

**1. REPORT OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE**

The report to and minutes of the Narromine Showground & Racecourse Advisory Committee meeting held at the Narromine Shire Council Chambers, on 17 May 2018 are attached (see *Attachment No. 1*).

**RECOMMENDED**

That the report of the Narromine Showground & Racecourse Advisory Committee and the recommendations from the minutes of 17 May 2018 be adopted.

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**2. REPORT OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE**

The report to and minutes of the Trangie Showground & Racecourse Advisory Committee meeting held at the Trangie Showground, on 24 May 2018 are attached (see *Attachment No. 2*).

**RECOMMENDED**

That the report of the Trangie Showground & Racecourse Advisory Committee and the recommendations from the minutes of 24 May 2018 be adopted.

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**3. REPORT OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE**

The minutes of the Local Emergency Management Committee meeting held at the Narromine Shire Emergency Services Complex on 10 May 2018 are attached (see *Attachment No. 3*).

**RECOMMENDED**

That the report of the Local Emergency Management Committee and the recommendations from the minutes of 10 May 2018 be adopted.

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**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 17 MAY 2018**

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**PRESENT:** Cr. Dawn Collins (Chair), Vas Roberts (Director Community and Regulatory Services), Phil Johnston (Executive Manager Economic Development), Kelly McCutcheon (Economic Development & Communications Officer), Craig Roberts (Narromine Show Society), Libby Dennis (Narromine Turf Club) Alice Oates (Narromine Pony Club) Bill Gibbs (Narromine Show Society), Nick Powell (Narromine Show Society) and Sue Walsh (Narromine Pony Club).

**WELCOME**

The Chair welcomed those present, and declared the meeting open at 3.00 pm.

1. **APOLOGIES** – Dr R Kirkby (Narromine Turf Club) and Cr Les Lambert  
**RECOMMENDED** B Gibbs / N Powell that the apologies of Dr R Kirkby and Cr Les Lambert be accepted.

2. **DECLARATION/CONFLICT OF INTEREST** - Nil

3. **CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING**  
**RECOMMENDED** L Dennis / A Oates that the Minutes of the previous meeting of the Narromine Showground and Racecourse Advisory Committee, held on 15 February 2018 be adopted as a full and accurate record of that meeting.

4. **BUSINESS ARISING FROM THE MINUTES**  
NIL

5. **COMMUNITY & REGULATORY SERVICES REPORT**

1. **Follow up Items from Last meeting**

**RECOMMENDED** N Powell / C Roberts that the information be noted.

2. **Workplace health and safety issues**

Note: L. Dennis advised that the Gum Trees along the driveway and near the entrance should be investigated. A large number of branches are breaking off and splitting from the trees. **Action: Manager Community Facilities to investigate**

**RECOMMENDED** L Dennis/ S Walsh that the Council investigate the problem Gum Trees at the Showground.

3. **Bookings**

Note: Narromine Turf Club will arrange for the men's jockey toilets and showers to be cleaned prior to Sue Ellen Lovett arriving on Saturday 20<sup>th</sup> October. Sue Ellen is arriving on the same day as the Dandy Cup. **Action: Director to notify**

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**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
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**Sue Ellen of Race Day to ensure they are aware of both functions on the same day.**

**RECOMMENDED** A Oates/S Walsh that the information on bookings be noted.

**4. Council adoption of minutes 15 February 2018**

**RECOMMENDED** C Roberts/B Gibbs that the information be noted.

**5. WH&S Request to relocate mesh harrows**

**RECOMMENDED** L Dennis/N Powell that the information be noted.

**6. Removal of White Cattle yards**

Note: In addition to the below recommendation Narromine Turf Club will relocate the safety gate to the back of the Barrier Shed at their cost to improve safety.

**RECOMMENDED** B Gibbs / N Powell that;

- i) The existing cattle yards on the western side of the stables be extended with galvanized panels - and
- ii) New portable galvanised yards to hold horses, cattle and sheep be purchased.
- iii) The Show Society be responsible to install the permanent yards at their cost.
- iv) Approval be given to expend up to \$25,000 on the permanent and portable yards.
- v) The existing white cattle yards, with the exception of the end fence of the yards, be removed by the Show Society at their cost and they be permitted to retain any materials.

**7. Resurfacing of Les Gibson Pavilion**

Note: Narromine Turf Club and Narromine Show Society were unable to decide on preferred method of resurfacing that would suit both parties.

**RECOMMENDED** N Powell/ B Gibbs that no further action be taken at this stage.

**8. Mudgee Lions Club – Charity horse ride**

Note: Narromine Turf Club will extend an invitation to Sue Ellen and team to attend the race luncheon, possibly present race winners with sash/trophy and to assist with fundraising. **Action: Narromine Turf Club to contact Mudgee Lions Club**

**RECOMMENDED** C Roberts / S Walsh that Narromine Turf Club contact the Mudgee Lions Club regarding the Charity horse ride.

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**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
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**6. FINANCIAL REPORT**

**RECOMMENDED** N Powell/ B Gibbs that the financial report as presented to the meeting be adopted. Further information in regards to invoices listed under expenditures to be forwarded with the minutes.

**7. GENERAL BUSINESS**

- *Narromine Pony Club* - Advised that the new club house has been pegged out - work should be commencing late May
- *Narromine Turf Club* - Advised that the side gate had been replaced at the Turf Club cost.
- *Narromine Turf Club* - Advised that there are WH&S issues with the Gum Trees at the entrance of the showground and along the driveway. This has been actioned in Item 2 Workplace health and safety issues.
- *Narromine Turf Club* - Advised that due to vandalism (burnt bin) a down pipe will need to be replaced in Les Gibson Pavilion. The Turf Club also advised that damage has occurred to another down pipe and elbow at ground level in the Les Gibson Pavilion. **Action: Manager Community Facilities to investigate damage to downpipes and elbows in Les Gibson Pavilion.**

**8. NEXT MEETING**

The next meeting of the Narromine Showground and Racecourse Advisory Committee will be held on Thursday 16 August 2018, commencing at 3.00 pm at the Council Chambers.

There being no further business, the meeting closed at 3.55 pm.

The Minutes (pages 1 - 3) were confirmed at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_ 2018, and are a full and accurate record of proceedings of the Narromine Showground and Racecourse Advisory Committee held on Thursday 17 May 2018.

**CHAIR**

**Showground Advisory Committee**  
**NARROMINE TURF CLUB REPORT**  
17<sup>th</sup> May 2018

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1.The Club replaced Gate between show society cattle yards and pavilion. It was an unsightly piece of fencing that made a lot of noise when windy & a WHS issue for horses during the races. Note – this cost the turf club \$1470.

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2.Gum trees. Need trimming. Large branches are falling particularly when so dry.

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3.Thursday 10<sup>th</sup> May - I noticed (and showed ██████████) that a wheelie bin had been burnt to the ground leaving pile of plastic. There is damage to the downpipe that catches water off the pavilion.



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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE HELD AT COUNCIL'S CHAMBERS ON THURSDAY 17 MAY 2018**

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**1. FOLLOW UP ITEMS**

- a) Potholes in and around the bitumen driveway into the Showground near the pavilion and also to the Pony Club area – Action Engineering

**Works completed.**

- b) No Smoking in Grandstand sign to be placed in the Grandstand

**Sign has been installed.**

- c) Septic Tank Pump

Temporary pump installed at septic tank near the toilets near the poultry shed. Check whether Council staff have been back to install a permanent pump.

**Pump has been ordered.**

**RECOMMENDATION**

That the information be noted.

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**2. WORKPLACE HEALTH & SAFETY ISSUES**

The Workplace Health & Safety issues identified at the last meeting have been investigated and attended to where possible. The request from the Pony Club for the mesh and harrows to be relocated from the arena is included as a separate item in this report.

Have members noticed any other workplace health and safety issues that need addressing? It is very important in managing risk that any issues are reported promptly to Council so they can be attended to.

