
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 19 FEBRUARY 2025
REPORTS OF COMMITTEES

1. REPORT OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE

The minutes of the Audit Risk and Improvement Committee meeting held on 16 December 2024 at the Narromine Shire Council Chambers, together with the revised Internal Audit Charter, ARIC Terms of Reference, and Audit Risk and Improvement Committee Annual Assessment Report are attached (**See Attachment No. 1**).

RECOMMENDATION

1. That the recommendations from the minutes of the Audit Risk and Improvement Committee Meeting held on 16 December 2024 be adopted.
2. That the Audit Risk and Improvement Committee Annual Assessment Report from the Committee Chair be noted.
3. That the revised Internal Audit Charter and ARIC Terms of Reference as presented to Council be adopted.

2. REPORT OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE

The report to and minutes of the Tomingley Advancement Association Committee Meeting held on 2 December 2024 at the Tomingley Memorial Hall are attached (**See Attachment No. 2**).

RECOMMENDATION

That the report of the Tomingley Advancement Association Committee and the recommendations from the minutes of the Meeting held on 2 December 2024 be adopted.

3. REPORT OF THE NARROMINE AUSTRALIA DAY COMMITTEE

The minutes of the Narromine Australia Day Committee Meeting held on 14 January 2025 at the Narromine Shire Council Chambers are attached (**See Attachment No. 3**).

RECOMMENDATION

That the recommendations from the minutes of the Narromine Australia Day Committee Meeting held on 14 January 2025 be adopted.

3. REPORT OF THE LOCAL TRAFFIC COMMITTEE

The report to and minutes of the Local Traffic Committee Meeting held on 2 December 2024 at the Narromine Shire Council Chambers are attached (**See Attachment No. 4**).

RECOMMENDATION

That the report of the Local Traffic Committee and the recommendations from the minutes of the Meeting held on 2 December 2024 be adopted.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 16 DECEMBER 2024**

PRESENT: Grahame Marchant (Chair) – Independent External Member, Ross Earl – Independent External Member, Jane Redden - General Manager NSC, Barry Bonthuys - Director Finance & Corporate Strategy NSC, Marion Truscott - Director Governance NSC and Breanna Beattie (Minute Taker)

Via Teams - Liz Jeremy – Independent External Member, Paul Quealey – Lambourne Partners, Tracy Wang – Audit Office of NSW, David Daniels – Audit Office of NSW.

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the Narromine Shire Council Audit Risk and Improvement Committee meeting and declared the meeting open at 10.01am.

Apologies

Cr Stacey Bohm – Narromine Shire Council

2. DISCLOSURES OF INTEREST

Nil

3. CONFIRMATION OF PREVIOUS MINUTES – 14 OCTOBER 2024

RECOMMENDED Liz Jeremy/Ross Earl that the Minutes of the Narromine Shire Council Audit Risk and Improvement Committee Meeting held on 14 October 2024 be adopted as a true and correct record of the meeting.

Jane Redden - General Manager NSC, Barry Bonthuys - Director Finance & Corporate Strategy NSC, Marion Truscott - Director Governance NSC and Breanna Beattie (Minute taker) left the meeting room at 10.04am.

4. INTERNAL AUDIT

4.2 Private Meeting Internal Auditor

There were no issues raised regarding cooperation with management. Future internal audit program to be developed in March 2025.

5. EXTERNAL AUDIT

5.4 Private Meeting External Auditor

Good impression of organisation. Finance has worked hard to complete tasks. Quality is of a high standard and responses are professional. Focus to be on asset revaluation. Budget monitoring system extent needs development.

Jane Redden - General Manager NSC, Barry Bonthuys - Director Finance & Corporate Strategy NSC, Marion Truscott - Director Governance NSC and Breanna Beattie returned to the meeting room at 10.19am

MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 16 DECEMBER 2024

4. INTERNAL AUDIT (Cont'd)**4.1 Upcoming Audit Reviews**

Paul Quealey gave an update on the upcoming audit reviews, being Cyber Security and Plant Utilisation, advising they are in progress with the results to be presented to the next meeting.

RECOMMENDED Liz Jeremy/Ross Earl that the Committee note the verbal update.

Paul Quealy – Lambourne Partners left the meeting at 10:26am.

5. EXTERNAL AUDIT (Cont'd)**5.1 Y/E 24 Final Management Letter**

NSW Audit Office identified no high-risk items were found during the audit process.

RECOMMENDED Liz Jeremy/Ross Earl that the Committee notes the Y/E 24 Final Management Letter and endorses management actions.

5.2 Independent Auditors Reports

Audit reports summarised and discussed.

RECOMMENDED Liz Jeremy/Ross Earl that the Committee notes the independent auditor's reports.

5.3 Report on the Conduct of the Audit Y/E 24

Conduct of Audit report summarised and discussed.

RECOMMENDED Ross Earl/Liz Jeremy that the Committee notes the report on the conduct of the audit.

Tracy Wang and David Daniels - Audit Office NSW left the meeting at 10.38am.

6. RISK MANAGEMENT**6.1 Continuous Improvement Pathway Program**

Director Governance provided an overview of the Continuous Improvement Pathway (CIP) program that Council participated in, facilitated by Statewide Mutual. The action plan from previous year was discussed.

Ashley Bullock (WHS & Risk Coordinator) joined the meeting at 10:45am.

RECOMMENDED Ross Earl/Liz Jeremy that the Committee notes the CIP program and the action plans with the actions to be included in the implementation of recommendations/corrective actions list.

Ashley Bullock (WHS & Risk Coordinator) left the meeting at 10.55am.

MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 16 DECEMBER 2024

INTERNAL CONTROLS**7.1 Implementation of Recommendations/Corrective Actions**

RECOMMENDED Ross Earl/Liz Jeremy that the information be noted in relation to the progress with implementation of recommendations/corrective actions.

7. FINANCIAL MANAGEMENT**8.1 September 2024 Quarterly Budget Review**

Director Finance and Corporate Strategy provided an overview of the Quarterly Budget Review.

RECOMMENDED Ross Earl/Liz Jeremy that the Committee notes the Quarterly Budget Review.

