and Sally McDonnell (Minute Taker)

Via Teleconference – Alex Hardy - Prosperity Advisor Group

## **1. WELCOME**

The Chair welcomed everyone to the Narromine Shire Council Internal Audit Committee meeting and declared the meeting open at 12.00pm.

## **2. APOLOGIES**

Nil

## **3. DISCLOSURES OF INTEREST**

Nil

## **4. CONFIRMATION OF PREVIOUS MINUTES 6 JULY 2020**

**RECOMMENDED** Cr Craft/Neil Maltby that the Minutes of the Narromine Shire Council Internal Audit Committee Meeting held 6 July 2020 be adopted as a true and correct record of the meeting.

### **4.1. BUSINESS ARISING FROM MINUTES**

It was noted that the extension of tenure for the independent external members until 31 August 2021 was accepted by Ron Gillard and Neil Maltby.

It was noted that a circular resolution was undertaken via email on 1 September 2020 referring the draft 2019/20 accounts to audit.

**RECOMMENDED** Neil Maltby/Cr Craft that the extension of tenure and circular resolution matters be formally noted.

## **5. CONSIDERATION OF KEY PERFORMANCE INDICATORS (CROWE – INTERNAL AUDITORS)**

**RECOMMENDED** Neil Maltby/Cr Craft that the report as presented to this committee was noted and discussed.

The Chair requested that an “in camera” session with voting Committee members and Management to be held immediately following the meeting to further discuss matters.

## **6. AUDITED FINANCIAL STATEMENTS AND ENGAGEMENT CLOSING REPORT (NSW AUDIT OFFICE – EXTERNAL AUDITORS)**

**RECOMMENDED** Cr Craft/Neil Maltby that the reports provided were reviewed and considered. Further, that the Final Management Letter be presented to the next committee meeting.

---

**MINUTES OF THE NARROMINE SHIRE COUNCIL INTERNAL AUDIT COMMITTEE  
MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 9 NOVEMBER 2020**

---

**7. REPORT TO INTERNAL AUDIT COMMITTEE**

**1. Committee Review Action Tracking Report**

**RECOMMENDED** Cr Craft/Neil Maltby that progress with implementation of actions be noted.

**2. Legislative Compliance – Exception Reporting**

Nil

**3. Draft Annual Report 2019/2020**

**RECOMMENDED** Neil Maltby/Cr Craft that the Committee has reviewed the draft Annual Report 2019/2020 to ensure the financial information included in the Annual Report is consistent with the signed financial statements, with minor anomalies advised to Management for review and correction if necessary.

**4. Compliance Monitoring – Office of Local Government Circulars**

**RECOMMENDED** Cr Craft/Neil Maltby that the report be noted.

**5. Local Government Performance Excellence Program FY 19**

**RECOMMENDED** Cr Craft/Neil Maltby that the report be noted.

Alex Hardy – Prosperity Advisor Group left the meeting at 12.56pm

**6. Legislative Compliance Policy and Register**

**RECOMMENDED** Neil Maltby/Cr Craft that:

- the information in relation to the legislative compliance register and its applications be noted; and
- the draft Legislative Compliance Policy be accepted, with suggested minor amendments, for subsequent consideration and endorsement by Council.

**7. COVID-19 Implications on Financial Reporting**

**RECOMMENDED** Cr Craft/Neil Maltby that the report from the Director of Finance and Corporate Strategy was considered and accepted, and the verbal update from the General Manager be noted.

**8. EXTERNAL PENETRATION TESTING REPORT**

**RECOMMENDED** Cr Craft/Neil Maltby that the information be noted, as well as recognising Council's strong position with its external network security.

---

**MINUTES OF THE NARROMINE SHIRE COUNCIL INTERNAL AUDIT COMMITTEE  
MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 9 NOVEMBER 2020**

---

**REPORT TO INTERNAL AUDIT COMMITTEE (Cont'd)**

**9. ANNUAL CREDIT CARD REVIEW**

**RECOMMENDED** Neil Maltby/Cr Craft that the annual credit card review report be noted, and that the Corporate Credit Card Policy be amended to reflect the proposed changes resulting from the Director's review following the NSWAO performance audit report.

**10. TIMELINE INTEGRATED WATER CYCLE MANAGEMENT STRATEGY**

**RECOMMENDED** Neil Maltby/Cr Craft that the information be noted, and that the Committee Action Tracking List to be updated to reflect the requirement to only provide an annual update going forward.

**8. ANY OTHER BUSINESS**

Discussion concerning the Internal Audit Plan. It was noted that the next internal audit review will be Community Safety followed by Workforce Planning, Recruitment and Retention.

The draft scope of each proposed audit is to be circulated to Committee Members for review and comments.

**9. DATE FOR NEXT MEETING**

The Internal Audit Committee meetings for 2021 will be held on Monday 8 March 2021, 5 July 2021 and 8 November 2021.

**10. CONCLUSION OF MEETING**

The Chair thanked all members for attending.

There being no further business the meeting concluded at 1.31pm.

The Minutes (pages 1 to 3) were confirmed at a meeting held on the day of \_\_\_\_\_ 2021, and are a full and accurate record of proceedings of the meeting held on 9 November 2020.

**CHAIR**

Following the meeting, the Internal Audit Committee Chair, External Members and Management met in an "in camera" session to confidentially discuss an internal audit committee matter.

---

**NARROMINE SHIRE COUNCIL  
INTERNAL AUDIT COMMITTEE MEETING REPORT – 9 NOVEMBER 2020**

---

**Items from the Director Governance**

**1. COMMITTEE ACTION TRACKING LIST**

The Internal Audit Committee Action Tracking List is attached (*see Attachment No. 1*).

**RECOMMENDATION**

That progress with implementation of actions be noted.

---

**2. LEGISLATIVE COMPLIANCE – EXCEPTION REPORTING**

There are no identified issues to be reported.

**RECOMMENDATION**

That the report be noted.

---

**3. DRAFT ANNUAL REPORT 2019/2020**

Section 428 of the Local Government Act 1993 states that Councils must prepare an Annual Report within 5 months after the end of each year reporting as to its achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed. The report must contain a copy of Council's audited financial reports as well as the statutory information required under section 217 of the Local Government (General) Regulations 2005.

The Internal Audit Guidelines issued by the Office of Local Government state one of the Committee's roles and responsibilities is to ensure the financial information included in the Annual Report is consistent with the signed financial statements.