**RECOMMENDATION**

For Consideration

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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE HELD AT COUNCIL'S CHAMBERS ON THURSDAY 17 MAY 2018**

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**3. BOOKINGS**

Since the last meeting in February 2018 there have been three functions at the Showground. There are 9 forward bookings for the next twelve months to May 2019. Details of these and future bookings are provided under separate cover for privacy reasons.

**RECOMMENDATION**

That the information be noted.

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**4. COUNCIL ADOPTION OF MINUTES 15 FEBRUARY 2018**

As Members are aware, the Narromine Showground and Racecourse Advisory Committee makes recommendations to Council as the Trust Manager of the Showground Reserve. Council as Trustee must make the final decision on any matters affecting the Showground Reserve.

When the Minutes of the last Showground meeting held on 15 February 2018 were reported to Council's March Council meeting, Council resolved to adopt all recommendations with the exception of the following recommendation:

*"Recommended Cr Lambert/L Dennis that the Narromine Showground & Racecourse Advisory Committee pay the amount of \$1,435.50 for repairs to the main entrance gate at the Narromine Showground."*

Users of the Showground have no authority to commit Showground funds and all maintenance work must be authorized by Council and the tradesmen used must be on Council's CIMS (Contractor Information Management System). This is a system in place, at the instruction of Council's insurers, to ensure that any person/tradesman who works on Council land has the proper insurances. It is also a part of Council's Risk Management Plan and staff cannot engage any Contractor without first checking with CIMS that all insurances etc are up to date and they are currently a member of the CIMS.

This requirement has previously been reported to the Committee and all User groups were requested to take this information back to their Clubs/Associations to ensure no unauthorized work was carried out at the Showground and to advise that Council would not pay accounts for work that was not properly authorized by Council.

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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY  
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**4. COUNCIL ADOPTION OF MINUTES 15 FEBRUARY 2018 (Continued)**

The work instigated by the Narromine Turf Club was not authorized by Council and on that basis, Council resolved not to accept the recommendation that the Turf Club be reimbursed for the repairs to the main entrance gate.

**RECOMMENDATION**

That the information be noted.

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**5. WH&S – REQUEST TO RELOCATE MESH AND HARROWS**

The request from the Pony Club from the February 2018 meeting that the Narromine Turf Club look at relocating the mesh and harrows with other machinery close to the cottage because of the concern it would be of danger to Pony Club members, was passed on to the Turf Club.

The Narromine Turf Club responded that the harrows had been stored in that position for over 40 years without incident. Also that there are no children or pony club activities in the middle of the track. There are no cars leading horses in the middle of the track. The Committee agreed to move the harrows out of the arena for the Show (as always done) and Pony Club Jamboree on 28<sup>th</sup> October 2018.

As this was raised as a Workplace Health & Safety issue, Council's Workplace Health & Safety Officer was requested to undertake a Risk Assessment of the harrows at the Showground. **(See Attachment No. 1)**

There were legitimate reasons for leaving the harrows inside the arena except when the arena was being used because to have to take them across the turf track each day after use would affect the turf which in turn could create a danger for horses racing over that part of the track.

It also appeared for a runaway horse from the Pony Club area to access the arena, it would have to jump two fences which was not considered a high risk. On balance, the Risk Assessment did not recommend that the harrows be relocated each day after use but did recommend the following as preferred control options –

1. Remove harrows from the arena whenever there are events held such as the Annual Show and Pony Club jamboree.
2. Erect temporary fencing inside the arena to store the harrows when not in use.
3. Advise horse trainers and pony club members where the harrows are stored.



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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY  
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**5. WH&S – REQUEST TO RELOCATE MESH AND HARROWS**

The Narromine Turf Club have advised they have erected the temporary fencing and advised horse trainers and pony club members where the harrows are stored.

**RECOMMENDATION**

That the information be noted.

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**6. REMOVAL OF WHITE CATTLE YARDS**

This matter was raised at the Showground Committee meeting on 15<sup>th</sup> February 2018 and the Turf Club were requested to put their request in writing. See letter attached **(See Attachment No. 2)**

This letter was forwarded to the Narromine Show Society and their response is attached **(See Attachment No. 3).**

**Issues Raised**

**The Narromine Turf Club raise the following concerns –**

- i) Whilst the cattle yards were built by the Show Society many years ago for use at the Show, as they now use the Les Gibson Pavilion to show the cattle, they no longer use the old white cattle yards.
- ii) The Turf Club would like the yards removed with the exception of the end bay which could be covered and used by a trainer for stalls and shade.
- iii) The Cattle yards do not meet WH&S standards and would need upgrading. They are also a haven for snakes.
- iv) The white cattle yards are unsightly and if removed would provide much needed additional parking on race day.
- v) They propose that the end bay structure can be roofed and divided into 4 longer yards to provide shelter.
- vi) They have people interested in reusing the materials and possibly removing the yards. If there is a cost involved the Club is happy to contribute 50%.

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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY  
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**6. REMOVAL OF WHITE CATTLE YARDS (Continued)**

**The Narromine Show Society raise the following issues –**

- i) The Narromine Agricultural (Show) Society Inc have been part of the fabric and history of Narromine for over a century.
- ii) The removal of these yards will represent the demise of another part of the Society's history.
- iii) Over the years they have had a number of their assets reassigned including the now named Jack Walsh Stables and the cattle shed, an area used by trainers.
- iv) They only hold an annual event but regularly draw a crowd of over 1500 and it is an event that can truly represent and cater for all ages and groups from across the Shire population.

The Show Society request that the following be considered and addressed before final permission is considered and/or granted to remove the yards.

- Purchase of a set of portable yards, with additional panels of varying heights, to compensate the removal of the yards, to hold either cattle, horses or other stock as required. These would also be used in the event of a wet year to tie up the cattle under cover.
- The upgrading of the cattle unloading ramp and holding yards to comply with current WHS regulations.
- The building of permanent yards along the western side of the existing stables (along the road) to extend the availability of holding space for cattle (including commercial cattle), horses and stock.
- A future consideration to resurface the Les Gibson Pavilion to neaten it up and make it more suitable for cattle to walk on and for easier cleaning up at the end of the day.
- They also request the Turf Club relocate their equipment from the northern Poultry shed as the Show Society need this shed to house their own equipment. This is a matter between the Turf Club and Show Society to resolve however if the Show Society need their shed it is only reasonable that the Turf Club find alternative housing for their equipment.

**Comments**

Following receipt of the response from the Narromine Show Society (which was addressed to the Narromine Turf Club with a copy to Council), the Turf Club responded agreeing to the requests of the Show Society. **(See Attachment No. 4).**

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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY  
COMMITTEE HELD AT COUNCIL'S CHAMBERS ON THURSDAY 17 MAY 2018**

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**6. REMOVAL OF WHITE CATTLE YARDS (Continued)**

The issues raised by both the Narromine Turf Club and the Narromine Show Society have merit and they have now reached agreement on the way forward.

There is no doubt that the Narromine Show Society over many decades has built and paid for infrastructure that is now being leased to other parties and generating income for the Showground Committee which allows further development at the Showground.

For example, the Showground cottage, built by the Show Society as a caretakers cottage, has been rented for many decades and generates around \$5,000 pa income for the Showground. The 'Jack Walsh' stables and adjoining covered pavilion were built by the Show Society for housing and showing of cattle and these two buildings have been leased to horse trainers for many years. At one stage the trainer occupying these buildings had to relocate the horses while the Annual Show was on so the Show Society could utilize them for the cattle. After the Les Gibson Pavilion was constructed (Council contributed \$30,000 towards the cost of this pavilion), the Turf Club suggested the Show Society use this pavilion to show their cattle which would free up the two buildings built by the Show Society for the horse trainer without having to move out for the Annual Show. A new set of smaller cattle yards were constructed on the western side of the stables to use in conjunction with the Les Gibson Pavilion to show the cattle. It is understood that so far, this has worked well.

One of the concerns of the Show Society with the removal of the old white cattle yards is another loss of an asset they constructed but also the concern that if their cattle numbers built up in future years, they would need the yards to house them. They need to plan 10 or 20 years into the future and hope to expand the cattle involvement at the Showground so were concerned to lose these yards.