8. GOVERNANCE**9.1 Office of Local Government Circulars**

RECOMMENDED Liz Jeremy/Ross Earl that the Committee notes the report and progress made.

9.2 Annual Review of Internal Audit Charter

RECOMMENDED Liz Jeremy/Ross Earl that the Committee endorses the Internal Audit Charter as it currently stands.

9.3 Annual Review of ARIC Terms of Reference

RECOMMENDED Ross Earl/Liz Jeremy that the Committee endorses the current ARIC Terms of Reference as is.

9.4 ARIC Annual Assessment to Governing Body of Council

Review of draft ARIC Annual Assessment to Governing Body of Council. Further notations from the private meeting with the Internal and External Auditors to be included i.e. no issues raised, satisfactory working relationships and no major issues of concern.

RECOMMENDED Liz Jeremy/Ross Earl that the Committee endorse the ARIC Annual Assessment with the inclusion of the internal/external audit private meeting points.

9.5 Audit Risk and Improvement Committee Annual Workplan

2024/2025 ARIC Annual workplan discussed.

The following reports are to be included for the June ARIC Meeting – future revaluation program and action plan, and fixed asset register improvement updates.

RECOMMENDED Liz Jeremy/Ross Earl that the Committee adopt the annual workplan with the additions for the June ARIC Meeting.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 16 DECEMBER 2024**

9.6 Internal Audit Coordinator – Management of Potential Conflicts of Interest

Report was discussed with no high-risk items identified.

RECOMMENDED Liz Jeremy/Ross Earl that the Committee notes the report and endorses the safeguards implemented.

9. STRATEGIC PLANNING

10.1 Annual Report 2023/2024

RECOMMENDED Liz Jeremy/Ross Earl that the Committee notes the report and commends Council for meeting the statutory requirements.

11. GENERAL BUSINESS

Nil

13. CONFIRMATION OF DATE OF NEXT MEETING

The next Audit Risk and Improvement Committee meeting will be held on Tuesday, 18 March 2025 commencing at 10.00am, followed by 17 June 2025, 21 October 2025 and 16 December 2025.

14. CONCLUSION OF MEETING

The Chair thanked all members for attending.

There being no further business the meeting concluded at 11:38 am.

The Minutes (pages 1 to 4) were confirmed at a meeting held on the

day of _____ 2025, and are a full and accurate record of proceedings

of the meeting held on 16 December 2024.

CHAIR



AUDIT, RISK AND IMPROVEMENT COMMITTEE Terms of Reference

Narromine Shire Council (Council) has established an Audit, Risk and Improvement Committee in compliance with section 428A of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the Committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

The objective of Council's Audit, Risk and Improvement Committee (Committee) is to provide independent assurance to Council by monitoring, reviewing and providing advice about Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

Independence

The Committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide Council with robust, objective and unbiased advice and assurance.

The Committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of Council. The Committee will provide independent advice to Council that is informed by Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The Committee must always ensure it maintains a direct reporting line to and from Council's internal audit function and act as a mechanism for internal audit to report to the governing body and the General Manager on matters affecting the performance of the internal audit function.

Authority

Council authorises the Committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from Council
- use any Council resources it needs
- have direct and unrestricted access to the General Manager and senior management of Council
- seek the General Manager's permission to meet with any other Council staff member or contractor
- discuss any matters with the external auditor or other external parties
- request the attendance of any employee at Committee meetings, and
- obtain external legal or other professional advice in line with Councils' procurement policies, provided prior approval is obtained from the General Manager.

Information and documents pertaining to the Committee are confidential and are not to be made publicly available. The Committee may only release Council information to external parties that are assisting the Committee to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Composition and tenure

The Committee consists of an independent Chair and two independent members who have voting rights and one non-voting Councillor as required under the *Guidelines for risk management and internal audit for local government in NSW*.

The governing body is to appoint the Chair and members of the Committee.

All Committee members must meet the independence and eligibility criteria prescribed in the *Guidelines for risk management and internal audit for local government in NSW*.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as Chair of the Committee. Members who have served an eight-year term (either as a member or as Chair) must have a two-year break from serving on the Committee before being appointed again. To preserve the Committee's knowledge of Council ideally, no more than one member should retire from the Committee because of rotation in any one year.

The terms and conditions of each member's appointment to the Committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the Chair's or an independent member's term, the governing body is to undertake an assessment of the Chair's or committee member's performance. Reappointment of the Chair or a committee member is also to be subject to that person still meeting the independence and eligibility requirements.

Members of the Committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of Council, the environment in which Council operates, and the contribution that the Committee makes to Council. At least one member of the Committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of Council's financial reporting responsibilities to be able to contribute to the Committee's consideration of Council's annual financial statements.

Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the Committee is to review and provide independent advice to Council regarding the following aspects of Council's operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by Council, and
- internal audit.

The Committee must also provide information to Council for the purpose of improving Council's performance of its functions.

The Committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to this charter.

The Committee will act as a forum for consideration of Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The Committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The Committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the governing body and the General Manager.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

Responsibilities of members

Independent members

The Chair and members of the Committee are expected to understand and observe the requirements of the *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- act in the best interests of Council
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with Council
- have strong leadership qualities (Chair)
- lead effective Committee meetings (Chair), and
- oversee Council's internal audit function (Chair).

Councillor members (if applicable)

To preserve the independence of the Committee, a Councillor member of the Committee is a non-voting member. Their role is to:

- relay to the Committee any concerns the governing body may have regarding Council and issues being considered by the Committee
- provide insights into local issues and the strategic priorities of Council that would add value to the Committee's consideration of agenda items
- advise the governing body (as necessary) of the work of the Committee and any issues arising from it, and
- assist the governing body to review the performance of the Committee.

Issues or information a Councillor member raises with or provides to the Committee must relate to the matters listed in Schedule 1 and issues being considered by the Committee.

A Councillor member of the Committee must conduct themselves in a non-partisan and professional manner. Councillor member of the Committee must not engage in any conduct that seeks to politicise the activities of the Committee or the internal audit function or that could be seen to do so.

If a Councillor member of the Committee engages in such conduct or in any other conduct that may bring the Committee and its work into disrepute, the Chair of the Committee may recommend to Council, that the Councillor member be removed from membership of the Committee. Where Council does not agree to the Committee Chair's recommendation, Council must give reasons for its decision in writing to the Chair.

