
**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 9 JULY 2025
REPORTS OF COMMITTEES**

1. REPORT OF THE NARROMINE AERODROME COMMITTEE

The report to and minutes of the Narromine Aerodrome Committee Meeting held on 24 June 2025 at the Narromine Aerodrome are attached (**See Attachment No. 1**).

RECOMMENDATION

That the report of the Narromine Aerodrome Committee and the recommendations from the minutes of the Meeting held on 24 June 2025 be adopted.

2. REPORT OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE

The minutes of the Audit Risk and Improvement Committee meeting held on 17 June 2025 at the Narromine Shire Council Chambers are attached (**See Attachment No. 2**).

RECOMMENDATION

That the recommendations from the minutes of the Audit Risk and Improvement Committee Meeting held on 17 June 2025 be adopted.

**MINUTES OF THE NARROMINE AERODROME COMMITTEE MEETING HELD AT THE NARROMINE
AERODROME ON TUESDAY 24 JUNE 2025**

PRESENT: Cr Ewen Jones (Mayor/Chair), Jane Redden (General Manager), Beryl Hartley (Narromine Gliding Club), Phil Johnston (Director Community and Economic Development), Anthony Everett (Manager Community Facilities), Grace Walker (Narromine Aviation Business Park Members), Paul McCallum (Sky Park Resident), and Alison Attwater (Minute Secretary).

1. WELCOME

The Chair welcomed those present, and declared the meeting open at 5.00 p.m.

2. APOLOGIES

RECOMMENDED Grace Walker/Beryl Hartley that the apologies of Cr Stacey Bohm, (Deputy Mayor), John McCallum (Narromine Aero Club), and Murray Fedderson (Aerodrome Business Operator) be accepted.

3. DECLARATION/CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

RECOMMENDED Grace Walker/Beryl Hartley that the minutes of the previous meeting held on 25 February 2025 be accepted as a true and accurate record of the meeting.

5. BUSINESS ARISING FROM THE MINUTES

Nil

6. REPORT TO NARROMINE AERODROME COMMITTEE

1) Follow-up Items

Nil

2) Work Health Safety

Nil

**MINUTES OF THE NARROMINE AERODROME COMMITTEE MEETING HELD AT THE NARROMINE
AERODROME ON TUESDAY 24 JUNE 2025**

7. GENERAL BUSINESS

It was reported that the historical signs for the parade ground are complete, with the frames expected to arrive in the coming days. Council confirmed they would install the frames in accordance with the email submitted by the Museum Committee. Following further discussion, it was agreed that a signage contractor would be engaged to mount the signs onto the frames.

Action: Council to install frames and engage signage contractor for the installation of historic signs.

It was advised that the mosquito aircraft propellers, provided to the museum committee, have been restored to their original condition. Members of the committee proposed displaying them externally at the aerodrome. Council requested a written proposal with specifications for their consideration.

Action: Committee to provide a proposal for mosquito aircraft propellers to be displayed externally at the aerodrome to Council.

It was noted that all vehicles entering the airside area of the aerodrome are required to have flashing lights and stickers, and that this information should be communicated to all visitors. Council acknowledged that this should be done when inducting visitors.

It was reported that trucks have been using water from the vacant lots in the business park to wash their vehicles. Council advised that this matter has been addressed.

8. NEXT MEETING

The next meeting of the Narromine Aerodrome Committee will be held on Tuesday, 28 October 2025, commencing at 5:00 p.m. at the Narromine Aerodrome.

There being no further business, the meeting closed at 5.57 p.m.

The minutes (pages 1-2) were confirmed on _____ 2025 and are a true and accurate record of proceedings of the meeting held on 24 June 2025.

CHAIR

**REPORT TO AERODROME USERS COMMITTEE MEETING TO BE HELD AT NARROMINE AERODROME
TUESDAY, 24 JUNE 2025**

1. FOLLOW-UP ITEMS

Rotting Double Doors at the Gliding Club Entry		Action: Council to inspect Double Doors Outcome: Inspection complete, awaiting budget
The safety strips at the Gliding Club entry require repair.		Action: Council to inspect safety strips at Gliding Club entry Outcome: Inspection complete, awaiting budget
The stormwater discharge and box guttering require inspection.		Action: Council to inspect the stormwater discharge and box guttering Outcome: Inspected, cleaned, and painted
Ceiling mould requires removal.		Action: Council to inspect the ceiling mould throughout the building Outcome: The ceiling leak is to be fixed before mould cleaning takes place
The Bellman Hangar signage requires removal.		Action: Council to remove the signage on the bellman hangar Outcome: Complete
Driver Reviver Caravan to be inspected		Action: Council to inspect the caravan Outcome: Caravan will be removed when budget is available
Enquiry into mail delivery at the Aviation Business Park		Action: Enquiry to Australia Post for mail delivery to Aviation Business Park. Outcome: An enquiry was made at Australia Post Narromine, and an email address was provided for this type of enquiry. Council was contacted verbally by Australia Post to say that this is currently not possible and that they would consider this request in the future.

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.

**REPORT TO AERODROME USERS COMMITTEE MEETING TO BE HELD AT NARROMINE AERODROME
TUESDAY, 24 JUNE 2025**

3. **Next Meeting**

The next Aerodrome Users Committee meeting will be held on Tuesday, 28 October 2025, at 5:00 p.m. at Narromine Aerodrome.