There is no doubt that the old white cattle yards are an eyesore and would not add to the amenity of the Showground on race days. They also have some WH&S problems. Their removal would also provide much needed parking on race days. The obvious solution is to extend the existing newer yards on the western side of the existing stables to provide more yards for the Show Society for when their cattle numbers increase. It is also a good idea to have portable yards for horses, cattle and sheep as suggested by the Show Society.

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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY  
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**6. REMOVAL OF WHITE CATTLE YARDS (Continued)**

These yards should meet the needs of the Show Society in being able to handle the stock at the Annual Shows into the future and also provide them with additional options for other events at the Showground. The portable yards could also be used to put stock under cover on wet days.

A quotation has been received for the galvanised panels needed to extend the newer yards and provide portable yards. Once the installation of these yards is approved by Council it will be necessary to obtain additional quotations so the quotation is not included with this report.

The Narromine Turf Club have agreed that Showground funds should be used to purchase new portable yards, build permanent yards along the western side of the existing stables to extend the availability of holding space for stock as requested by the Show Society especially considering the amount of income that has been generated for the Showground for decades from infrastructure built and paid for by the Show Society. It would also give them the security of having their stock yards future needs met if they are going to have their old white cattle yards removed.

Another issue raised by the Show Society was the need to upgrade the cattle unloading ramp and holding yards (in the yards along the western side of the existing stables) to comply with current WH&S regulations. This is not a major expense and the Show Society have agreed to undertake this work themselves.

The Show Society have also proposed that they will dismantle the yards at their expense and as they constructed and paid for them in the first place, it is fair and reasonable that any materials salvaged from the yards should be available to the Show Society.

**Financial Implications**

There is currently \$103,440 in the Showground funds and it is expected the new portable yards and extension of the existing permanent yards will be in the vicinity of \$25,000.

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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE HELD AT COUNCIL'S CHAMBERS ON THURSDAY 17 MAY 2018**

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**6. REMOVAL OF WHITE CATTLE YARDS (Continued)**

**RECOMMENDATION**

That

- i) The existing cattle yards on the western side of the stables be extended with galvanized panels - and
- ii) New portable galvanised yards to hold horses, cattle and sheep be purchased.
- iii) The Show Society be responsible to install the permanent yards at their cost.
- iv) Approval be given to expend up to \$25,000 on the permanent and portable yards.
- v) The existing white cattle yards, with the exception of the end bay, be removed by the Show Society at their cost and they be permitted to retain any materials.

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**7. RESURFACING OF LES GIBSON PAVILION**

A request from the Narromine Show Society in their letter of 24 April included "A future consideration to resurface the Les Gibson Pavilion to neaten it up and make it more suitable for cattle to walk on and for easier cleaning up at the end of the day."

It appears the Turf Club also feel the surface is not ideal for their needs. This matter has been included for discussion so a recommendation can be made to Council for a more suitable surface.

**RECOMMENDATION**

For Consideration.

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**8. MUDGEES LIONS CLUB – CHARITY HORSE RIDE**

A letter has been received from Mudgee Lions club advising they are planning a charity horse ride to raise funds for an Integrated Wellness Centre at the oncology Unit being built at the Dubbo Hospital.

"Sue Ellen Lovett, who is blind and has represented Australia in Paralympic Equestrian events, is planning to complete the ride with the support of two sighted riders and a crew including Mudgee Lions Club members.

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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY  
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**8. MUDGEES LIONS CLUB – CHARITY HORSE RIDE (Continued)**

Over the years Sue Ellen has completed many charity rides, the last in 1999 from Brisbane to the Sydney Town Hall to raise funds and awareness for the Sydney Paralympic Games

"The ride is being planned for Saturday 6<sup>th</sup> to Sunday 21<sup>st</sup> October 2018, starting and finishing in Dubbo via Guerie, Wellington, Goolma, Mudgee, Gulgong, Dunedoo, Coolah, Binnaway, Mendooran, Gilgandra, Collie, Warren, Trangie, Narromine, Dubbo." They plan to use low traffic volume back roads for the majority of the Ride.

They are asking for permission to use the Trangie Racecourse overnight Friday 19<sup>th</sup> and Narromine Racecourse Saturday 20<sup>th</sup> for both stabling the horses and to be able to camp at the Showground with access to toilet and shower (8 to 10 people).

A Narromine trainer has offered and they have accepted, the use of his stables overnight. The Trangie Pony Club will look after them for both the stables and toilets/showers in Trangie on 19<sup>th</sup> October.

It is understood a contingent of Trangie Pony Club members intend to ride out to welcome and join Sue Ellen and the other two riders as they ride into Trangie.

A copy of the Daily Travel Route and information on the Charity Ride is attached. **(See Attachment No. 6).**

A new entry has been included in the fees and charges for Showgrounds to cater for overnight camping for charitable events eg horse rides to raise money for oncology. This is shown as 'No charge' to enable the participants to raise the maximum amount of money for the charitable project. They would stable the horses and stay in a campervan overnight on their ride on horseback to raise money.

The new entry in the fees and charges will be utilized with this ride so they will be permitted to stay overnight free of charge to help with their fundraising.

**RECOMMENDATION**

That the information be noted.

Vas Roberts

**Director Community & Regulatory Services**

Narromine Shire Council

Date 19.3.2018

**Risk Assessment – Narromine Turf Club drag harrows and the safety of jockeys, children and horses who use the Narromine Showground arena.**

Please refer to attached photos.

**Hazard Identification:**

**Hazard:** The harrows are constructed from steel, are 4 metres wide by 2 metres long and have steel teeth approx. 10 cm long. The harrows are towed behind a tractor to smooth the dirt training track (figure 1).

After use the harrows are parked in the showground arena approx. 50 metres from the dirt track.

The harrows are parked inside the arena because the continued running of the harrows over the grass race track causes considerable damage (uneven surface) to the race track which may result in a serious injury to the jockey or racehorse.(figure 2)

**Risk Assessment:**

**What is the harm the hazard could cause:** The harrows in their present location could cause an injury requiring medical attention to a jockey, pony club rider (Figure 3) and serious injury to a horse if contact was made with them.

**What is the likelihood of this happening:** The arena of the showground is not used for any regular pony club events or any other regular horse events. The annual show and pony club jamboree are the only two events held on the arena in 2018.

**Persons at risk:** All riders and horses that use the showground arena and its surrounds.

**Existing control measures:** The harrows are removed from the arena whenever there are events held in the arena such as the annual show and pony club jamboree.

**Consequence:** Moderate – Medical treatment

**Likelihood:** Unlikely – Could happen at some time

**Outcome:** Medium –Control measures currently in place to reduce the risk of injury must be reviewed using the hierarchy of controls

## Narromine Shire Council

**Control measures:****Possible control options:****Elimination:**

1. Stop using the harrows and park them outside the arena. To remove the harrows would mean the Turf Club would be unable to continue smoothing the training dirt track therefore introducing further risks to riders and horses.

**Engineer:**

1. Purchase new set of harrows that can be lifted by the three point linkage on the tractor and can be stored away from the showground arena. (Turf Club would have to carry this expense).