Conduct

Independent Committee members are required to comply with Council's code of conduct. Complaints alleging breaches of Council's code of conduct by an independent Committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the governing body before taking any disciplinary action against an independent Committee member in response to a breach of Council's code of conduct.

Conflicts of interest

Once a year, Committee members must provide written declarations to Council stating that they do not have any conflicts of interest that would preclude them from being members of the Committee. Independent Committee members are 'designated persons' for the purposes of the Council's code of conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a Committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

Standards

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and current Australian Risk Management Standards, where applicable.

Work plans

The work of the Committee is to be thoroughly planned and executed. The Committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the Committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The Committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the Committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the Committee.

The Committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The Committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the Committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the Committee.

When considering whether to vary the strategic or annual work plans, the Committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

Assurance reporting

The Committee must regularly report to Council to ensure that it is kept informed of matters considered by the Committee and any emerging issues that may influence the strategic direction of Council or the achievement of Council's goals and objectives.

The Committee will provide an update to the governing body and the General Manager of its activities and opinions after every Committee meeting.

The Committee will provide an annual assessment to the governing body and the General Manager on the Committee's work and its opinion on how Council is performing.

The Committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the General Manager.

The Committee may at any time report to the governing body or the General Manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and the Chair of the Committee may also meet at any time to discuss issues relating to the work of the Committee.

Should the governing body require additional information, a request for the information may be made to the Chair by resolution. The Chair is only required to provide the information requested by the governing body where the Chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the Committee.

Administrative arrangements

Meetings

The Committee will meet at least 4 times per year, including a special meeting to review Council's financial statements.

The Committee can hold additional meetings when significant unexpected issues arise, or if the Chair is asked to hold an additional meeting by a committee member, the General Manager or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the Chair has the casting vote.

The Chair of the Committee will decide the agenda for each Committee meeting. Each Committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the Committee.

The General Manager and the head of the internal audit function should attend Committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each Committee meeting as an independent observer. The Chair can request Council's Director Finance and Corporate Strategy, Directors, any Councillors, any employee/contractor of Council and any subject matter expert to attend Committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the Chair at any time.

The Committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the Committee present.

The Committee must meet separately with the head of the internal audit function and Council's external auditor at least once each year.

Dispute resolution

Members of the Committee and Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the Committee and the General Manager or other Directors, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Secretariat

The General Manager will nominate a staff member to provide secretariat support to the Committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the Chair at least two weeks before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the Chair and circulated within two weeks of the meeting to each member.

Resignation and dismissal of members

Where the Chair or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give 2 months' notice to the Chair and the governing body prior to their resignation to allow Council to ensure a smooth transition to a new Chair or committee member.

The governing body can, by resolution, terminate the appointment of the Chair or an independent committee member before the expiry of their term where that person has:

- breached Council's code of conduct
- performed unsatisfactorily or not to expectations
- declared, or is found to be in, a position of a conflict of interest which is unresolvable
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- been proven to be in serious breach of their obligations under any legislation, or
- experienced an adverse change in capacity or capability.

The position of a Councillor member on the Committee can be terminated at any time by the governing body by resolution.

Review arrangements

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the Committee.

These terms of reference must be reviewed annually by the Committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

Further information

For further information on Council's Audit, Risk and Improvement Committee, contact the General Manager at mail@narromine.nsw.gov.au or by phone 02 6889 9999.

Reviewed by the Audit, Risk and Improvement Committee
16 December 2024

Reviewed by Council in accordance with a resolution of the governing body.

Schedule 1

Audit, Risk and Improvement Committee responsibilities

Audit

Internal audit

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise Council:
 - on whether Council is providing the resources necessary to successfully deliver the internal audit function
 - if Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
 - if Council's Internal Audit Charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by Council are suitable
 - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by Council's internal audit function
 - if Council's internal audit activities are effective, including the performance of the head of the internal audit function and the internal audit function
 - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
 - of the implementation by Council of these corrective actions
 - on the appointment of the head of the internal audit function and external providers, and
 - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

External audit

- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations
- Provide advice to the governing body and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides

Risk

Risk management

Review and advise Council:

- if Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether Council is providing the resources necessary to successfully implement its risk management framework
- whether Council's risk management framework is adequate and effective for identifying and managing the risks Council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how Council's risk management approach impacts on Council's insurance arrangements
- of the effectiveness of Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise Council:

- whether Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately

Compliance

Review and advise Council of the adequacy and effectiveness of Council's compliance framework, including:

- if Council has appropriately considered legal and compliance risks as part of Council's risk management framework
- how Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise Council of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise Council:

- if Council is complying with accounting standards and external accountability requirements
- of the appropriateness of Council's accounting policies and disclosures
- of the implications for Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations
- whether Council's financial statement preparation procedures and timelines are sound
- the accuracy of Council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by Council to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in Council's annual report is consistent with signed financial statements
- if Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of Council are adequate
- if Council's grants and tied funding policies and procedures are sound.

Governance

Review and advise Council regarding its governance framework, including the:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- Committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

Improvement

Strategic planning

Review and advise Council:

- of the adequacy and effectiveness of Council's integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether Council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise Council:
 - If Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
 - if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
 - how Council can improve its service delivery and Council's performance of its business and functions generally

Performance data and measurement

Review and advise Council:

- if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators Council uses are effective, and
- of the adequacy of performance data collection and reporting.



Internal Audit Charter

Narromine Shire Council has established an Internal Audit Function as a key component of Council's governance and assurance framework, in compliance with the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. This charter provides the framework for the conduct of Council's Internal Audit Function in Council and has been approved by the governing body taking into account the advice of Council's Audit, Risk and Improvement Committee.

Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve Council's operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes¹.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, General Manager and Audit, Risk and Improvement Committee about Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists Council to improve its business performance.

Independence

Council's Internal Audit Function is to be independent of Council so it can provide an unbiased assessment of Council's operations and risk and control activities.