Accordingly, a copy of Council's Draft Annual Report 2019/2020 is provided under separate cover for consideration by the Committee.

Council's Annual Report for the 2019/2020 financial year must be published by 30 November 2020.

**RECOMMENDATION**

That the Committee endorses the financial information included in the draft Annual Report 2019/2020 as being consistent with the signed financial statements.

---

**NARROMINE SHIRE COUNCIL**  
**INTERNAL AUDIT COMMITTEE MEETING REPORT – 9 NOVEMBER 2020**

---

#### **4. COMPLIANCE MONITORING - OFFICE OF LOCAL GOVERNMENT CIRCULARS**

A number of Circulars have been issued by the Office of Local Government since the Internal Audit Committee Meeting held in July 2020. **Attachment No. 2** provides information relating to each circular and Council's actions taken to date.

#### **RECOMMENDATION**

That the report be noted.

---

#### **5. LOCAL GOVERNMENT PERFORMANCE EXCELLENCE PROGRAM FY19**

The Local Government Performance Excellence Program FY19 is provided to the Committee under separate cover. As this is the second year that Council has participated in the program, a trend summary of Council's current operational management performance can now be evaluated.

Positive trends include:

- Decrease in staff turnover
- Accrued Annual leave
- Median Sick Days

Key areas to be focused on include:

- Actual training spend – above survey average. Training will be reduced to essential training and minimum wish list training.
- Lost time injury – significant increase from FY18 to FY19.
- Overtime spend – significantly higher than the median, however normal weekend hours from the waste depot were added to reports for FY18 and FY19.
- Organisational design – survey suggests that Council is top heavy in structure in comparison with survey population.

#### **RECOMMENDATION**

That the report be noted.

---

#### **6. LEGISLATIVE COMPLIANCE POLICY AND REGISTER**

Issue No 2 of the Interim Management Letter of 26 June 2020 recommended that Management should develop a legislative compliance register and policy to strengthen Council's legislative framework.

This action was considered and accepted at the previous Internal Audit Committee Meeting held 6 July 2020, with the recommendation that a separate report to be presented by Management to the next Committee meeting detailing the proposed resolution to Issue 2.

Accordingly, a draft Legislative Compliance Policy has been prepared and is attached for consideration (**see Attachment No. 3**).

---

**NARROMINE SHIRE COUNCIL**  
**INTERNAL AUDIT COMMITTEE MEETING REPORT – 9 NOVEMBER 2020**

---

**6. LEGISLATIVE COMPLIANCE POLICY AND REGISTER (Cont'd)**

The Policy provides for a strategic and consistent approach to establishing and promoting a good governance culture, ensuring that Council meets its compliance obligations in a proactive, timely and transparent manner. Principles, roles and responsibilities are included.

Council will utilise NSW Legislative notifications, Office of Local Government Circulars and various industry subscription notifications to flag changes to legislative obligations to the responsible officer.

Council uses a software solution to manage several business decisions, i.e. corporate reporting, project management and control, employee performance and policy management and delegated authorities.

The policy management and delegated authorities' component is being modified to incorporate a legislative compliance register. It will function in the same manner as the policy management system, whereby relevant legislation and officers responsible for enacting and/or enforcing the provisions of the Acts, Regulations etc are assigned and are required to acknowledge them.

A register has been prepared (excel format) which identifies the Act, Associated Legislation, Description of Legislation/Obligations, Applicable Sections/Causes/Associated Council Plans/Policies/Responsibility for Ensuring Compliance and a Risk Rating.

Council will continue to monitor compliance with legislative obligation/deadlines using the Legislative Compliance Checklist, with all identified non-compliance reported to the Internal Audit Committee as is current practice.

**RECOMMENDATION**

1. That the draft Legislative Compliance Policy be accepted for subsequent consideration and endorsement by Council.
2. That the information in relation to the legislative compliance register and its application be noted.

Marion Truscott  
**Director Governance**

---

**NARROMINE SHIRE COUNCIL**  
**INTERNAL AUDIT COMMITTEE MEETING REPORT – 9 NOVEMBER 2020**

---

**Items from Director Finance and Corporate Strategy:****7. COVID-19 IMPLICATIONS ON FINANCIAL REPORTING****Purpose**

This paper outlines Council's approach to assessing the possible impact of COVID-19 on Council's 2019/20 Financial Statements.

**Background**

Both the Office of Local Government and Australian Securities and Investments Commission have issued guidance on what to consider and where additional work may be required to ensure areas impacted have been considered and documented.

**Accounting Guidance**

NSW Office of Local Government COVID-19 Newsletter.

ASIC COVID-19 implications for financial reporting and audit.

IFRS – IFRS9 (Financial Instruments) accounting for expected credit losses.

AASB – Australian Accounting Standards.

**Key Principles/ Key Analysis****Impairment**

AASB 136 *Impairment of Assets* – at 30 June all assets were assessed for impairment. This process is conducted annually. No assets were found to have their condition or remaining useful life impacted by COVID-19 restrictions. Council's assets are not primarily held to generate income; accordingly, their future service potential is not impacted by COVID-19 restrictions.

AASB 102 *Inventories* – Inventories consist of Stores items, Gravel and Land held for resale. COVID-19 had no impact on items held in Stores as none are perishable, none are subject to changes in consumer habits nor had their value reduced for any other reason. Gravel and Land held for resale also are not perishable nor had their value impacted by COVID-19 restrictions.

AASB 9 *Financial Instruments* – Expected Credit Losses of receivables were analysed at 30 June using the current Doubtful Debt provision methodology. Individual accounts were analysed. The Doubtful Debt provision was increased to \$167,754 (LY: \$104,388) due to the impacts of drought or other financial hardships, none were due to loss of income through COVID-19.

**Provisions**

AASB 137 *Provisions, Contingent Liabilities and Contingent Assets* – Council's contracts were reviewed to determine whether any had become onerous, whereby they contain unavoidable costs that exceed the economic benefits. Council's contracts are for photocopiers, computing equipment and fitness equipment. All equipment remained in operation during COVID-19 restrictions. None had their cost increased nor did Council incur more cost in order to meet its obligations. The fitness equipment was not used for a period of 2 months, the financial impact is considered below under Revenue.



---

**NARROMINE SHIRE COUNCIL**  
**INTERNAL AUDIT COMMITTEE MEETING REPORT – 9 NOVEMBER 2020**

---

## **7. COVID-19 IMPLICATIONS ON FINANCIAL REPORTING (Cont'd)**

### **Fair Value**

Council were able to revalue their Roads, Bridges and related assets without any impact from COVID-19 restrictions. Physical inspections were made by the valuer and the revaluations were completed before COVID-19 travel restrictions were mandatory. As Council infrastructure assets do not predominantly generate cashflow their values were not impacted by COVID-19 restrictions.