**Administrative:**

1. Erect signage warning users of the arena of the location of the harrows
2. Erect temporary fencing inside the arena to store the harrows when not in use.
3. Remove harrows from the arena whenever there are events held such as the annual show and pony club jamborees.
4. Remove harrows from arena each day after use. This may introduce a greater hazard of damaging the grass track and increasing the risk of injury to jockeys and race horses
5. Advise horse trainers and pony club members where the harrows are stored in the arena

**Preferred control options:**

1. Remove harrows from the arena whenever there are events held such as the annual show and pony club jamboree.
2. Erect temporary fencing inside the arena to store the harrows when not in use.
3. Advise horse trainers and pony club members where the harrows are stored

**The following people were consulted when completing this risk assessment:**

1. Vas Roberts – Director Community & Regulatory Services
2. Libby Dennis – Secretary Narromine Turf Club
3. Alice Oates – Narromine Pony Club
4. [REDACTED] – Track Manager

**Completed By:****Ashley Bullock****Work Health Safety & Risk Coordinator**



## Narromine Shire Council

Risk Assessment Matrix		Consequences				
		Negligible No injuries or not requiring first aid	Minor First aid needed	Moderate Medical treatment	Major Serious injury	Severe Death or permanent disability.
Likelihood	<b>Certain to occur</b> Expected to occur in most circumstances	Medium	High	High	Extreme	Extreme
	<b>Very Likely</b> Will probably occur in most circumstances	Medium	Medium	High	Extreme	Extreme
	<b>Possible</b> May occur occasionally	Low	Medium	Medium	Extreme	Extreme
	<b>Unlikely</b> Could happen at some time	Low	Low	Medium	High	High
	<b>Rare</b> May happen only in exceptional circumstances	Low	Low	Medium	Medium	Medium
<b>Risk Level</b>	<b>Recommended Actions</b>					
Extreme	Immediate action required – Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable using the hierarchy of controls					
High	Risk control measures required to reduce risks to as low as reasonably practicable using the hierarchy of controls					
Medium	Review risk assessment and ensure control measures to reduce risk to as low as reasonably practicable using the hierarchy of controls					
Low	Manage risks by routine procedures and monitor					

Narromine Shire Council

Figure 1 Drag Harrows



Narromine Shire Council

Figure 2 Entrance to dirt track and showground arena



Figure 3 Pony club grounds, racetrack & showground arena





16<sup>th</sup> February 2018

Dear Jane,

At the Showground Advisory Meeting, Thursday 15<sup>th</sup> February @ Council Chambers, I, on behalf of the Narromine Turf Club made a motion for the removal of the white unused cattle yards at the Narromine Showground. It was opposed by The Show Society and Guy Marchant asked that I formally request the removal of the yards to Council.

This is the yards:



The yards were built by The Show Society and were used to keep cattle during the Show. The Show Society got permission from The Narromine Turf Club to have the cattle paraded under The Les Gibson Pavilion 3-4 years ago. They have not used the white cattle yards since and there is no traffic from the Show that goes anywhere near this area.



PO BOX 212 NARROMINE NSW 2821 • [www.narromineturfclub.com.au](http://www.narromineturfclub.com.au) • [secretary@narromineturfclub.com.au](mailto:secretary@narromineturfclub.com.au)

NARROMINE TURF CLUB

I am asking you to consider removal of the white cattle yards, except the end bay which a trainer who subleases this area from The Narromine Turf Club will transform into stalls and shade.

### 1. Duty of Care

Yards next to this are being leased by The Narromine Turf Club and then sub leased to trainer Kylie Kennedy. On several occasions snakes have come out of the weeds and it is so unsightly for owners to see these yards next to their horses. The yards are dangerous and would not meet WHS Standards for use. The Club, and also the Shire, have a duty of care to provide a safe and risk free space when leasing an area. By leaving the end bays of the white cattle yards, Kylie will use to make stalls and shaded area for horses. It was suggested in meeting to upgrade the yards to current WHS standards, but even if done, there is no one that will utilise the yards.

THIS LEASED AREA IS WORTH \$20- WEEK - \$1040 INCOME FOR SHOWGROUND ADVISORY COMMITTEE

### 2. The Club need additional parking areas for Race Day.

Narromine Turf Club is a professional TAB race club. The Club has a Gold Cup in August each year with over \$250,000 prizemoney. There is an expectation of top class facilities and areas for our officials, patrons and trainers. The Club have spent a lot of money on new stalls, updating camera towers, and ongoing track and grounds maintenance, which benefits all users. To ensure a high standard year round, The Club mow and maintain all enclosed areas for all functions and the show and with new tractor purchased July 2017, will slash the inside of the track prior to show day. Imagine the money that is saving The Showground Advisory Board.

All our efforts and money is directed towards providing a Race Course that is a safe and attractive high quality venue.

The white cattle yards are unsightly, dangerous and if removed, would be much needed additional parking on race day.

### 3. Propose reuse of end yard closest to Jack Walsh Stables

One of the objections from The Show Society is the yards should be reused.

It is the proposal of The Narromine Turf Club that the end bay structure can be used to become roofed and will be shelter for 4 longer yards. There have been many enquiries about the materials in the past 12 months, I believe that someone would definitely be interested in reusing the materials, and likely remove them. **If there is a cost involved in removal, The Club is happy to contribute 50% .**



We live in a user pays world, and The Narromine Turf Club pay 80% of electricity and water charges to the Narromine Showground. That arrangement is satisfactory to The Club and is fair. Not being able to remove old unused, unsightly yards to further our parking and trainers safe use of leased areas is unfair.

I appeal to you to meet me at the area, to assess the wonderful things we have achieved at The Narromine Turf Club, to get a picture of the transformation that would occur when Kylie reused the end bay, based on the amount of renovations she has completed on other stabled areas.

I have been secretary of Narromine Turf Club for almost 4 years. This has been an ongoing issue and discussed several times at Showground Advisory Meetings. Please help me come to a fair and equitable outcome for all users of the showground.

Contact me on [REDACTED] for any further information needed. Your time is appreciated.

Warm Regards,

[REDACTED]

Libby Dennis  
Secretary

**NARROMINE AGRICULTURAL (SHOW) SOCIETY INC.**

ABN: 12 802 373 998

President: Bill Gibbs

Secretary: Jenny Ballhausen

Address: PO Box 219  
NARROMINE NSW 2821Email: [narromineshow@gmail.com](mailto:narromineshow@gmail.com)The Secretary  
Narromine Turf Club  
PO Box 212  
Narromine NSW 2821

24 April 2018

Dear Libby,

The Narromine Agricultural (Show) Society Inc have had considerable discussions regarding the request of the removal of the existing 'white' cattle yards as per previous communications from the Narromine Turf Club.

The Narromine Agricultural (Show) Society Inc have been part of the fabric and history of Narromine for over a century. The removal of these yards will represent the demise of another part of the Society's history. Over the years we have had a number of our assets reassigned including the now-named Jack Walsh Stables and the cattle shed and area used by trainers. We may only hold an annual event but we are proud that we can regularly draw a crowd of over 1500 and are an event that can truly represent and cater for all ages and groups from across the Shire population.

We, the Narromine Agricultural (Show) Society Inc, request that the following be considered and addressed before final permission is considered and/or granted to remove the yards.

- Purchase of a set of portable yards, with additional panels of varying heights, to compensate the removal of the yards to hold either cattle, horses or other stock as required. These would also be used in the event of a wet year to tie up the cattle under cover.
- The upgrading of the cattle unloading ramp and holding yards to comply with current WHS regulations.
- The building of permanent yards along the western side of the existing stables (along the road) to extend the availability of holding space for cattle (including commercial cattle), horses and stock.
- A future consideration to resurface the Les Gibson Pavilion to neaten it up and make it more suitable for cattle to walk on and for easier cleaning up at the end of the day.

In addition, we request that the Narromine Turf Club remove their equipment from the northern Poultry Shed as the Narromine Show Society has their own equipment which needs to be stored there. This includes the yards for the Macquarie Yard Dog Trials which is currently being stored on member's private property.

As we are one of the stakeholders who use the grounds, we do encourage working together to find a suitable solution that is workable and agreeable to all. We look forward to further discussions.

Regards

Jenny Ballhausen  
Secretary  
Narromine Agricultural (Show) Society Inc

CC: Mrs V Roberts – Narromine Shire Council/Narromine Showground &amp; Racecourse Advisory Committee



1<sup>st</sup> May 2018

The Secretary  
Narromine Show Society  
PO Box 219  
NARROMINE NSW 2821,

**RE: WHITE CATTLE YARDS**

Thank you to the Show Society for spending so much time thoughtfully discussing the proposal put forward to the Advisory Board. It is so important that we all work together for the benefit of the community. Our time on these committees and here in Narromine is limited and there are so many generations to come.