Council's Internal Audit Function reports functionally to Council's Audit, Risk and Improvement Committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the General Manager to facilitate day-to-day operations. Internal audit activities are not subject to direction by Council and Council's management has no role in the exercise of Council's internal audit activities.

¹ As defined by the International Standards for the Professional Practice of Internal Auditing (2017)

The Audit, Risk and Improvement Committee is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the chair by resolution. The chair is only required to provide the information requested by the governing body where the chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the Audit, Risk and Improvement committee.

The General Manager must consult with the chair of Council's Audit, Risk and Improvement Committee before appointing or making decisions affecting the employment of the head of Internal Audit Function. If the head of Internal Audit Function is dismissed, the General Manager must report the reasons for their dismissal to the governing body.

Where the chair of Council's Audit, Risk and Improvement Committee has any concerns about the treatment of the head of Internal Audit Function, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the governing body.

The head of Internal Audit Function is to confirm at least annually to the Audit, Risk and Improvement Committee the independence of internal audit activities from Council.

Authority

Council authorises the Internal Audit Function to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the head of Internal Audit Function considers necessary for the Internal Audit Function to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The head of Internal Audit Function and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of Council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to the Internal Audit Function are not to be made publicly available. The Internal Audit Function may only release Council's information to external parties that are assisting Council to undertake its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Role

The Internal Audit Function is to support Council's Audit, Risk and Improvement Committee to review and provide independent advice to Council in accordance with section 428A of the *Local Government Act 1993*. This includes conducting internal audits of Council and monitoring the implementation of corrective actions.

The Internal Audit Function is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

The Internal Audit Function has no direct authority or responsibility for the activities it reviews. The Internal Audit Function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Council's functions or activities (except in carrying out its own functions).

Head of Internal Audit Function

Council's Internal Audit Function is to be led by a member of Council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to Council and the Audit, Risk and Improvement Committee. The head of Internal Audit Function must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the head of Internal Audit Function include:

- contract management
- managing the internal audit budget
- ensuring the external provider completes internal audits in line with the Audit, Risk and Improvement Committee's annual work plan and four-year strategic work plan
- forwarding audit reports by the external provider to the Audit, Risk and Improvement Committee
- acting as a liaison between the external provider and the Audit, Risk and Improvement Committee
- monitoring Council's implementation of corrective actions that arise from the findings of audits and reporting progress to the Audit, Risk and Improvement Committee, and
- assisting the Audit, Risk and Improvement Committee to ensure Council's internal audit activities comply with the *Guidelines for risk management and internal audit for local government in NSW*.

Internal audit team

Council is to contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the head of Internal Audit Function is to ensure the external provider:

- does not conduct any audits on specific Council operations or areas that they have worked on within the last two years
- is not the same provider conducting Council's external audit
- is not the auditor of any contractors of Council that may be subject to the internal audit, and
- can meet Council's obligations under the *Guidelines for risk management and internal audit for local government in NSW*.

The head of Internal Audit Function must consult with the Audit, Risk and Improvement Committee and General Manager regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged by Council.

Performing internal audit activities

The work of the Internal Audit Function is to be thoroughly planned and executed. Council's Audit, Risk and Improvement Committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the Audit, Risk and Improvement Committee and considered by the Internal Audit Function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The Audit, Risk and Improvement Committee must also develop an annual work plan to guide the work of the Internal Audit Function over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and the current Australian risk management standard.

The head of Internal Audit Function is to provide the findings and recommendations of internal audits to the Audit, Risk and Improvement Committee at the end of each audit. Each report is to include a response from the relevant director.

The head of Internal Audit Function is to establish an ongoing monitoring system to follow up Council's progress in implementing corrective actions.

The General Manager, in consultation with the Audit, Risk and Improvement Committee, is to develop and maintain policies and procedures to guide the operation of Council's Internal Audit Function.

The head of Internal Audit Function is to ensure that the Audit, Risk and Improvement Committee is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

Conduct

Internal audit personnel must comply with Council's code of conduct. Complaints about breaches of Council's code of conduct by internal audit personnel are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with Council's Audit, Risk and Improvement Committee before any disciplinary action is taken against the head of Internal Audit Function in response to a breach of Council's code of conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

Administrative arrangements

Audit, Risk and Improvement Committee meetings

The head of Internal Audit Function will attend Audit, Risk and Improvement Committee meetings as an independent non-voting observer. The head of Internal Audit Function can be excluded from meetings by the committee at any time.

The head of Internal Audit Function must meet separately with the Audit, Risk and Improvement Committee at least once per year.

The head of Internal Audit Function can meet with the chair of the Audit, Risk and Improvement Committee at any time, as necessary, between committee meetings.

External audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

Dispute resolution

The Internal Audit Function should maintain an effective working relationship with Council and the Audit, Risk and Improvement Committee and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the Internal Audit Function and Council, the dispute is to be resolved by the General Manager and/or the Audit, Risk and Improvement Committee. Disputes between the Internal Audit Function and the Audit, Risk and Improvement Committee are to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Review arrangements

Council's Audit, Risk and Improvement Committee must review the performance of the Internal Audit Function each year and report its findings to the governing body. A strategic review of the performance of the Internal Audit Function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the governing body.

This charter is to be reviewed annually by the Audit, Risk and Improvement Committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

Further information

For further information on Council's internal audit activities, contact Council's General Manager on mail@narromine.nsw.gov.au or by phone 02 6889 9999.

Reviewed by Council's Audit, Risk and Improvement Committee
16 December 2024

Reviewed by Council in accordance with a resolution of the governing body

Schedule 1 – Internal Audit Function responsibilities

Audit

Internal audit

- Conduct internal audits as directed by Council's Audit, Risk and Improvement Committee.
- Implement Council's annual and four-year strategic internal audit work plans.
- Monitor the implementation by Council of corrective actions.
- Assist Council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

External audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

Risk

Risk management

Review and advise:

- if Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether Council's risk management framework is adequate and effective for identifying and managing the risks Council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how Council's risk management approach impacts on Council's insurance arrangements
- of the effectiveness of Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise:

- whether Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise of the adequacy and effectiveness of Council's compliance framework, including:

- if Council has appropriately considered legal and compliance risks as part of Council's risk management framework
- how Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise:

- if Council is complying with accounting standards and external accountability requirements
- of the appropriateness of Council's accounting policies and disclosures
- of the implications for Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations
- whether Council's financial statement preparation procedures and timelines are sound
- the accuracy of Council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by Council to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in Council's report is consistent with signed financial statements
- if Council's financial management processes are adequate

- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of Council are adequate
- if Council's grants and tied funding policies and procedures are sound.