Council assets are measured using the cost approach. None of Council's assets are measured by discounted cashflows, any uncertainty around future events are assumed to have an immaterial impact. So far there have been no short term impacts due to shortages of materials or access to specialist labour.

### **Employee benefit provisions**

Council considered whether changes to remote working arrangements had significantly reduced the value of its staff provisions. At the height of the COVID-19 precautions all staff were asked to work from home where possible and around 12 staff were able to work from home. Their work hours did not change although they were not able to accrue time against their Flexi-leave (normally a maximum of 2.5 hrs per week).

No staff were asked to go on annual leave or long service leave. No forms of "special leave" were paid to staff. Many staff cancelled leave as international and interstate travel were banned. Accordingly, staff leave provisions at 30 June 2020 had not reduced significantly, were approximately the same level as at 30 June 2019.

### **Revenue**

The two main revenue standards applied this year are AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of NFP Entities*. The revenue streams within scope of AASB 1058 are recognised on receipt and not impacted by COVID-19. Revenue within scope of AASB 15 have been considered. No enforceable contract has been amended due to COVID-19 restrictions nor is Council unable to meet its milestones or other obligations, accordingly there is no material impact on revenue recognition due to COVID-19.

Council has not received any COVID-19 support packages which typically attract specific provisions, nor have Council claimed any insurance recoveries due to COVID-19.

The table below shows Council revenue impacted by COVID-19 restrictions totalled \$21,637 offset by savings of \$19,206.

---

**NARROMINE SHIRE COUNCIL**  
**INTERNAL AUDIT COMMITTEE MEETING REPORT – 9 NOVEMBER 2020**

---

**7. COVID-19 IMPLICATIONS ON FINANCIAL REPORTING (Cont'd)**

<b>revenue</b>	<b>-21,637.03</b>
COVID rent foregone	-6,664.32
sports centre income reduction	-13,458.16
sports fields income reduction	-1,514.55
<b>savings</b>	<b>19,206.30</b>
Training	10,429.25
Travel Expenses	8,777.05
<b>Grand Total</b>	<b>-2,430.73</b>

**Going Concern, Liquidity**

AASB 101 – No impact of COVID-19 has placed Council's continued existence in doubt, Council has no intention to liquidate or cease trading nor does Council have a realistic alternative other than to continue to trade.

Sec. 747AB of the Local Government Act (NSW) placed restrictions on the ability of Council to collect unpaid rates and defer the first instalment by one month. This has delayed cash receipts by around \$1.2m for one month. Council has placed over \$3m in short term cash as protection against any unforeseen negative impact on its ability to pay its debts, which is more than adequate.

**Consultation**

NSWAO  
 NSW OLG  
 Prosperity Partners

**Conclusion**

The impact on Council's financial statements of COVID-19 restrictions are immaterial.

## RECOMMENDATION

That the report be considered and accepted.

---

**NARROMINE SHIRE COUNCIL  
INTERNAL AUDIT COMMITTEE MEETING REPORT – 9 NOVEMBER 2020**

---

## **8. EXTERNAL PENETRATION TESTING REPORT**

### **Background**

Narromine Shire Council engaged an external IT security firm to conduct an attack and penetration test. The goal of the internet assessment was to identify vulnerabilities visible from Council's external network. The testing began on 10 June 2020 and continued over an undisclosed number of days and times.

### **Findings**

1. The firm was not successful in getting remote access to Council's internal network.
2. 9 vulnerabilities were detected
  - 1 high risk
  - 1 medium risk
  - 7 low risk

The high-risk vulnerability relates to Council's remote access email, though the firm stated they were not able to exploit this. This vulnerability will cease when Council moves its mail to MS 365 (planned for around 31 December 2020). The medium risk has been addressed and resolved. The low risk items have been resolved.

The confidential external penetration testing report is provided to the committee under separate cover.

### **RECOMMENDATION**

That the information be noted.

---

## **9. ANNUAL CREDIT CARD REVIEW**

### **Background**

Council's Corporate Credit Card Policy states the Director of Finance and Corporate Strategy will perform reviews on individual Corporate Credit Card Holder's Statements to ensure that the Corporate Credit Card Policy is being adhered to and table the review at Council's Internal Audit Committee.

On 3 September 2020 the NSW Audit Office released the findings of a performance audit on credit card management in Local Government. The audit assessed the effectiveness of credit card management practices in six councils: Dubbo Regional Council, Junee Shire Council, Lane Cove Council, Nambucca Valley Council, Penrith City Council and Shellharbour City Council.

---

**NARROMINE SHIRE COUNCIL**  
**INTERNAL AUDIT COMMITTEE MEETING REPORT – 9 NOVEMBER 2020**

---

**9. ANNUAL CREDIT CARD REVIEW (Cont'd)**

**Annual credit card review**

As at 3 November 2020, Council had nine active credit cards. Credit card limits range from \$1,000 to \$7,500. For the year ended 30 June 2020, the total value of transactions was \$137,075.34 and the largest single transaction was \$3,670.20.

**NSWAO performance audit**

The NSWAO performance audit concluded that "all six councils had important gaps in their credit card policies and procedures. Their reconciliation of credit card transactions needed to be enhanced to enable detection of potential misuse or fraud."

The following findings were made and were considered when reviewing Council's Corporate Credit Card Policy.

1. Gaps in policies and procedures included:
  - a. A lack of criteria for eligibility
  - b. A lack of explicit limits and alignment to financial delegations
  - c. A lack of documented procedures for the reconciliation of the general manager's and mayor's credit card transactions
2. The reconciliations processes need to be enhanced to enable the detection of potential misuse or fraud
3. There lacked senior management oversight of credit card use.
4. Cardholders from all six councils advised they shared their credit cards with other staff for work-related purchases.
5. Five of the six councils were unable to provide all transaction records requested
6. Five of the six councils had incomplete and inaccurate credit card registers

A review of Council's Corporate Credit Card policy was completed in November 2020. In light of the NSWAO report the following changes to the policy are recommended:

1. Card limits are not to exceed the cardholder's delegated authority limit
2. Payments for fuel and fines must record the vehicle details and odometer on the statement and transaction
3. Credit card blocks are to be utilised where provided by the financial institution
4. Payments of private use in nature are to be reimbursed to the same card to streamline audit
5. Payments for travel must have attached evidence of pre-approval

---

**NARROMINE SHIRE COUNCIL**  
**INTERNAL AUDIT COMMITTEE MEETING REPORT – 9 NOVEMBER 2020**

---

**9. ANNUAL CREDIT CARD REVIEW (Cont'd)**

**RECOMMENDATION**

That the annual credit card review report be noted that the Corporate Credit Card Policy be amended to reflect these changes.

