
**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 NOVEMBER 2025
REPORTS OF COMMITTEES**

1. REPORT OF THE NARROMINE AERODROME COMMITTEE

The report to and minutes of the Narromine Aerodrome Committee Meeting held on 28 October 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 28 October 2025 be adopted.

2. REPORT OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE

The minutes of the Audit Risk and Improvement Committee meeting held on 21 October 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 21 October 2025 be adopted.

**MINUTES OF THE NARROMINE AERODROME COMMITTEE MEETING HELD AT THE NARROMINE
AERODROME ON TUESDAY 28 OCTOBER 2025**

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

1. WELCOME

The Director Community and Economic Development, welcomed those present, and declared the meeting open at 5.39 p.m.

2. ELECTION OF CHAIR

RECOMMENDED Cr Smith/Beryl Hartley, that the Mayor be nominated for the position of chair.

The Mayor accepted the nomination and assumed the role of Chair.

3. APOLOGIES

Nil

4. DECLARATION/CONFLICT OF INTEREST

Nil

5. CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

RECOMMENDED Grace Walker/Beryl Hartley that the minutes of the previous meeting held on 24 June 2025 be accepted as a true and accurate record of the meeting.

6. BUSINESS ARISING FROM THE MINUTES

Nil

7. REPORT TO NARROMINE AERODROME COMMITTEE

1) Follow-up Items

It was asked when the historic signs would be placed on the parade ground. Council confirmed that this would be done by the next meeting in February 2026.

The committee advised that proposal plans for the mosquito propellers will be brought to the next meeting in February 2026.

2) Work Health Safety

Nil

**MINUTES OF THE NARROMINE AERODROME COMMITTEE MEETING HELD AT THE NARROMINE
AERODROME ON TUESDAY 28 OCTOBER 2025**

8. GENERAL BUSINESS

The Gliding Club advised that they are working towards full compliance with the Council's Aerodrome Vehicle Control policy.

It was requested that the large tree outside the Gliding Club, located in the circle of cement, be inspected, as it appears to be dying.

Action: Council to have a specialist inspect this tree.

It was requested that the windsock be inspected for additional red banding at the top of the windsock.

Action: Council to inspect windsock

It was requested that when competitions are held at the Aerodrome, event organisers be reminded to ensure that all regulations are followed and that the 'fly neighbourly' principles are observed. It was also requested that event organisers must make radio frequencies available to all airfield users for communication purposes.

9. NEXT MEETING

The next meeting of the Narromine Aerodrome Committee will be held on Tuesday, 24 February 2026, commencing at 5:00 p.m. at the Narromine Aerodrome.

There being no further business, the meeting closed at 5.55 p.m.

The minutes (pages 1-2) were confirmed on _____ 2026 and are a true and accurate record of proceedings of the meeting held on 28 October 2025.

CHAIR

**REPORT TO AERODROME USERS COMMITTEE MEETING TO BE HELD AT NARROMINE AERODROME
TUESDAY, 28 OCTOBER 2025**

1. FOLLOW-UP ITEMS

Historic Signs to be installed on parade ground		Action: Council to install historic signs on Aerodrome Parade Ground Outcome: Awaiting contractor
Aerodrome Committee to provide proposal for Mosquito Aircraft Display		Action: Aerodrome committee to present proposal to Council for the construction of Mosquito Aircraft Display Outcome: Committee to submit draft proposal

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. Next Meeting

The next Aerodrome Users Committee meeting will be held on Tuesday, 24 February 2026, 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 21 OCTOBER 2025**

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

ALSO PRESENT: Cr Stacey Bohm – Narromine Shire Council (via Teams), Paul Quealey – Lambourne Partners (via Teams, joined at 9.42am), David Daniels – Audit Office of NSW (via Teams), David Klein – Audit Office of NSW (via Teams) Jane Redden (General Manager), Barry Bonthuys – Director Finance & Corporate Strategy NSC, Marion Truscott - Director Governance NSC, Melanie Slimming - Director Infrastructure and Engineering Services 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 9.04am.