Governance

Review and advise of the adequacy of Council governance framework, including Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

Improvement

Strategic planning

Review and advise:

- of the adequacy and effectiveness of Council's integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether Council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

Review and advise:

- if Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how Council can improve its service delivery and Council's performance of its business and functions generally

Performance data and measurement

Review and advise:

- if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators Council uses are effective, and
- of the adequacy of performance data collection and reporting.

AUDIT, RISK AND IMPROVEMENT COMMITTEE ANNUAL ASSESSMENT REPORT

1 July 2023 to 30 June 2024

Foreword

The Office of Local Government Audit Risk and Improvement Committee guidelines state that a council's audit risk and improvement committee must provide an annual assessment to the governing body each year.

The purpose of the report is to ensure that the governing body of the council is fully informed of the audit, risk and improvement committee's work and its opinion on how council is performing.

The annual assessment must include the following: -

- A summary and assessment of the work the audit, risk and improvement committee performed to discharge its responsibilities during the preceding year
- An overview and assessment of the work of the internal audit function
- Progress against key performance indicators
- Advice on the appropriateness of the committee's terms of reference
- An independent assessment by the committee and advice on the matters considered by the committee during the year that, in the committee's opinion, and based on the level of risk facing the council, the governing body should be informed of, and
- Other views or opinions on the council that the committee wishes to share.

Report

This annual assessment report provides relevant information on the operations and activities of the Narromine Shire Council Audit Risk and Improvement Committee (ARIC) for the period 1 July 2023 to 30 June 2024.

AUDIT RISK AND IMPROVEMENT COMMITTEE

1. Terms of Reference

The ARIC operates in accordance with the Audit Risk and Improvement Committee Terms of Reference that are informed by the model terms of reference approved by the Office of Local Government. The Terms of Reference were reviewed and adopted by Council on 12 July 2023. The Terms of Reference are scheduled for further review by ARIC.

2. Committee Membership

Council's appointed members to the Audit Risk and Improvement Committee (Committee) are: -

- Mr Grahame Marchant – Independent Member and Chair
- Mr Ross Earl – Independent Member
- Ms Liz Jeremy – Independent Member

Note - Mr Neil Maltby – Independent Member and Chair resigned from the Committee in November 2023.

Council's non-voting member for the reporting period was Cr Hoey.

The ARIC independent members bring a range of skills and experience to matters considered by the Committee and have worked together as a cohesive team. It is considered that the Committee has provided valuable advice and recommendations to Council and management on a wide range of issues.

The ARIC is supported by attendance and input from Council's External Auditor, Internal Auditor, the General Manager and relevant staff members.

3. Committee Meetings were held on: -

- 4 September 2023
- 10 November 2023
- 11 March 2024
- 17 June 2024

Draft Financial Statements were circulated to the Committee on 5 September 2023 for review and input.

4. Committee Responsibility and Oversight

The objective of the Committee is to provide independent assurance to Council by monitoring, reviewing and providing advice about the Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

The Committee has an advisory and assurance role only and provides independent advice that is informed by Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The minutes of each Committee Meeting held are reviewed and endorsed by the governing body of Council.

Agendas and reports are scheduled and prepared in accordance with the ARIC Annual Workplan and are in line with the Committee's key areas of responsibility and oversight.

A summary of the Committee's work during the reporting period is presented below.

4.1 Compliance

- Reviewed the adequacy and effectiveness of Council's Compliance Framework including endorsement of draft Legislative Compliance Policy for adoption by Council

4.2 Internal Audit

- Provided strategic oversight of internal audit activities undertaken during the year
- Reviewed the Internal Audit Charter that is informed by the model internal audit charter approved by the office of Local Government.
- Reviewed and recommended the appointment of the external internal auditor
- Reviewed and recommended the appointment of the Internal Audit Coordinator
- Monitored the findings and recommendations of internal audits conducted, and the corrective actions required to address issues raised

4.3 External Audit

- Reviewed all external plans and reports in respect of planned or completed audits and monitored Council's implementation of audit recommendations
- Provided input and feedback on Council's 22/23 financial statements and performance audit coverage proposed

4.4 Risk Management

- Reviewed Council's Risk Management Framework to ensure consistency with appropriate standards and adequacy and effectiveness for identifying and managing risks
- Considered the adequacy of Council's risk register and risk profile
- Considered the effectiveness of Council's Business Continuity Plan and Sub-Plans
- Considered and reviewed risk management for major projects and undertakings
- Considered the adequacy of Council's insurance arrangements for the 2024/2025 financial year
- Reviewed Council's Work Health and Safety Self Audit Report

4.5 Internal Controls

- Monitored progress of corrective actions to address recommendations and issues
- Reviewed the status of Council's policies, and periodic review schedule

4.6 Financial Management

- Reviewed the accuracy of Council's annual financial statements prior to external audit
- Considered Council's Quarterly Budget Review Statement as at 31 March 2024

4.7 Governance

- Monitored status reports regarding progress in the implementation of the Office of Local Government Circulars
- Endorsed the ARIC workplan and the internal audits to be carried out during the year to support the work of the Committee
- Considered Council's Procurement of Goods and Services Policy and Procedure

4.8 Strategic Planning

- Considered Council's Delivery Program progress report 1 July 2023 to 31 December 2023
- Reviewed the adequacy of Council's Draft Integrated Planning and Reporting Documentation

4.9 Service Reviews and Business Improvement

- Considered Improvement Notice and Prohibition Order

4.10 Performance Data and Measurement

- Reviewed Office of Local Government comparative data

INTERNAL AUDIT FUNCTION

The Internal Audit Function is outsourced to Lambourne Partners. In early 2023 Lambourne Partners developed a 4-year strategic internal audit plan setting out the scope of planned work to be undertaken, based on Council's key strategic risks.