The Turf Club recognise and thank the tireless efforts of The Show Society to present an amazing show each year and you are indeed, a part of the fabric and history of Narromine.

The Turf Club are aware that there is funds in reserve in the Advisory Board, most have accumulated over the years due to the regular income from the Showground Cottage and stables, which were paid for by the Show Society in the past.

It is absolutely reasonable that these funds are used to:


- purchase portable yards
- upgrade the cattle unloading ramp and current yards to comply with WHS regulations
- build permanent yards along the western side of the existing stables to extend the availability of holding space for stock

Especially when you lose the security of the white cattle yards, that were built by the Show Society many years ago.

Resurface of the Les Gibson Pavillion can be discussed at a later meeting. The asphalt surface is less than ideal for all users. The Turf Club was not aware that members of the Show Society had equipment that was needed to be stored on site. It is actually a very good idea for The Turf Club to build an additional shed and gratitude to The Show Society for allowing the use of the Poultry Shed.

The Turf Club are pleased Vas Roberts can present this letter to the May Council Meeting. With our agreement and flexibility for all requests made by The Show Society, we hope that the Turf Club can remove the unsightly, dangerous and unusable white cattle yards.

Warm Regards,

  
Libby Dennis  
Secretary



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Table 1

Ride Against Cancer - Daily Travel Route										
Daily START 0630hrs and FINISH no later than 1600hrs					Majority of the route is over gravel Shire roads with low volume traffic expected					
Key to Abbreviations: TR = Turn Right, TL = Turn Left, KR = Keep Right, KL = Keep Left, SO = Straight On										
Date	Section	Start Point	Distance travelled on any highway, road or street is shown after each.							Finish Point
Day 14 Friday 19/10/18	Warren to Trangle	Warren Racecourse	TR to Cairinda Rd - 1.2km	TR to Industrial Access Rd - 3.2km <b>TL to Oxley Hwway - 0.8km</b>	TR to Rillie Range Rd - 5.6km	TR to Ellengerah Rd - 32.2km	TR to Collie - Trangle Rd - 16.0km	TR to Wright Rd - 0.7km	TL to Narramine St - 0.2km	Trangle Racecourse <b>Total - 59.6km</b>
Day 15 Saturday 20/10/18	Trangle to Narramine	Trangle Showgrounds	TR to Showgrounds Rd - 2.4km SO to Sissian Lane - 5.4km	TR to Herrings Lane - 4.8km SO to Willydah Rd - 9.3km	TR to Mungenbar Rd - 3.6km	TL to Dandalo Rd - 16.0km	TR to Old Backwater Rd - 5.0km	TR to Wright Rd - 0.7km	TL to Nellie Vale Rd - 1.2km SO to Dappo Rd - 0.6km	Narramine Racecourse <b>Total - 49.0km</b>
Day 16 Sunday 21/10/18	Narramine to Dubbo	Intersection of Eumungerie Rd & Warren Rd	SO Eumungerie Rd - 6.8km TR to Euromedah Rd - 10.8km	TL to Dulla Dulla Rd - 9.7km	TR to Rawson Bridge Rd - 0.8km TL to Rawsonville Rd - 5.1km	SO to Whylandra Crossing Rd - 2.4km (Across Macquarie River to Mitchell Hwway)	TL to Mitchell Hwway - 3.7km TL to Bunglegumbe Rd - 6.4km	SO to Troy Bridge Rd - 2.6km <b>(Cross Newell Highway at 2.5km)</b> SO to Boothomba Rd - 1.7km	TR to Yarrandale Rd - 3.3km TL to Merrill Rd - 0.4km	Dubbo Racecourse <b>Total - 53.7km</b>
		<b>Alternate route if the river is too high at Whylandra crossing</b>			TR to Rawson Bridge Rd - 3.0km	TL Mitchell Hwway - 8.5km	TL to Bunglegumbe Rd - 6.4km then SO to Troy Bridge Rd and continue as above			

### *About Sue-Ellen Lovett*

From humble beginnings growing up on a farm near Mudgee, Sue-Ellen had visions of representing her country. She knew what she had to do, how to do it but had no idea it would take her on the journey she has travelled thus far.

Without the luxury of full sight, and now totally blind, her vision was much more than just seeing.....

*“if I can just help one person achieve their potential then it is all worth it..”*

### **The Integrated Wellness Centre**

will focus on cutting edge treatments as well as research .

There are four major components:

- **Diagnosis:** early imaging and pathological diagnosis.
- **Treatment:** chemotherapy, radiotherapy and survivorship at one site.
- **Research:** providing patients with access to clinical trials and cutting edge treatments.
- **Education:** educating the community about cancer prevention, detection and treatments

### **Sponsors**

**Racing NSW  
Stock Horse Association**



Some of Sue-Ellen's Recognitions, Awards & Achievements



- Nine long distance horse rides covering 16000 km. raising \$3.1 Million for such organizations as:
  - ❖ Guide Dogs NSW
  - ❖ Sydney Paralympian Committee
  - ❖ Riding for the Disabled
  - ❖ Children's Cancer Unit
  - ❖ Lions Save Sight
- 1996 Atlanta Paralympian
- 1999 Member of the Bronze winning Australian Team at the Denmark World Dressage Championships.
- 2000 Placed 5<sup>th</sup> in the Sydney Paralympics Freestyle to Music event.
- 2000 Made Life Member of Equestrian Australia.
- 2000 Ministerial Sport Award.
- 2004 Australian Sports Medal.
- 2009- 2013 Qualified for the Competition Dressage International in Sydney.



**Cancer touches us all.**

Sue -Ellen, along with her trusty horse, Desiderata and her amazing guide dog, Armani, is endeavoring to ride 700kms across the Central West of NSW, to reinforce to all that being blind and handicapped does not stop you from helping others.....

Her goal for 2018 is to raise money to assist those touched by cancer-not only in her hometown of Dubbo, but all of the Central West of NSW.

Please join us in this endeavor.

The Challenge will visit the following towns

- Dubbo
- Geurie
- Wellington
- Goolma
- Mudgee
- Gulgong
- Dunedoo
- Coolah
- Binnaway
- Mcendooran
- Gilgandra
- Collie
- Warren
- Trangie
- Narramine

All money raised will go to the new

Dubbo Integrated Wellness Centre

located within the Oncology Dept. of Dubbo Base Hospital.

All donations to Mudgee Lions Club

BSB: 082 726

ACC: 631002002

Ref: Ride Against Cancer

**THE CHALLENGE**

**Ride Against Cancer**



**2018**

October 6<sup>th</sup>-21<sup>st</sup>  
Blind Paralympian  
Sue-Ellen Lovett

is

*riding to raise money to help those touched by Cancer.*

**Narromine Showground and Racecourse  
Advisory Committee**

**Statement of Income & Expenditure  
Period Ending 3/05/2018**

**INCOME**

<b>Contributions</b>		
Narromine Turf Club	4,549.08	
Narromine Show Society	1,137.27	
Narromine Shire	9,020.00	
Sundry	-	
	<hr/>	14,706.35
<b>Fees</b>		
Cottage Rent	4,516.93	
Other Facilities	1,307.26	
Stables	8,786.41	
	<hr/>	14,610.60
<b>Other Income</b>		
Grant - Amentities Building	-	
Loan - Amentities Building	-	
Interest	-	
	<hr/>	-
<b>TOTAL INCOME</b>		<b>29,316.95</b>

**EXPENDITURE**

Vandalism Repairs		-
Cleaning		374.74
Electricity		4,142.86
Insurance - Excess		-
Insurance		0.00
<b>Repairs &amp; Maintenance</b>		
Buildings / Fixtures	2,000.00	
Grounds	-	
Plant	-	
Turf	-	
House Repairs	-	
Toilets	143.84	2,143.84
Rates & Water		1,300.62
Wages & Security		462.89
Sundry		127.16
		<hr/>
<b>TOTAL EXPENDITURE</b>		<b>8,552.11</b>
<b>PROFIT/(LOSS) YEAR TO DATE</b>		<b>20,764.84</b>
		<hr/>
<b>ADJUSTED PROFIT/(LOSS) YEAR TO DATE</b>		<b>20,764.84</b>
		<hr/>