John Sevil  
**Director Finance and Corporate Strategy**

---

**NARROMINE SHIRE COUNCIL  
INTERNAL AUDIT COMMITTEE MEETING REPORT – 9 NOVEMBER 2020**

---

**Item from the Director Infrastructure and Engineering Services:**

**10. TIMELINE INTEGRATED WATER CYCLE MANAGEMENT STRATEGY**

The Internal Audit Committee, at its July Meeting, sought a separate report be presented by Management to the next meeting detailing the sub-task timeline leading to achieving Recommendation 1 of the Infrastructure Management Review Report.

Attached is a provisional Gantt Chart indicating task description and the proposed timeline for completion of the revised Integrated Water Cycle Management Strategy (**see Attachment No. 4**).

It is noted that the timeline has been prepared after consultation with DPIE – Water and Industry specialists. Milestone dates are indicative only and will be formalised and updated once a specialist consultant has been appointed and timelines agreed with DPIE – Water.

**RECOMMENDATION**

That the information be noted.

Andre Pretorius  
**Director Infrastructure and Engineering Services**

## Narromine Shire Council

## Internal Audit Committee – Action List As At 5 November 2020

Action No	Action	Responsible Officer	Due Date	Status	Comment
<b>Community Engagement Review</b>					
1	Community/Community satisfaction data to be retain in CM9 container referenced Customer Service-Service Delivery-Community Engagement Data. Working papers to be saved in shared network drive	Director Community and Economic Development	06.07.20	Completed	Container created.
2	Community Engagement Strategy footer to be edited and republished on Council's website	Director Community and Economic Development	06.07.20	Completed	Document updated and republished
3	Feedback mechanism to be expanded on the website. Website to be reviewed to identify and remove any obsolete content and expired links	Director Community and Economic Development	31.07.20 06.07.20	Completed	Subject to ongoing improvement
<b>Infrastructure Management Review Report</b>					
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	Director Infrastructure and Engineering Services	Dec 2023	In progress	Gantt Chart provided to Committee for provision of updated IWCM Strategy.
2	Full utilisation of infrastructure and asset data to manage the life, condition and full potential of existing infrastructure, including justifications for future planning infrastructure maintenance and investment decisions	Director Infrastructure and Engineering Services	Mar 2022	In progress	

Action No	Action	Responsible Officer	Due Date	Status	Comment
3	Asset Management documentation to be reviewed as part of IP&R process after new Council is elected.	Director Infrastructure and Engineering Services	Mar 2022	Not due	
<b>Interim Management Letter</b>					
1	Develop Legislative Compliance Register and Policy to strengthen Council's legislative Framework	Director Governance	31 Dec 2020	Completed	Draft Policy presented to Committee for consideration prior to adoption by Council
2	Finalise position paper for valuation of roads, footpaths, bridges and stormwater asset classes on a priority basis to ensure that it is ready for the audit review prior to 15 July 2020	Director Finance and Corporate Strategy	15 Jul 2020	Completed 09.07.20	



Circular No.	Date	Title	Related Issue	Council Action
20-37	22.09.2020	Status of special COVID-19 measures	Amendments have been made to the Local Government (General) Regulation 2005 (the Regulation) to: extend the period during which the special COVID-19 pandemic provisions of the Local Government Act 1993 (the Act) apply, and postpone the repeal of the COVID-19 pandemic regulation-making power in the Act. The regulations made under the COVID-19 pandemic regulation-making power on 17 April 2020 prescribing the measures notified in circular 20-12 expire on 18 October 2020.	Forwarded to General Manager
20-36	07.09.2020	End of Year Financial Reporting 2019-20	Councils and Joint Organisations need to review the end of year financial reporting information and apply it when completing the Financial Statements and Financial Data Return	Forwarded to Director Finance and Corporate Strategy Forwarded to Manager Accounting Services
20-35	07.09.2020	Survey of Seizures of Cats and Dogs – Extension of Due Date	To ensure councils have adequate time to accurately record and submit their 2019-20 Surveys, councils have been provided with a temporary extension to 13 November 2020 to submit their Surveys in the Register, in accordance with section 67A of the Companion Animals Act 1998.	Forwarded to Director Governance Forwarded to Manager Health Building and Environmental Services

<b>Circular No.</b>	<b>Date</b>	<b>Title</b>	<b>Related Issue</b>	<b>Council Action</b>
20-34	21.08.2020	Joint Organisation Calendar of Compliance and Reporting Requirements 2020-21	Joint Organisations should use the Joint Organisations Calendar of Compliance and Reporting Requirements 2020-21 to assist in planning strategic and operational tasks throughout the year.	Forwarded to Councillors Forwarded to General Manager
20-33	21.08.2020	Calendar of Compliance and Reporting Requirements 2020-21	Councils should use the Calendar of Compliance and Reporting Requirements 2020-21 to assist in planning strategic and operational tasks throughout the year.	Forwarded to Councillors Forwarded to General Manager Forwarded to Director Governance
20-32	14.08.2020	Amendments to the Model Code of Conduct for Local Councils in NSW and Procedures	The new Model Code of Conduct and Procedures take effect immediately. This is because the amendments to the Procedures largely reflect existing practice following the Supreme Court's decision and the amendments to the Model Code of Conduct are minor in nature.	Forwarded to General Manager Forwarded to Councillors
20-31	14.08.2020	New requirement for councils to retain recordings of meetings on their websites for a minimum of 12 months	Councils must amend their codes of meeting practice to require recordings of meetings of the council and committees that comprise only of councillors to be retained on the council's website for 12 months or more if they do not already provide for this.	Forwarded to Councillors Forwarded to General Manager Forwarded to Director Governance
20-30	05.08.2020	COVID-19 Economic Stimulus Package – 2020-21	The Office of Local Government (OLG) has released updated resources that will assist councils to apply for the Council Job Retention Allowance Subsidy for the first quarter 2020-21 (Q1), a key element of the COVID-19 Economic Stimulus Package.	Forwarded to Director Finance and Corporate Strategy