The role of Internal Audit is to provide an independent assurance mechanism to the Committee, Management and Council that the systems and processes are in place, are being maintained and are effective in mitigating known risks.

Internal Audit Reviews undertaken during the reporting period included: -

(a) Development Applications and Consents

Review of 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 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.

(b) Staff Attraction and Retention

Assessment of the Council's framework for the attraction and retention of staff. Including remuneration packages offered ensuring competitive and comparable packages; offering employee benefits including flexible working arrangements; training and development completed for staff against training averages across Government and Non-Government industries; and the alignment of Council with key industry bodies and educational institutions, to increase the opportunities for identifying potential future employees.

PRIVATE MEETING WITH INTERNAL AND EXTERNAL AUDITORS

The Committee met privately with the Internal and External Auditors at the ARIC meeting held on 16 December 2024.

Internal Auditor

There were no issues raised regarding cooperation with management. A future internal audit program will be developed in March 2025.

External Auditor

Good impression of the organisation. The Finance Department has worked hard to complete tasks. Their work is of a high standard and their responses are professional. Future focus is to be on asset revaluation, and the budget monitoring system extent needs development.

OPINION OF COUNCIL'S PERFORMANCE

Council's compliance framework considers legal and compliance risks as part of its risk management framework. Its governance arrangements are compliant with legislative requirements and directions from the Office of Local Government.

Council activities have significant inherent risks. Council has a risk management framework and internal controls to identify and manage the risks it faces. Council continues to take steps to ensure there is a positive risk culture and strong leadership that supports effective risk management.



Council's internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities. It is the opinion of the committee that it receives maximum value from its internal audit activities.

Council operates in accordance with its strategic plans and objectives under the integrated planning and reporting framework. Further consideration is to be given to appropriate performance measures and indicators to measure the achievement of Council's strategic objectives.

Council has an effective financial management framework, and is in a sound financial position. The NSW Audit Office raised 3 issues in its external audit management letter for 2023. 2 were assessed as moderate and 1 low risk. Management's effort in addressing past recommendations is commendable.

Management takes internal and external audit recommendations seriously and has an action plan in place to implement them. The implementation trend remains positive with one action in progress as at 30 June 2024.

Grahame Marchant
ARIC Chair

16 December 2024

**MINUTES OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING
HELD ON MONDAY, 2 DECEMBER 2024 AT TOMINGLEY MEMORIAL HALL**

PRESENT: Cr Les Lambert (Chair), Cr Ewen Jones (Mayor), Cr Judy Smith, Cr Peter Howe, Jane Redden (General Manager), Phil Johnston (Director, Community and Economic Development), Mel Slimming (Director Infrastructure and Engineering Services), Barry Bonthuys (Director Finance and Corporate Strategy), Anthony Everett (Manager Waste and Community Facilities), Fiona Barbary, Sharanne Turnbull, Marilyn Curtis, Terry Curtis, Doreen Dart, Lee Dart, Linda Buntrock, Tony Ellis, Max McNiven, Anne McNiven, Tom Snelgar, Gail Snelgar, Christine Unger, Barry Unger, and Alison Attwater (Minute Secretary).

1. WELCOME

The Chair welcomed those present and declared the meeting open at 6.00 pm.

2. APOLOGIES

RECOMMENDED Christine Unger/Sharanne Turnbull that the apologies of Emma Rees and Gavin Dart be accepted.

3. DECLARATION/CONFLICTS OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

RECOMMENDED Anne McNiven/Doreen Dart that the minutes from the meeting held on 27 May 2024 be adopted as a true and accurate record of the meeting.

5. BUSINESS ARISING FROM THE MINUTES

Nil

6. REPORT TO TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE

1) Follow-up items

- It was advised that new signage regarding trucks parking in Merilba Street will be installed by mid-December 2024.
- It was advised that the tennis practice wall design is complete, and that costing will now be done.

RECOMMENDED Anne McNiven/Doreen Dart that the information be noted.

2) WHS

It was noted that the lighting in the hall is very dull and needs to be much brighter.

Action: Council to upgrade the brightness of the lighting in the hall.

RECOMMENDED Gail Snelgar/Doreen Dart that the information be noted.

**MINUTES OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING
HELD ON MONDAY, 2 DECEMBER 2024 AT TOMINGLEY MEMORIAL HALL**

3) Bookings

Nil

4) Financial Report

It was questioned what has been spent from the TAAC funds in 2024. Council took this on notice and will report to the committee.

Action: Council will investigate spending and notify the committee.

RECOMMENDED Max McNiven/Doreen Dart that the information be noted.

7. GENERAL BUSINESS

- It was advised that the Council's Community Strategic Plan is out for community consultation and that users are advised to submit any future proposals to Council by 31 January 2025. This can be done via the Council website.
- It was advised that the Tomingley entry sign on the northern side of town requires repair.

Action: Council to investigate the entry sign and evaluate the damage of the entry sign.

- Council advised that the white ant issue at the hall has been addressed, and treatment is ongoing.
- It was advised that public toilets are needed in Tomingley. Tomingley Hall and the Truck Stop were discussed as potential sites for public toilets. Council advised that this would be a high priority when an appropriate funding stream is available.
- It was reported that there is a dead tree on the side of the road near "Valley View" that needs knocking down before it falls and blocks driveways.

Action: Council to investigate and remove

**MINUTES OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING
HELD ON MONDAY, 2 DECEMBER 2024 AT TOMINGLEY MEMORIAL HALL**

7. GENERAL BUSINESS (Cont'd)

- It was reported that the temporary and permanent signage on Tantitha Road needs to be reviewed, particularly at the corner where the recent accident occurred, as there is not enough warning before the rough section of the road.

Action: Council to investigate and review

- The Director of Infrastructure and Engineering Services advised that there is a Tantitha Road Strategy and that a meeting will be held early in the new year, and the committee will be notified.

Action: Council to notify the committee of the Tantitha Road Meeting

- It was advised that there is a pothole on Tomingley Road at the railway crossing, and it is unclear if this is Council's or the rail's responsibility.

Action: Council to clarify responsibility, investigate and report to the committee.

8) NEXT MEETING

The next meeting of the Tomingley Advancement Association Committee will be held on Monday, 19 May 2025, at the Tomingley Memorial Hall, commencing at 6.00 pm.