RECOMMENDATION

That the information be noted.

Phil Johnston

Director, Community and Economic Development

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 17 JUNE 2025**

PRESENT: Grahame Marchant (Chair) – Independent External Member, Ross Earl – Independent External Member (via Teams) and Liz Jeremy – Independent External Member (via Teams).

ALSO PRESENT: Cr Stacey Bohm – Narromine Shire Council, Paul Quealey – Lambourne Partners (via Teams), David Daniels – Audit Office of NSW (via Teams), Barry Bonthuys – Acting General Manager/Director Finance & Corporate Strategy NSC, Marion Truscott – Director Governance NSC, Melanie Slimming – Director Infrastructure and Engineering Services NSC, Phil Johnston – Director Community and Economic Development NSC and Sally McDonnell (Minute Taker)

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 10.00am.

Apologies

Jane Redden (General Manager). It was noted that Barry Bonthuys is undertaking the role of Acting General Manager during the General Manager's absence.

2. DISCLOSURES OF INTEREST

Nil

3. CONFIRMATION OF PREVIOUS MINUTES – 18 MARCH 2025

RECOMMENDED Ross Earl/Liz Jeremy that the Minutes of the Narromine Shire Council Audit Risk and Improvement Committee Meeting held on 18 March 2025 be adopted as a true and correct record of the meeting.

4. INTERNAL AUDIT

4.1 Internal Audit Update as at June 2025 and Plan of Upcoming Audits for 2025/26 Financial Year

Paul Quealey provided an overview of upcoming Audit Plan for 2025/26, being Records Management, Project Management, Procurement and Contract Management and Environmental Management Framework.

RECOMMENDED Ross Earl/Liz Jeremy that the Committee notes the report from Lambourne Partners and endorses the proposed upcoming Internal Audits in accordance with the strategic audit plan; and note the other audit areas that the Committee may wish to consider throughout the year.

4.2 Cyber Security Internal Audit Report

Paul Quealey gave an overview of the findings of the finalised Internal Audit Review on Cyber Security, noting a pleasing outcome with a mature approach and being well positioned given the size of the Council. The team is to be commended.

RECOMMENDED Ross Earl/Liz Jeremy that the Committee accept the report and accept managements' comments, with actions to be added to the corrective actions list.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 17 JUNE 2025**

5. EXTERNAL AUDIT

5.1 Y/E 25 Interim Management Letter

David Daniels – Audit Office of NSW provided a verbal update on the Audit, with further testing to be undertaken over the coming weeks. No further update could be provided in relation to the Interim Management Letter at this time.

RECOMMENDED Ross Earl/Liz Jeremy that Committee notes the advice and considers that the financial reporting and audit process is being completed appropriately and within scheduled timeframes.

6. RISK MANAGEMENT

6.1 Strategic Risk Register and Insurance Arrangements

RECOMMENDED Ross Earl/Liz Jeremy;

1. That the Committee note the review of the Strategic Risk Register, also request that future review of this register incorporate further information in relation to the movement of the risks.
2. That the Committee note the insurance arrangements report and endorse the coverage proposed.

6.2 Narromine Shire Road Management Strategy

RECOMMENDED Liz Jeremy/Ross Earl that the Committee note the report.

7. 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.

8. FINANCIAL MANAGEMENT

8.1 Quarterly Budget Review Statement as at 31 March 2025

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

8.2 Pro Forma Financial Statements – Accounting Policies and Disclosures

Director Finance and Corporate Strategy advised that the Pro Forma Financial Statements and Accounting Policies and Disclosures are almost complete with final adjustments are being made to align with Office of Local Government Guidelines.

RECOMMENDED Ross Earl/Liz Jeremy that the Pro Forma Financial Statements be circulated to the Committee when complete, with an informal review at the next meeting.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 17 JUNE 2025**

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

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

9.2 ARIC Annual Workplan

RECOMMENDED Ross Earl/Liz Jeremy that the Committee endorses the workplan plan for 2025/26.

9.3 Policy Status and Review Update

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

10. STRATEGIC PLANNING**10.1 Integrated Planning and Reporting Framework**

RECOMMENDED Ross Earl/Liz Jeremy that the Committee notes the report and that Council is in the process of completing its IP&R framework as required prior to 30 June 2025. Future Long Term Financial Plan maturity be considered, at its next review.

11. SERVICE REVIEW AND BUSINESS IMPROVEMENT**11.1 Service Level Review Program**

RECOMMENDED Ross Earl/Liz Jeremy that the Committee endorse the Service Level Review Program.

12. PERFORMANCE DATA AND MEASUREMENT**12.1 Office of Local Government Program**

RECOMMENDED Ross Earl/Liz Jeremy that the Committee notes the report with no concerns raised on any individual items and it remain on the workplan so it can be reported on as information becomes available.

13. GENERAL BUSINESS

Nil

14. CONFIRMATION OF DATE OF NEXT MEETING

The next Audit Risk and Improvement Committee meeting will be held on Tuesday, 21 October 2025 commencing at 10.00am.

day of _____ 2025, and are a full and accurate record of proceedings
of the meeting held on 17 June 2025.

CHAIR