<b>Circular No.</b>	<b>Date</b>	<b>Title</b>	<b>Related Issue</b>	<b>Council Action</b>
20-29	04.08.2020	September 2020 mayoral elections	Councils that elected mayors in September 2018 must have mayoral elections in September 2020 when the 2-year term of the current mayor expires. The mayor elected in September 2020 will hold their office until ordinary elections are held on 4 September 2021.	Forwarded to General Manager Forwarded to Councillors  Elections conducted September 2020
20-28	03.07.2020	Rules on attendance at council and committee meetings during the COVID-19 pandemic as of 1 July 2020	The Minister for Health and Medical Research, the Hon. Brad Hazzard MP (the Minister), made the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 on 30 June 2020.	Forwarded to Executive Leadership Team Forwarded to Councillors
20-27	01.07.2020	Amendments to the Companion Animals Regulation 2018	The NSW Government is introducing annual permits for non-desexed cats and restricted and dangerous dogs as part of its commitment to promoting responsible pet ownership and improving animal welfare standards. From 1 July 2020 cat and dog lifetime registration fees increased in line with the Consumer Price Index (CPI). The Companion Animals Regulation 2018 (the Regulation) has been amended to clarify certain aspects of these changes. Further changes to the Regulation also came into effect from 1 July 2020 as indicated below.	Forwarded to Executive Leadership Team Forwarded to Manager Health Building and Environmental Services Forwarded to Manager Revenue & Customer Relations
20-26	30.06.2020	New guidelines for registration agents	New Guidelines for Registration Agents have been issued and partially replace the Guidelines on the Exercise of Functions under the Companion Animals Act.	Forwarded to Director Governance Forwarded to Manager Health Building and Environmental Services Forwarded to Manager Revenue & Customer Relations



# LEGISLATIVE COMPLIANCE POLICY

Document Version Control

<b>Version No</b>	<b>Prepared By</b>	<b>Date Adopted</b>	<b>Review Date</b>
1.0	Director Governance		2 years

## 1. POLICY STATEMENT

Council is committed to ensuring that it complies with all applicable laws and regulations, and that it strives to meeting the requirements of those standards and codes of practice that apply to its day to day activities and responsibilities.

## 2. PURPOSE

The policy provides a strategic and consistent approach to establishing and promoting a good governance culture, ensuring that Council meets its compliance obligations in a proactive, timely and transparent manner.

## 3. DEFINITIONS

Council	Narromine Shire Council
Compliance	Adhering to the requirements of the laws, industry and organisational standards and codes, Council policies and plans, principles of good governance and accepted community and ethical standards
Compliance Obligation	A requirement specified by laws, regulations, codes and organisation standards
Executive Leadership Team	General Manager, Directors, Executive Manager Human Resources
Legislative Compliance Register	A record maintained by the Director Governance used to identify Council's compliance obligations and to assess the risk, impact and likelihood of non-compliance with these obligations
Legislative Compliance Checklist	A record maintained by the Director Governance to monitor compliance with legislative obligations
Non-Compliance	Refers to an act or an omission, which causes Council to fail to meet its compliance obligations
Responsible Officer	An employee who has been assigned responsibility for specified compliance obligations

## 4. SCOPE

This policy applies to all Councillors, staff, contractors and volunteers.

## 5. PRINCIPLES

- Council will identify relevant requirements of Commonwealth and State legislation, regulations, codes and Australian Standards that govern its operations.
- Council will identify a responsible officer for legislative compliance obligation. The information will be compiled in a Legislative Compliance Register. The register will be risk rated according to Council's Enterprise Risk Management Policy, and legislative compliance obligations will receive a rating.

- Council will utilise NSW Legislative notifications, Office of Local Government Circulars, and various industry subscription notifications to flag changes to legislative obligations to the responsible officer.
- The responsible person will ensure any changes are implemented and communicated.
- Employees will be responsible for identifying and reporting suspected or potential legislative compliance failures.
- Council will monitor compliance with legislative obligations using the Legislative Compliance Checklist.
- Identified non-compliance with legislative obligations will be reported to the Internal Audit Committee.
- Council will regularly review the Legislative Compliance Policy and related documents.

## **6. ROLES AND RESPONSIBILITIES**

Legislative compliance is an ongoing responsibility of all Council officers including contractors and volunteers. To ensure organisational compliance: -

### **Councillors will**

- Adhere to and comply with all relevant legislation and policies that are endorsed by Council
- Review and endorse the Legislative Compliance Policy periodically, and

### **Internal Audit Committee will**

- Adhere to and comply with all relevant legislation, including Council policies and administrative procedures
- Review the Legislative Compliance Policy periodically
- Evaluate the adequacy and effectiveness of controls in responding to compliance with laws, regulations and policies
- Provide recommendations for any reporting on compliance, including any identified areas of non-compliance or breaches

### **Executive Leadership Team will**

- Adhere to and comply with all relevant legislation, including Council policies and administrative procedures
- Encourage behaviours that create a positive compliance culture
- Support implementation to better identify, monitor and report on compliance obligations
- Report on any areas of identified non-compliance and ensure corrective action is taken

### **General Manager** will

- Be responsible for organisational compliance, ensuring a framework is in place and providing Councillors and staff with the necessary information and training to fulfil their compliance obligations and reduce the organisation's risk of non-compliance
- Investigate and report any breaches of identified non-compliance to the Director Governance

### **Director Governance** will

- Be responsible for managing the implementation and ongoing coordination of the Legislative Compliance Register and Checklist, ensuring all responsible areas fulfil their compliance obligations
- Be responsible for applying risk ratings to individual compliance obligations
- Monitor changes to laws and other obligations through NSW Legislation notifications, Office of Local Government circulars, and subscription notifications and advise responsible persons of such
- Report any areas of identified non-compliance to the Internal Audit Committee

### **Managers and Co-ordinators** will

- Adhere to and comply with all relevant legislation and policies and administrative procedures
- Review and provide regular reporting updates on legislative compliance obligations
- Notify the General Manager and Director Governance on any identified areas of non-compliance
- Undertake corrective action to comply in a timely manner

### **Employees** will

- Adhere to and comply with all relevant legislation and policies and administrative procedures
- Report any identified risks of non-compliance or breaches, when they become aware, to their supervisor.