There being no further business for discussion, the meeting closed at 6.34 pm.

The Minutes (pages 1 – 3) were confirmed at the meeting held on the _____ day of _____ 2025, and are a true and accurate record of proceedings of the meeting held on 2 December 2024.

CHAIR

**REPORT TO TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING TO BE HELD AT
TOMINGLEY MEMORIAL HALL ON MONDAY 2 DECEMBER 2024 AT 6PM**

1. FOLLOW-UP UP ITEMS

ITEM	ACTION/STATUS
Trucks Parking on Side streets	<p>Action: It was advised that trucks are parking on side streets of Tomingley, and this is proving problematic for residents</p> <p>Outcome: This was reported at the Local Traffic Meeting, and the advice was that parking in side streets is allowed. It was advised that residents take photos and send them to Council – this was communicated in an email on 12/06/2024 to TAAC members</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 May 2024, there have been two (2) functions at the Tomingley Memorial Hall. There are (0) forward booking for the next six (6) months up to May 2025.

TOMINGLEY MEMORIAL HALL BOOKINGS	
NAME	EVENT DATE
Private Booking	30 & 31 July 2024
Local Government Election	14 September 2024

**REPORT TO TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING TO BE HELD AT
TOMINGLEY MEMORIAL HALL ON MONDAY 2 DECEMBER 2024 AT 6PM**

RECOMMENDATION

That the information be noted.

4. FINANCIAL REPORT

The Tomingley Advancement Association Committee Financial Report is reflected in **Attachment No. 2.**

RECOMMENDATION

That the Financial Report as presented be adopted.

5. NEXT MEETING

The next Tomingley Advancement Association Committee meeting will be held on Monday, 20 May 2025, at 6 pm at the Tomingley Memorial Hall.

RECOMMENDATION

That the information be noted.

Phil Johnston
Director, Community and Economic Development

**TOMINGLEY ADVANCEMENT
ASSOCIATION****Balance Sheet**
Period Ending 31/10/2024**ASSETS**

Cash at Bank	6,827.59
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TOTAL ASSETS

6,827.59

EQUITY

Profit for the Period	500.00
Retained Earnings	6,327.59

TOTAL EQUITY

6,827.59

**MINUTES OF THE NARROMINE AUSTRALIA DAY COMMITTEE MEETING HELD IN
NARROMINE SHIRE COUNCIL CHAMBERS ON TUESDAY 14 JANUARY 2025**

PRESENT: Cr Les Lambert (Chair), Cr Stacey Bohm (Deputy Mayor), Ros Reid, Bob Davis, Viv Halbisch, Vikki Drew, and Alison Attwater (Minute Secretary).

1. WELCOME

Cr Les Lambert welcomed those present and opened the meeting at 4.05 pm.

2. APOLOGIES

RECOMMENDED Ros Reid/Cr Bohm that the apology of David Taylor be accepted.

3. DECLARATION/CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDED Ros Reid/Cr Bohm that the minutes of the previous meeting of the Narromine Australia Day Committee held on 20 November 2024 be adopted as a full and accurate record of proceedings of that meeting.

5. BUSINESS ARISING FROM THE MINUTES

- Cr Lambert is still sourcing a medal for Citizen of the Year.
- Welcome to Country confirmed and will be delivered by Ruth Carney.
- Dance floor to be confirmed with Narromine Line Dancers.

6. GENERAL BUSINESS

- Lions Club to decide what time they will arrive at Dundas Park as breakfast will start at 7.30 am this year.
- Cool room to be at Dundas Park at 6.30 am on Australia Day.
- Confirm that the CCTV camera currently at Dundas Park will not be in the way of the flag poles.
- Ros Reid to facilitate the watermelon eating competition with Anthony Everett.

7. NEXT MEETING

The next meeting of the Narromine Australia Day Committee will be held on Tuesday, 4 February 2025, in Council's Chambers commencing at 4.00 pm.

There being no further business, the meeting closed at 4.30 pm.

The Minutes (page 1) were confirmed at a meeting held on the _____ day of _____ 2025 and are a full and accurate record of the meeting held on the 14 January 2025.

CHAIR

MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD AT THE NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 2 DECEMBER 2024

1. PRESENT: Cr Ewen Jones (Chair, Narromine Shire Council); Melanie Slimming (Director Infrastructure and Engineering Services, Narromine Shire Council); Jason Nicholson (Transport for NSW); Jordan Richardson (Manager Engineering; Narromine Shire Council); Peter van der Wel (Manager Infrastructure Delivery, Narromine Shire Council); Sally Everett (State Member Representative), Geraldine Prince (Minute Taker)

2. WELCOME

The Chair welcomed those present and declared the meeting open at 9.30am.

3. APOLOGIES

RECOMMENDED Sally Everett and Jason Nicholson that the apologies of Rachael Coman (Senior Constable, Dubbo Highway Patrol, NSW Police); Steve Wynn (Supervisor, Dubbo Highway Patrol, NSW Police); Jane Redden (General Manger, Narromine Shire Council) be accepted.

4. MINUTES OF THE PREVIOUS MEETING

RECOMMENDED Sally Everett and Jason Nicholson that the Minutes of the previous meeting of the Local Traffic Committee held on 5 August 2024 be accepted as a true and accurate record of that meeting.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST

Nil

7. REPORT TO LOCAL TRAFFIC COMMITTEE

1. PARKING SIGNS – MERILBA STREET, TOMINGLEY

RECOMMENDED Sally Everett and Cr Ewen Jones that “No Truck Parking” signage be installed along Merilba Street, Tomingley.

2. ROTARY PARK PARKING

RECOMMENDED Sally Everett and Cr Ewen Jones that line-marking and traffic signage be installed at Rotary Park Toilet and BBQ area with nose in parking.

8. GENERAL BUSINESS

- i. It was noted that the Local Traffic Committee Charter was adopted by Council. Meeting dates to be changed to the first Tuesday of every second month.

MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD AT THE NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 2 DECEMBER 2024

- ii. Local Traffic Committee are advised that a report will be presented at the February meeting to further investigate options for truck parking on Burraway Street, Narromine.
- iii. The Local Traffic Committee has been advised of the speed limit change on Tomingley Road to change 80km. This has now been implemented.
- iv. The heavy vehicle mapping to be reviewed by Council and NHVR (National Heavy Vehicle Regulator) with endorsement from the Local Traffic Committee anticipated for early 2025.
- v. Towards Zero Grant Funding to enable upgrades south of roadworks for The McGrane Way from Strathallyn Lane to Wyanga Road has been received.
- vi. Concerns were noted with Tullamore Road bridge over Backwater Cowl. The bridge is narrow, is situated on a bend and has a 100km/h speed limit. Council is investigating what grants are available to realign road, TfNSW to review speed zone. Due to 3 crashes within 18 months, the guardrail to be replaced.
- vii. The Northern Drainage Project will commence early January. Contractor has been engaged, and residents have received notification letters advising of the works. The design is required to be sent to TfNSW to see if a ROL is required for works on Burraway Street.
- viii. The Get Active NSW program, funded by Transport for NSW, supports projects like footpaths and pedestrian crossings. If approved, the proposed locations include a 2.5m-wide path near the Trangie Aquatic Centre and a 3m-wide path along Meryula Street, connecting to Rotary Park. This initiative aims to encourage community activity and mobility.
- ix. Council will apply to Destination NSW for brown tourist signage following the completion of the Wetlands Extension Project. These signs help guide drivers to tourist destinations. The Local Traffic Committee has raised no objections to the proposal.
- x. As there is currently no active taxi service in Narromine, the taxi stand will be converted into a drop-off and pick-up zone. Updated signage will be installed to reflect this change.
- xi. Linemarking is scheduled to begin early in the new year. Additionally, Council is collaborating with Coles to arrange linemarking for the car park.

9. NEXT MEETING

The next Meeting of the Local Traffic Committee will be held on **Monday, 3 February 2025** commencing at **9.30am** in the Narromine Shire Council Chambers.

There being no further business, the meeting closed at 10.07am.

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD AT THE NARROMINE SHIRE COUNCIL
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The Minutes (pages 1 –3) were confirmed on _____, 2025 and are a full and accurate record of proceedings of the meeting held on 2 December 2024.

CHAIR

NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 2 DECEMBER 2024

1. PARKING SIGNS – MERILBA STREET, TOMINGLEY

Author *Manager Infrastructure Delivery*
Responsible Officer *Manager Infrastructure Delivery*

Executive Summary

This report proposes the installation of “No Truck Parking” signs along Merilba Street, Tomingley, to improve safety, reduce disruptions, and enhance the residential environment for local residents.

Report

Recently, residents of Merilba Street, Tomingley, have raised concerns about the increasing number of trucks parking in the street. These trucks create safety hazards, cause disruptions to the residential environment, and diminish the overall aesthetic of the area. The presence of large trucks in a predominantly residential street has led to difficulties in traffic flow, increased noise, and an overall decrease in the quality of life for local residents.

To address these issues, Council recommends the installation of “No Truck Parking” signs along Merilba Street, as outlined in the attached diagram. These measures will prevent trucks from parking in residential areas, thereby increasing safety, reducing noise and traffic congestion, and improving the overall environment for residents. Furthermore, trucks will still have sufficient alternative parking options, including the service station and two designated truck stops along the Newell Highway.

Standards

AS1742.2 – Traffic Control Devices for General Use
AS1742.6 – Service and Tourist Signs for Motorists

Financial Impacts

Signage will be installed under the maintenance budget.

Social Impacts

The installation of “No Truck Parking” signs will significantly improve the quality of life for residents of Merilba Street. With trucks no longer parked in the street, residents will experience fewer disturbances, including reduced noise from truck engines, loading/unloading activities, and traffic congestion. This change will also enhance the aesthetics of the area, making it a more pleasant and safer place to live.

In addition, trucks will have ample alternative parking options, including the nearby service station and two truck stops along the Newell Highway. This will ensure that the necessary truck parking capacity remains available without compromising the safety and comfort of local residents.

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By implementing this measure, Council can foster a safer, more attractive residential environment while accommodating the needs of the trucking industry in nearby designated areas.

Legal Impacts

Council is committed to providing information and safety improvements.

RECOMMENDATION

Recommendation:

That:

“No Truck Parking” signage be installed along Merilba Street, Tomingley.

Melanie Slimming
Director Infrastructure and Engineering Services



Figure 1: Merilba Street, Tomingley

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2. ROTARY PARK PARKING

Author *Manager Infrastructure Delivery*
Responsible Officer *Manager Infrastructure Delivery*

Executive Summary

The purpose of this report is to outline the proposed line-marking and signage improvements at Rotary Park, in front of the toilets and BBQ area.

Report

Rotary Park is an important community space, acting as a central hub for recreational activities, sports, and social gatherings. To maintain safety, improve traffic flow, and enhance the visitor experience, it is essential to implement appropriate line-marking and signage around the newly developed toilet and BBQ areas.

To facilitate safe parking and efficient circulation, it is proposed to introduce 90-degree parking along Culling Street, ensuring that vehicles are parked in an orderly manner, without impeding traffic. Additionally, a defined traffic movement path will be marked, guiding vehicles to and from the newly built toilets. This path will help direct the flow of both pedestrian and vehicular traffic, ensuring that these areas remain accessible while reducing the risk of congestion or accidents.

The proposal also includes the installation of clear signage to designate entry and exit points for the toilet area. These signs will improve user experience by directing traffic smoothly and preventing confusion, particularly during peak times when the park is busiest.

By introducing these thoughtful line-marking and signage improvements, we aim to enhance both safety and accessibility at Rotary Park, ensuring it continues to serve the community as an inviting and well-organized space.

Standards

AS1742.2 – Traffic Control Devices for General Use
AS1742.6 – Service and Tourist Signs for Motorists

Financial Impacts

Works will be undertaken within the roads maintenance budget.

Social Impacts

There is expected to be minimal impact.

Legal Impacts

Council is committed to providing information and safety improvements.

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RECOMMENDATION

Recommendation:

That line-marking and traffic signage is installed at Rotary Park Toilet and BBQ area.

Melanie Slimming

Director Infrastructure and Engineering Services