2017-2018		USER CHARGES										TOTAL INCOME			
INCOME		FEES					CONTRIBUTIONS					OTHER INCOME		INTEREST	
DATE	DETAILS	REC	COTTAGE RENT	OTHER FACILITIES	STABLES	NME TURF CLUB	NME SHOW SOCIETY	NME SHIRE	SUNDRIES	OTHER INCOME	INTEREST	TOTAL INCOME			
3/07/2017	Showground Cottage Rent		\$ 549.40									549.40			
24/07/2017	Narramine Turf Club				221.82							221.82			
24/07/2017	Narramine Turf Club					1,137.27						1,137.27			
25/07/2017	T Fulwood				333.16							333.16			
25/07/2017	Narramine Turf Club				333.16							333.16			
31/07/2017	Hartin Schulte Bell		457.10									457.10			
1/08/2017	Rotary Club Narramine			261.82								261.82			
16/08/2017	T Wiggins - Hire			145.45								145.45			
28/08/2017	Narramine Turf Club				161.51							161.51			
28/08/2017	T Fulwood				161.51							161.51			
28/08/2017	T Fulwood				161.51							161.51			
28/08/2017	Narramine Turf Club				161.51							161.51			
28/08/2017	Narramine Turf Club				161.51							161.51			
8/09/2017	Narramine Rugby Union			315.45								315.45			
27/09/2017	Donation							9,020.00				9,020.00			
29/09/2017	Cottage Rent		660.16									660.16			
29/09/2017	Narramine Turf Club				161.51							161.51			
29/09/2017	Narramine Turf Club				161.51							161.51			
29/09/2017	T Fulwood				161.51							161.51			
29/09/2017	T Fulwood				161.51							161.51			
29/09/2017	Narramine Turf Club				161.51							161.51			
29/09/2017	Narramine Turf Club				161.51							161.51			
29/09/2017	Narramine Turf Club				161.51							161.51			
26/10/2017	Narramine Show Society					1,137.27						1,137.27			
26/10/2017	Narramine Turf Club				161.51							161.51			
26/10/2017	Narramine Turf Club				161.51							161.51			
26/10/2017	T Fulwood				161.51							161.51			
26/10/2017	T Fulwood				161.51							161.51			
26/10/2017	Narramine Turf Club				161.51							161.51			
26/10/2017	Narramine Turf Club				161.51							161.51			
31/10/2017	Cottage Rent		454.01									454.01			
9/11/2017	Narramine Turf Club				(161.51)							(161.51)			
9/11/2017	Narramine Turf Club				(161.51)							(161.51)			
9/11/2017	Narramine Turf Club				(161.51)							(161.51)			
9/11/2017	Narramine Turf Club				161.51							161.51			
9/11/2017	Narramine Turf Club				161.51							161.51			
9/11/2017	Narramine Turf Club				240.30							240.30			
9/11/2017	Narramine Turf Club				240.30							240.30			
9/11/2017	Narramine Turf Club				240.30							240.30			
9/11/2017	T Fulwood				161.51							161.51			
9/11/2017	T Fulwood				161.51							161.51			
30/11/2017	Cottage Rent		457.10									457.10			
19/12/2017	Narramine Turf Club				240.30							240.30			
19/12/2017	Narramine Turf Club				161.51							161.51			
19/12/2017	Narramine Turf Club				161.51							161.51			
19/12/2017	T Fulwood				161.51							161.51			



NSRAC EXPENDITURE																	
2017/2018	DATE	FOR	CHQ	ELECTRICITY	INSURANCE	VANDLISM	CLEANING	RATES & WATER	WAGES & PLANT	SUNDRY	GROUNDS PLANT	Insurance Excess	REPAIRS & MAINT BUILDINGS / FIXTURES	TURF	HOUSE	TOILETS	TOTAL
	9/06/2016	Electricity		142.05													142.05
	27/07/2016	Electricity		728.03													728.03
	11/08/2017	Stock Issue					56.56										56.56
	30/08/2017	Rates						988.12									988.12
	31/08/2017	Wages & Plant							223.70								223.70
	27/09/2017	Gas								40.00							40.00
	10/10/2017	Sams Liquid Waste					318.18										318.18
	26/10/2017	Stock Issue								54.16							54.16
	30/10/2017	Electricity		1,812.73													1,812.73
	11/01/2018	Wages & Plant							239.10								239.10
	15/02/2018	Electricity		221.35													221.35
	15/02/2018	Electricity		1,238.70													1,238.70
	12/12/2017	Water						147.50									147.50
	27/02/2018	Water						165.00									165.00
	22/11/2017	A1 Freight								33.00							33.00
	23/11/2017	Blackwoods											2,000.00				143.84
	1/11/2018	Insurance Excess															2,000.00
				4,142.86			374.74	1,300.62	462.89	127.16			2,000.00			143.84	8,552.11

**Narromine Showground and Racecourse  
Advisory Committee  
Statement of Working Funds  
As at 03/05/2018**

Balance Brought Forward as at 01/07/17	82,675.42
Add Receipts	29,316.95
Less Payments	<u>(8,552.11)</u>
<b>Balance of Working Funds 3/05/2018</b>	<b><u>103,440.26</u></b>
Security Bonds Held	<u>513.00</u>
Reconciled Balance	<u>103,953.26</u>
Check:	<u>0.00</u>

**Balance Sheet Check:**

Reconciled Bank Balance 1 July 2017	82,675.42
Profit Year to Date	<u>20,764.84</u>
<b>Reconciled Working Funds Balance 3/05/2018</b>	<b><u>103,440.26</u></b>
Plus Security Bonds Held	513.00
Reconciled Balance	<u>103,953.26</u>
Check:	<u>0.00</u>



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**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING  
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 24 MAY 2018**

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**PRESENT:** Cr Dawn Collins (Chair), Cr. Craig Davies, Vas Roberts (Director Community & Regulatory Services), George Gibson (Macquarie Picnic Race Club), Andy McKinnon (Trangie Jockey Club), Wayne Foster (Trangie Pony Club), Paul Mitchell (Trainer).

**1. WELCOME**

The Chair welcomed those present and declared the meeting open at 4.00 pm.

**2. APOLOGIES**

**RECOMMENDED** G Gibson/A McKinnon that the apology of Kim Ferrari be accepted.

**3. DECLARATION/CONFLICT OF INTEREST – None**

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

**RECOMMENDED** G. Gibson /A. McKinnon that the Minutes of the previous meeting of the Trangie Showground & Racecourse Advisory Committee held on 22 February 2018 be adopted as a full and accurate record of proceedings of that meeting.

**5. BUSINESS ARISING FROM THE MINUTES**

The business arising was dealt with in the Community & Regulatory Services Report.

**6. COMMUNITY & REGULATORY SERVICES REPORT**

**1 Follow up Items from Last Meeting.**

- i) **Old Concrete** – At the February meeting, Wayne Foster raised the issue of an old concrete pipe no longer in use which is close to the entrance where the road goes through into the ring. He said a lot of water lies in that area. This matter was further discussed and it was suggested a guide post be placed on either side so people know there is a drop there. It was also suggested that Council staff pack some fill into that area so vehicles can drive square through the gateway. Council staff to contact Paul Mitchell to ascertain the exact site where the repair is needed.

It was reported to the May meeting that this was being investigated and appropriate action being taken. There was some concern raised as to whether the guide posts had been placed in the correct place where the real problem was. It was suggested that Council staff contact Wayne Foster who will be able to show them exactly where the problem area is. **ACTION COMMUNITY FACILITIES MANAGER**

**RECOMMENDED** A McKinnon/W Foster that the information be noted and followed up.

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**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING  
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 24 MAY 2018**

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**2. WORKPLACE HEALTH & SAFETY ISSUES**

There were no identified Work Health & Safety issues.