## **7. POLICY NON-COMPLIANCE**

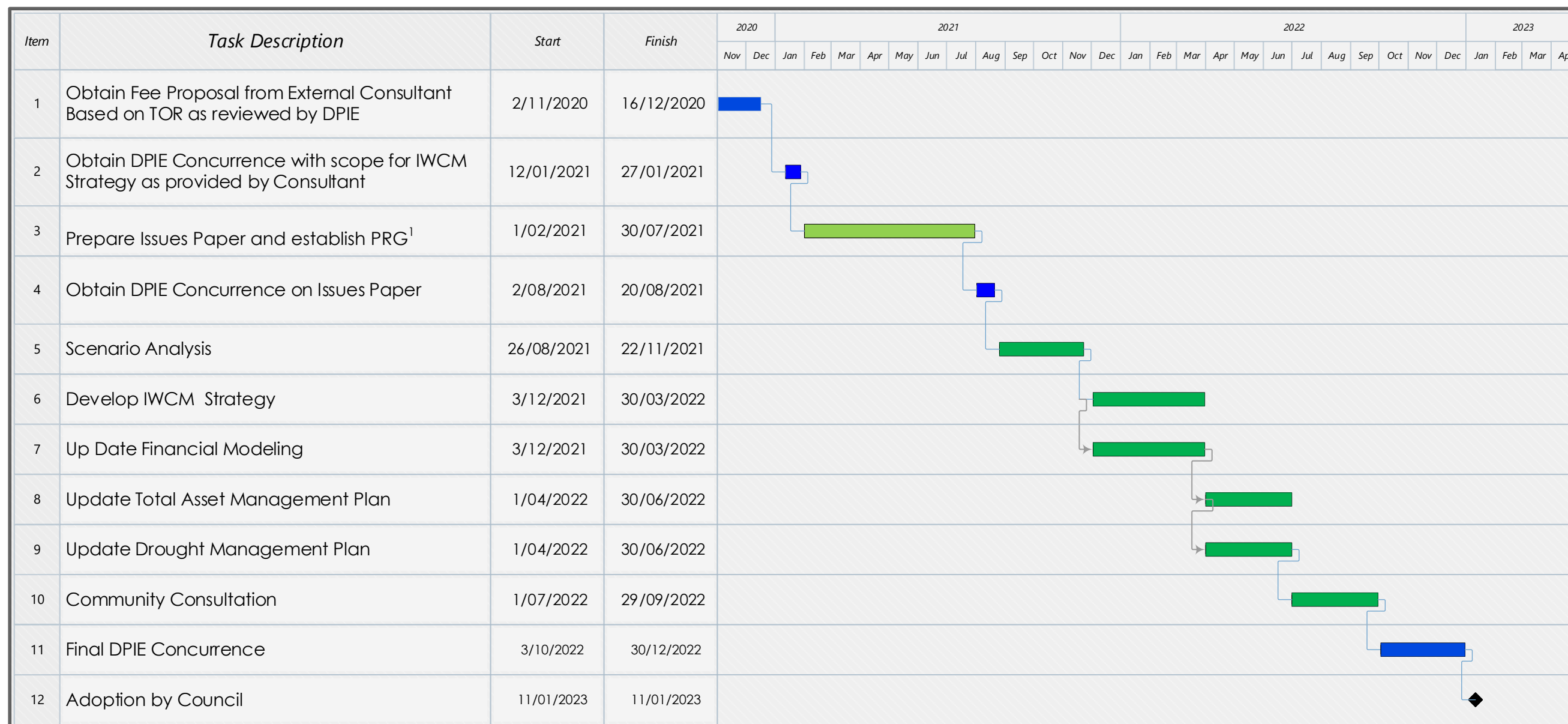
Failure to comply with legislative compliance obligations may result in penalties, fines, adverse findings or breaches resulting in the risk of costly legal action.

## **8. RELATED DOCUMENTS**

- Code of Conduct and Procedures
- Enterprise Risk Management Policy
- Legislative Compliance Register
- Legislative Compliance Calendar
- Delegations Register
- Procurement Policy



### Provisional Gantt Chart – Narromine Shire Council IWCM Strategy



**Notes:**

1 PRG: Project Reference Group

2 This time line has been prepared after consultation with DPIE- Water and industry specialists. Milestone dates are indicative only and will be formalized and updated once specialist consultant has been appointed and time lines agreed with DPIE-Water.

---

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD IN THE  
COUNCIL CHAMBERS, 124 DANDALOO STREET NARROMINE ON  
THURSDAY, 12 NOVEMBER 2020**

---

**PRESENT:** Graham Millgate (LEMO), (Chair), Kel Wise (REMO, NSW Police), Brigid Rice (SES Deputy Zone Commander), Sam Reid (NSW SES, Narromine), Benjamin Golinto (SES), Bron Waters (NSW Rural Fire Service), Adam Wixx (NSW Fire and Rescue), Lacey Blackley (Local Land Services), David Dickey (Traffic NSW) and Sarah Masonwells (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 Sergeant Mick Smith (LEOCON), (NSW Police Orana), Cr Craig Davies (Mayor, NSC), Ken Bermingham (Tomingley Gold Operations), Andre Pretorius (Director, Infrastructure and Engineering Services, NSC), Stephen Knight (NSW Fire and Rescue), Robyn Douglas (Timbregongie House), Ewen Jones (NSW Fire and Rescue), Tim Brokenshire (Western and Far West NSW Public Health), Julie Kirk (Narromine Health Service), Jason Gavenlock (Local Land Services), Luke Hodges (Traffic NSW), Ken Brisbane (Acting Inspector NSW Police Orana), Anthony McEachern (VRA) and Sanu Thekkumpurath (Narromine Health Service) be accepted.

### **3. CONFIRMATION OF MINUTES**

**RECOMMENDED** by consensus that the Minutes of the meeting held on 13 August 2020 are a true and accurate record of the meeting.

### **4. BUSINESS ARISING**

- Kel Wise noted Sergeant Mick Smith has sent through updated capacity numbers for evacuation points due to COVID restrictions, as below;
  - Narromine USMC - 390 USMC
  - Narromine school - 77
  - Narromine Sports Centre -77
- Graham Millgate will speak with Sergeant Mick Smith regarding these numbers.