2. DISCLOSURES OF INTEREST

Nil

3. CONFIRMATION OF PREVIOUS MINUTES – 17 JUNE 2025

RECOMMENDED Ross Earl/Liz Jeremy that the Minutes of the Narromine Shire Council Audit Risk and Improvement Committee Meeting held on 17 June 2025 be adopted as a true and correct record of the meeting.

5. EXTERNAL AUDIT

5.1 Audited Y/E 25 Annual Financial Statements, Engagement Closing Report, Auditors Report and Report on Conduct of Audit

David Daniels spoke to the Engagement Closing Report. He advised that no significant issues were identified. Some areas for improvement regarding quality and timeliness of financial reporting and cyber security will be included in the final management letter.

Paul Quealey – Lambourne Partners joined the meeting via Teams at 9.42am

The Director Finance and Corporate Strategy provided an explanation of the reported deficits and the factors that are to be considered in assessing Council's financial position and long-term sustainability.

RECOMMENDED Ross Earl/Liz Jeremy that Committee notes the audited Annual Financial Statements and endorses the Engagement Closing Report, with the Auditors Report and Final Management Letter to be circulated when received.

David Daniels – Audit Office of NSW and David Klein – Audit Office of NSW left the meeting at 9.45am.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 21 OCTOBER 2025**

4. INTERNAL AUDIT**4.1 Internal Audit Update as at October 2025**

Paul Quealey provided an overview of upcoming Audit Plan for 2025/26, being Records Management and Project Management, advising he will be onsite this week to complete the field work component.

RECOMMENDED Ross Earl/Liz Jeremy that the Committee endorses the Internal audit program.

6. RISK MANAGEMENT**6.1 Asset Management Plan – Water and Sewer**

RECOMMENDED Ross Earl/Liz Jeremy

1. That the Committee note the report and endorse the current processes in place.
2. That the ARIC Work Plan include a report with further detail in relation to the output/outcomes of the Asset Management process.

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

RECOMMENDED Ross Earl/Liz Jeremy that the information be accepted and note the progress in completing the recommendations/corrective actions.

8. FINANCIAL MANAGEMENT**8.1 Statewide Mutual Risk Initiative – Fraud and Corruption Awareness Training**

RECOMMENDED Ross Earl/Liz Jeremy that the Committee considers the fraud and corruption control measures are effective at this stage and endorse managements actions.

9. FINANCIAL MANAGEMENT**9.1 Carry Forward Capital Works and Revotes from 2024/25**

RECOMMENDED Ross Earl/Liz Jeremy that the Committee notes the report, with minimal projects to be carried forward, which is a good outcome.

9.2 Project Management Financials – Update Report

RECOMMENDED Ross Earl/Liz Jeremy that the Committee notes and endorses the Project Management framework and process currently in place as comprehensive, and that further insight will be provided through the Internal Audit process.

Melanie Slimming – Director Infrastructure and Engineering Services NSC left the meeting at 10.26am.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 21 OCTOBER 2025**

9. FINANCIAL MANAGEMENT (Cont'd)

9.3 Financial Sustainability Report – Future Long-Term Financial Plan Maturity

Jane Redden (General Manager) left the meeting at 10.35am.

RECOMMENDED Ross Earl/Liz Jeremy that the Committee note the report and that consideration be given to developing a Service Catalogue and Financial Sustainability Plan to progressively improve identified issues over time.

10. GOVERNANCE

10.1 Office of Local Government Circulars

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

10.2 ARIC Annual Workplan

RECOMMENDED Ross Earl/Liz Jeremy that the Committee endorses the workplan plan for 2025/26 with the ARIC Annual Assessment to be moved to June.

10.3 General Manager Annual Attestation

RECOMMENDED Liz Jeremy/Ross Earl that the Committee note the report and amend the status of non-compliant items to 'Compliant', while retaining the existing comments.

11. STRATEGIC PLANNING

11.1 Delivery Program Progress Report

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

12. GENERAL BUSINESS

Nil

13. CONFIRMATION OF DATE OF NEXT MEETING

The next Audit Risk and Improvement Committee meeting will be held on Tuesday, 16 December 2025 commencing at 10.00am.

day of _____ 2025, and are a full and accurate record of proceedings
of the meeting held on 21 October 2025.

CHAIR