**RECOMMENDED** G Gibson/A McKinnon that the information be noted.

**3. BOOKINGS**

**RECOMMENDED** Cr C Davies/P Mitchell that the information be noted.

**4. MUDGEES LIONS CLUB – CHARITY HORSE RIDE**

**RECOMMENDED** Cr C Davies/W Foster that the information be noted.

**7. FINANCIAL REPORT**

**RECOMMENDED** G Gibson/A McKinnon that the Financial Report as presented be adopted.

NOTE: A query was raised about the high water charge from June – October 2017 and it was noted that there had been water leaks which could have contributed to this.

**8. GENERAL BUSINESS**

- a) **Water Leak** It was reported that there is still a water leak approximately 150m from the finishing post and the backhoe got bogged there last time they went to fix it. There is a five foot stick marking the spot where the leak is on the race course rail. The water is usually turned off between uses however when the stock horse event is on, the cattle are held in the yards at the water trough for up to two days at a time.

**RECOMMENDED** P Mitchell/G Gibson that Council be asked to repair the water leak.  
**ACTION: COMMUNITY FACILITIES MANAGER**

- b) **Security Lighting and Signage** The Director raised the issue of the grant application through the Community Safety Fund for signage and security lighting which was unsuccessful. It was intended to apply again, this time through the Community Building Partnership Fund however on reading the guidelines, this project would not be eligible for funding. It was suggested that as the Committee have sufficient funds that they recommend to Council that the signage be obtained now as these are Workplace Health & Safety signs that are needed. The total cost is \$1090 excluding GST.

**RECOMMENDED** A McKinnon/G Gibson that the Committee recommend to Council that the WH&S Signage at a cost of \$1090 excluding GST be purchased from Committee funds.

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**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING  
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 24 MAY 2018**

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**The security lighting** required totalled \$43,300 excluding GST and whilst there were insufficient funds at this time to proceed with all the lighting, it was suggested that perhaps the high priority security lighting could be determined and purchased from Committee funds. The remaining lights could be the subject of a PRMF grant application next year. The lights quoted were in three separate areas ie Grandstand area including jockey room and call box, the Pony Club area and the old stables and camping area.

Mr McKinnon advised he will liaise with representatives from the Showground Committee and determine the highest priority lights and report back to the Committee with a revised quotation for those lights with the view of purchasing those from Committee funds.

**ACTION ANDY McKINNON**

**9. NEXT MEETING**

The next meeting of the Trangie Showground & Racecourse Advisory Committee will be held on Thursday 30 August, 2018 at 4.00 pm.

There being no further business, the meeting closed at 4.40 pm.

The Minutes (pages 1 – 3) were confirmed at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_ 2018 and are a full and accurate record of proceedings of the Trangie Showground & Racecourse Advisory Committee meeting held on 24 May 2018.

**CHAIR**

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**REPORT TO TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD AT TRANGIE SHOWGROUND ON THURSDAY 24<sup>TH</sup> MAY 2018**

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**1. FOLLOW UP FROM LAST MEETING**

**i) The iron sheets and painting at the southern end of pavilion still to be done.**

The builder building the new toilet block has been asked to do this work in conjunction with the construction of the mens toilet block.

**ii) Old concrete** – Wayne Foster raised the issue of an old concrete pipe no longer in use which is close to the entrance where the road goes through into the ring. He said a lot of water lies in that area. This matter was further discussed and it was suggested a guide post be placed on either side so people know there is a drop there. It was also suggested that Council staff pack some fill into that area so vehicles can drive square through the gateway. Council staff to contact Paul Mitchell to ascertain the exact site where the repair is needed. **ACTION COMMUNITY FACILITIES MANAGER**

Been investigated – appropriate action being taken.

**iii) Bookings from Stock Horse Association for use of Stables/Facilities**

No letter was received regarding the perceived inequity in fees between the camp draft and the stock horse training events.

It was pointed out in an email that while the Campdrafters are charged around \$600 for a 3 day event, the Stock Horse Association were charged \$150 per day plus \$50 per day if they use the stables. This equates to about the same charge because the campdrafters are charged per event not per day.

**iv) Security Lighting – Grant Application**

The application lodged for approximately \$40,000 for security lighting and signage jointly by the Trangie Jockey Club and Trangie Pony Club was not successful. Troy Grant's Office advised there was only one successful application for the whole of Troy's electorate and

that was for CCTV Cameras for Narromine Shire Council.

It is intended to lodge an application through the Community Building Partnerships Fund.

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**REPORT TO TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD AT TRANGIE SHOWGROUND ON THURSDAY 24<sup>TH</sup> MAY 2018**

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v) **Lodge an Application for Grandstand re-seating**

An application was lodged through the Public Reserves Management Fund (PRMF) for replacement of the seating in the Grandstand with aluminium seating and backs. Advice should be received by the end of June with regard to whether or not the application was successful.

vi) **The two queries with regard to expenditure from the last meeting are answered as follows –**

- a) Expenditure of \$585 for a water cart, related to the gravel that was laid to fix the entrance road for the car parking before the Macquarie Picnic Races which had been requested by the Committee.
- b) The insurance excess of \$2000 was an error and should have been charged to Narromine Showground and Racecourse Committee. This has now been rectified.
- c) The account for Macquarie Picnic Race Club contained an inadvertent error that has now been rectified and they have been invoiced for the total amount.
- vii) The taps and gate valves that needed attention in the arena were fixed.
- viii) The wedding booked for 8/9 March was not held.
- ix) Wire near irrigation channels at Narromine – this wire has been removed.

**RECOMMENDATION**

That the information be noted.

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**REPORT TO TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD AT TRANGIE SHOWGROUND ON THURSDAY 24<sup>TH</sup> MAY 2018**

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**2. WORKPLACE HEALTH & SAFETY ISSUES**

A grant application has been lodged to replace the seating on the grandstand. Council's Workplace Health & Safety Officer together with Council's Health and Building Manager inspected the grandstand to see whether the structure itself was sound and would only need to have the seating replaced. A risk assessment was carried out and the structure was found to be sound except for the seating which needs to be replaced.

Have members noticed any other workplace health and safety issues that need addressing? It is very important in managing risk that any issues are reported promptly to Council so they can be attended to.

**RECOMMENDATION**

For Consideration

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**3. BOOKINGS**

Since the last meeting in February 2018 there have been four events at the Showground. There are currently 4 forward bookings to September 2018. Details of these and future bookings are provided under separate cover for privacy reasons.

**RECOMMENDATION**

That the information be noted.

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**4. MUDGEES LIONS CLUB – CHARITY HORSE RIDE**

A letter has been received from Mudgee Lions Club advising they are planning a charity horse ride to raise funds for an Integrated Wellness Centre at the oncology Unit being built at the Dubbo Hospital.

" Sue Ellen Lovett, who is blind and has represented Australia in Paralympic Equestrian events, is planning to complete the ride with the support of two sighted riders and a crew including Mudgee Lions Club members.

" Over the years Sue Ellen has completed many charity rides, the last in 1999 from Brisbane to the Sydney Town Hall to raise funds and awareness for the Sydney Paralympic Games"

" The ride is being planned for Saturday 6<sup>th</sup> to Sunday 21<sup>st</sup> October 2018, starting and finishing in Dubbo via Guerie, Wellington, Goolma, Mudgee,

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**REPORT TO TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD AT TRANGIE SHOWGROUND ON THURSDAY 24<sup>TH</sup> MAY 2018**

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**4. MUDGEES LIONS CLUB – CHARITY HORSE RIDE (Continued)**

Gulgong, Dunedoo, Coolah, Binnaway, Mendooran, Gilgandra, Collie, Warren, Trangie, Narromine, Dubbo. " They plan to use low traffic volume back roads for the majority of the Ride.

They are asking for permission to use the Trangie Racecourse overnight Friday 19<sup>th</sup> and Narromine Racecourse Saturday 20<sup>th</sup> for both stabling the horses and to be able to camp at the Showground with access to toilet and shower (8 to 10 people).

A Narromine trainer has offered and they have accepted, the use of his stables overnight. The Trangie Pony Club will look after them for both the stables and toilets/showers in Trangie on 19<sup>th</sup> October.