### **5. CORRESPONDENCE**

- November 2020 REMO Report (**attachment No. 1**) was circulated via email by Kel Wise
- A Situation Report - Novel Coronavirus (COVID-19) is circulated daily by Kel Wise

### **6. CONTACT LIST**

- Updated and will be distributed to members

### **7. AGENCY REPORTS**

#### **a) NSW State Emergency Service (Sam Reid and Brigid Rice)**

- 5 callouts since last meeting

---

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD IN THE  
COUNCIL CHAMBERS, 124 DANDALOO STREET NARROMINE ON  
THURSDAY, 12 NOVEMBER 2020**

---

**7. AGENCY REPORTS CONTINUED**

- 2 new members from Brewarrina
- Preparations for potential flood events with the predicted wet weather
- Kel Wise suggested that the SES liaise with Inland Rail regarding flood heights with new line going in

**b) NSW Ambulance Service**

- Nil

**c) NSW Fire and Rescue (Adam Wixx)**

- No major incidents since last meeting
- There is one vacancy, 3 applicants interviewed
- Zone Recruitment Officer appointed
- Joint training with the local SES being organised
- Home fire safety visit programme is back up and running with adequate COVID-19 safety precautions in place
- FRNSW and National 000 Awareness Work Group launched updated Emergency Plus app

**d) Narromine Volunteer Rescue Association**

- 3 callouts
- 12 accredited members with one in training
- COVID still being adhered to

**e) NSW Rural Fire Service (Bron Waters)**

- 15 incidents mostly grass and vehicle fires since last meeting
- Restriction in numbers to response units have now been lifted
- Hazard reduction has been reduced due to rainfall
- Still looking at completing chemical reduction
- Weemabah station has been finalised

**f) NSW Police Orana – Narromine (Michael Smith)**

- Nil

**g) Local Land Services LLS (Lacey Blackley)**

- Increases locust reports with around 20 in the last few months. They will be laying eggs coming into the warmer months. Continue to report sightings
- Fall army worm has been detected. These affect summer crops
- From 12 October, LLS offices are now open to the public again
- Several staff have completed training

---

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD IN THE  
COUNCIL CHAMBERS, 124 DANDALOO STREET NARROMINE ON  
THURSDAY, 12 NOVEMBER 2020**

---

**7. AGENCY REPORTS CONTINUED**

**h) Narromine Shire Council (Graham Millgate)**

- Road side slashing is in progress
- Vandalism is an issue
- Increased heavy vehicle movements on local roads
- Investigating training in Emergency Operations course for on call managers

**i) Timbregongie House (Robyn Douglas)**

- Nil

**j) Narromine Health Service**

- Nil

**k) Tomingley Gold Operations (Ken Bermingham)**

- Nil

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

**8. RESCUE SUB COMMITTEE**

Kel Wise confirmed the meeting was held at 9am prior to the Local Emergency Management Committee Meeting.

**9. REMO REPORT**

- LEMC's are reminded to maintain attentiveness regarding COVID-19
- The EMPLAN from 2015 needs to be updated
- Three courses have been held in Dubbo recently
- Training can be booked on the website
- Some notes from Anna Howard from Inland Rail included;
  - Trains will be double stacked and travel up to 115km/h
  - There will be 58 small bridges
  - 11km viaducts
  - 10 trains per day – 5 each way. This will increase
  - 500 person camps
  - Environmental impact study has been completed
  - Narromine to Narrabri will be completed by 2025
  - There will be 73 large bridges
  - 12 bores to be put down to provide water to the project

**10. GENERAL BUSINESS**

- EMPLAN to be considered at the February 2021 meeting
- Information regarding emergency strategic review is going before a board of commissioners today
- Events need to be a permanent agenda item

---

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD IN THE  
COUNCIL CHAMBERS, 124 DANDALOO STREET NARROMINE ON  
THURSDAY, 12 NOVEMBER 2020**

---

**11. NEXT MEETING**

The next Local Emergency Management Committee Meeting will be held on **Thursday, 11 February 2021**, commencing at 9.30 am; to be preceded by a Rescue Sub Committee Meeting commencing at 9.00 am, to be held at the Narromine Shire Emergency Services Centre.

There being no further business, the meeting closed at 10:16am.

The minutes (pages 1 – 4) were confirmed at a meeting held on 2021 and are a full and accurate of the meeting held on 12 November 2020.

**Chair**

## REMO Report to Central West LEMCs – November 2020

### 1) **Operational Information**

#### **COVID-19 Activity in Western LHD**

At Local level, LEMCs are reminded to maintain attentiveness and advise around changes and potentials for hotspots and clusters to develop. This includes monitoring and awareness of “Community events” and “get-togethers”.

Please ensure that you pass this information, as well as the COVID-19 meeting notes, onto your REMO for further distribution.

With the changing circumstances, it is important to stay up to date with the current restrictions, orders and public information. The “single source of truth” being the NSW Government’s COVID-19 website at <https://www.nsw.gov.au/covid-19>

It is still important to promote within our communities physical distancing, washing our hands, and have the COVIDSafe app.

### 2) **Plans, Planning and Information**

#### **Matters from the Central West Region Emergency Management Committee**

##### **CMG: Transport Accidents involving Animals**

There are a few outstanding at present; Coonamble, Mid-Western, Warren.

Any outstanding CMG’s intending to be presented to the REMC for endorsement should be emailed to DPI Ken Harrison: [ken.harrison@dpi.nsw.gov.au](mailto:ken.harrison@dpi.nsw.gov.au) in Word Format to allow for any editing requirements.

For those LEMCs who have had their CMGs vetted by DPI, can you please ensure these are endorsed at your next LEMC and forwarded to the REMO for inclusion in the next REMC.

### 3) **Training and Capability**

#### **Central West EM Training**

Resilience NSW face to face training remains suspended at this stage however, this is constantly under review.

Nominations for the following face to face Training Courses will be available on the Website from early August.

<b>Proposed Date</b>	<b>Course</b>	<b>Location</b>	<b>Duration</b>
<b>2 Feb 2021</b>	Introduction to Emergency Management	Bathurst	1 day
<b>3 Feb 2021</b>	Emergency Operations Centre Concepts	Bathurst	1 day

All on-line training remains available and some courses are a pre-requisite for face to face training.

Please head to <https://www.emtraining.nsw.gov.au/> for further details, to register and participate.

### 4) **Exercises**

- Exercise ‘Stock Take’ was conducted in Dubbo 18 August 2020.

### 5) **Upcoming Activities / Meetings**

The next REMC / RRC meetings will be held in Dubbo on 10 December 2020.



## 6) **Rescue Committee**

### **Matters from the Central West Region Rescue Committee**

#### **Rescue Incident Issues**

NSW Police Force Radio Operations Group (NSWPF ROG) will not be approving a Rescue Incident Enquiry Form and have provide the following response state-wide to all LEOCON's on 19 August 2020, 10:51am.

The Radio Operations Group (ROG) Rescue Coordinator (RCO) is responsible for the initial response of rescue services for the safe removal of persons or domestic animals from actual or threatened danger of physical harm.

LEOCON's may from time to time be contacted by accredited rescue units and other emergency services with issues or enquiries relating to Rescue Coordination. Issues may also be raised at Local Rescue Committee (LRC) meetings.

In order to assist LEOCON's in answering these enquiries, The Radio Operations Group (ROG) has established a mailbox to provide a central point of contact for LEOCON's. This will facilitate communication with the ROG State Coordinator who is the portfolio holder for Rescue, and who will be able to make enquiries and provide feedback in relation to Rescue Coordination activities.

The email address is #ROGRESCUE. Please mark for attention of State Coordinator and provide details including relevant CAD numbers.

Any formal complaints must adhere to the NSW State Rescue Policy 4th Edition and are not to be addressed in this manner.

#### **Rescue Capability Inspections**

The Region Rescue Committee discussed the requirements under the NSW State Rescue Policy (Version 4.0) regarding Operational Capability Inspections of Rescue Units under the Operational Capability Assurance Framework. A Regional Inspection Team should be formed to provide visibility to the SRB regarding operational capability by conducting audit/inspections.

The committee has recommended that each year the Region Rescue Committee elect a Regional Inspection Team and conduct a minimum of two (2) audit/inspections for each rescue agency using the Operational Capability Inspection Report Template and be recorded as a permanent Agenda Item in the RRC Minutes.

#### **Unit Status Information**

LEOCON's still require ALL Rescue Units are to provide a copy of their Unit Status Information to them 5 days prior to the meeting.

**Important Note:** This should also include all 'Unit Unavailability / Available Notification' information.

#### **LRC Minutes & Off-line/On-line notifications**

Some Units are still not filling the Off-line/On-line notification form in correctly if you require assistance please contact your LEOCON or REMO.

**Please Note:** if your Minutes have inadequate information recorded in it, please understand that this has significant implications for the Region Rescue Committee to ensure compliance with the State Rescue Board regarding;

- Alternative Rescue Unit Arrangements,
- Joint Response Arrangements,
- Dual Call-out Arrangements, or
- Unit De-accreditation comes into question.

#### **Kel Wise**

Regional Emergency Management Officer  
Central West Emergency Management Region (North)  
Mobile: [REDACTED]  
Email: [REDACTED]

#### **Craig Bowra**

Regional Emergency Management Officer  
Central West Emergency Management Region (South)  
Mobile: [REDACTED]  
Email: [REDACTED]

---

**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 19 NOVEMBER 2020**

---

**PRESENT:** Cr Dawn Collins (Chair), Cr Les Lambert, Nick Powell (Narromine Show Society), Claire Gill (Narromine Pony Club), Bill Gibbs (Narromine Show Society), Robert Handsaker (Narromine Turf Club), Phil Johnston (Director Community and Economic Development) and Alison Attwater (Minute Taker)

**1. WELCOME**

The Chair welcomed those present and declared the meeting open at 3.02 pm.

**2. APOLOGIES**

**RECOMMENDED** Robert Handsaker/Cr Lambert that the apologies of Shelli Hazzard (Narromine Turf Club) and Sally Packham (Narromine Pony Club) be accepted.

**3. DECLARATION/CONFLICT OF INTEREST**

Nil

**4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

**RECOMMENDED** Nick Powell/Claire Gill that the minutes of the previous meeting held on 20 August 2020 be accepted as a true and accurate record of the meeting.

**5. BUSINESS ARISING FROM THE MINUTES**

Narromine Turf Club questioned the timeframe of the Les Gibson fan project, Director Community and Economic Development advised that Council has sought quotations.

**6. REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE**

**1) Follow up Items**

- a) Director Community and Economic Development reported dimensions were required for new signage and have been given to graphic designer.
- b) It was advised by the Director Community and Economic Development that Council has sought quotations.



---

**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 19 NOVEMBER 2020**

---

**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE  
Cont'd.**

**RECOMMENDED:** Cr Lambert /Bill Gibbs that the information be noted.

**2) Work Health and Safety**

- a) It was reported that all guttering needs cleaning.
  
- b) It was reported that there is a cedar suckling near front entry that needs removal.

**RECOMMENDED:** Robert Handsaker/Bill Gibbs that the information be noted.

**Action: CRM to be lodged with  
Manager Urban Space**

**3) Bookings**

**RECOMMENDED:** Robert Handasker /Cr Lambert that the information be noted.

**4) Financial Report**

- a) It was reported that Narromine Show Society Pavilion requires a full kitchen upgrade and that funding channels need to be investigated.
  
- b) It was reported that Racing NSW will match dollar for dollar to replace the Narromine Turf Clubs caller's tower, the estimated cost of the tower is \$100,000.00. A discussion took place and it was decided that Narromine Turf Club and Narromine Showground and Racecourse Advisory Committee would fund the remaining fifty percent by dividing the cost equally. The total expense to the Narromine Showground and Racecourse Advisory Committee to be no greater than \$25,000.00 in total.

**RECOMMENDED:** Cr Lambert/Nick Powell that the Narromine Showground Advisory Committee contribute a maximum of \$25,000.00 to the construction of a new caller's tower.

- c) A discussion took place on funding an arena for the Narromine Pony Club. Claire Gill to do a scope of works for this project.

**Action: Information to be sought  
and provided to the following  
meeting**

---

**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 19 NOVEMBER 2020**

---

**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE  
Cont'd.**

**RECOMMENDED:** Cr Lambert/Nick Powell that the Financial Report as presented be accepted.

**5) Directors Report**

**RECOMMENDED:** Claire Gill/Bill Gibbs that the Director's Report as presented be accepted.

**6) GENERAL BUSINESS**

It was reported that the Narromine Show Society had an increase of \$1000.00 to their electricity account, it was asked that Council investigate this increase.

**Action: Council to investigate and provide details to the committee**

**7) NEXT MEETING**

The next meeting of the Narromine Showground and Racecourse Advisory Committee will be held on 18 February 2021, commencing at 3.00 pm at the Council Chambers.

There being no further business, the meeting closed at 3.25 pm.

The minutes (pages 1-3) were confirmed on \_\_\_\_\_ 2021 and are a true and accurate record of proceedings of the meeting held on 19 November 2020.

**CHAIR**