It is understood a contingent of Trangie Pony Club members intend to ride out to welcome and join Sue Ellen and the other two riders as they ride into Trangie.

A copy of the Daily Travel Route and information on the Charity Ride is attached. **(See Attachment No. 1).**

A new entry has been included in Council's fees and charges for Showgrounds to cater for overnight camping for charitable events eg horse rides to raise money for oncology. This is shown as 'No charge' to enable the participants to raise the maximum amount of money for the charitable project. They would stable the horses and stay in a campervan overnight on their ride on horseback to raise money.

The new entry in the fees and charges register will be utilized with this ride so they will be permitted to stay overnight free of charge to help with their fundraising.

Thanks to the Trangie Pony Club for their generous offer to look after Sue Ellen and her accompanying team while they stay overnight in Trangie.

**RECOMMENDATION**

That the information be noted.

Vas Roberts  
**Director Community & Regulatory Services**

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Table 1

Ride Against Cancer - Daily Travel Route											
Daily START 0630hrs and FINISH no later than 1600hrs					Majority of the route is over gravel Shire roads with low volume traffic expected						
Key to Abbreviations: TR = Turn Right, TL = Turn Left, KR = Keep Right, KL = Keep Left, SO = Straight On											
Date	Section	Start Point	Distance travelled on any highway, road or street is shown after each.						Finish Point		
Day 14 Friday 19/10/18	Warren to Trangle	Warren Racecourse	TR to Cannnda Rd - 1.2km	TR to Industrial Access Rd - 3.2km TL to Oxley HwY - 0.8km	TR to Rifle Range Rd - 5.6km	TR to Ellengerah Rd - 32.2km	TR to Collie - Trangle Rd - 16.0km	TR to Mitchell HwY - 0.4km	TL to Narrornine St - 0.2km	Trangle Racecourse	Total - 59.6km
Day 15 Saturday 20/10/18	Trangle to Narrornine	Trangle Showgrounds	TR to Showgrounds Rd - 2.4km SO to Sissitan Lane - 5.4km	TR to Herrings Lane - 4.8km SO to Willyddah Rd - 9.3km	TR to Mungierbar Rd - 3.6km	TL to Dandaboob Rd - 16.0km	TR to Old Backwater Rd - 5.0km	TR to Wright Rd - 0.7km	TL to Nellie Vale Rd - 1.2km SO to Dappo Rd - 0.6km	Narrornine Racecourse	Total - 49.0km
Day 16 Sunday 21/10/18	Narrornine to Dubbo	Intersection of Eumungerie Rd & Warren Rd	SO Eumungerie Rd - 6.8km TR to Euromedah Rd - 10.8km	TL to Dulla Dulla Rd - 9.7km	TR to Rawson Bridge Rd - 0.6km TL to Rawsonville Rd - 5.1km	SO to Whylandra Crossing Rd - 2.4km (Across Macquarie River to Mitchell HwY)	TL to Mitchell HwY - 3.7km TL to Bunglegumbe Rd - 6.4km	SO to Troy Bridge Rd - 2.6km (Cross Newell Highway at 2.5km) SO to Boothenba Rd - 1.7km	TR to Yarrandale Rd - 3.3km TL to Merrill Rd - 0.4km	Dubbo Racecourse	Total - 53.7km
		Alternate route if the river is too high at Whylandra crossing		TL Mitchell HwY - 6.5km	TR to Rawson Bridge Rd - 3.0km		TL to Bunglegumbe Rd - 6.4km, then SO to Troy Bridge Rd and continue as above				



### *About Sue-Ellen Lovett*

From humble beginnings growing up on a farm near Mudgee, Sue-Ellen had visions of representing her country. She knew what she had to do, how to do it but had no idea it would take her on the journey she has travelled thus far.

Without the luxury of full sight, and now totally blind, her vision was much more than just seeing.....

***“if I can just help one person achieve their potential then it is all worth it..”***

### **The Integrated Wellness Centre**

will focus on cutting edge treatments as well as research .

There are four major components:

- **Diagnosis:** early imaging and pathological diagnosis.
- **Treatment:** chemotherapy, radiotherapy and survivorship at one site.
- **Research:** providing patients with access to clinical trials and cutting edge treatments.
- **Education:** educating the community about cancer prevention, detection and treatments

### **Sponsors**

**Racing NSW  
Stock Horse Association**



Some of Sue-Ellen's  
Recognitions, Awards  
& Achievements



- Nine long distance horse rides covering 16000 km. raising \$3.1 Million for such organizations as:
  - ❖ Guide Dogs NSW
  - ❖ Sydney Paralympian Committee
  - ❖ Riding for the Disabled
  - ❖ Children's Cancer Unit
  - ❖ Lions Save Sight
- 1996 Atlanta Paralympian
- 1999 Member of the Bronze winning Australian Team at the Denmark World Dressage Championships.
- 2000 Placed 5th in the Sydney Paralympics Freestyle to Music event.
- 2000 Made Life Member of Equestrian Australia.
- 2000 Ministerial Sport Award.
- 2004 Australian Sports Medal.
- 2009- 2013 Qualified for the Competition Dressage International in Sydney.



**Cancer touches us all.**

Sue -Ellen, along with her trusty horse, Desiderata and her amazing guide dog, Armani, is endeavoring to ride 700kms across the Central West of NSW, to reinforce to all that being blind and handicapped does not stop you from helping others.....

Her goal for 2018 is to raise money to assist those touched by cancer-not only in her hometown of Dubbo, but all of the Central West of NSW.

Please join us in this endeavor.

The Challenge will visit the following towns

- Dubbo
- Geurie
- Wellington
- Goolma
- Mudgee
- Gulgong
- Duncdoon
- Coolah
- Binnaway
- Mendooran
- Gilgandra
- Collie
- Warren
- Trangie
- Narramine

All money raised will

go to the new

Dubbo Integrated Wellness Centre

located within the Oncology Dept. of Dubbo Base Hospital.

All donations to Mudgee

Lions Club

BSB: 082 726

ACC: 631002002

Ref: Ride Against Cancer

**THE CHALLENGE**

**Ride Against Cancer**



**2018**

October 6<sup>th</sup>-21<sup>st</sup>  
Blind Paralympian  
Sue-Ellen Lovett

is

*riding to raise money to help those touched by Cancer.*

**TRANGIE SHOWGROUND RACECOURSE  
ADVISORY COMMITTEE**

**Statement of Income & Expenditure  
Period Ending 3/05/2018**

**INCOME**

<b>Contributions</b>		
Narromine Shire	9,020.00	
Macquarie Picnic Race Club	290.91	
Trangie Jockey Club	757.27	
Sundry	-	
	<u>          </u>	10,068.18
<b>Fees</b>		
Private functions	-	
Other Facilities	1,225.45	
Stables	1,869.79	
	<u>          </u>	3,095.24
	-	
<b>Interest</b>	<u>          </u>	-
<b>TOTAL INCOME</b>		<u>          </u> <b>13,163.42</b>

**EXPENDITURE**

Bank Fees		-
Cleaning		-
Electricity		3,160.05
Insurance		-
<b>Repairs &amp; Maintenance</b>		
Buildings	2,252.00	
Grounds	-	
Plant	-	
Turf	-	
Racetrack	-	
Toilets	-	
		<u>          </u> 2,252.00
Rates & Water		2,519.73
Interest Loan Dept of Lands - Amenities Block		-
Wages & Security		642.60
Sundry		617.00
		<u>          </u> <b>9,191.38</b>
<b>TOTAL EXPENDITURE</b>		<u>          </u> <b>9,191.38</b>
<b>PROFIT/(LOSS) YEAR TO DATE</b>		<u>          </u> <b>3,972.04</b>





**TRANGIE SHOWGROUND RACECOURSE ADVISORY  
COMMITTEE  
Bank Reconciliation  
As At 3/05/2018**

Balance of Bank Account as at 01.07.17	\$ 16,147.62
Add Receipts	\$ 13,163.42
Less Payments	<u>\$ 9,191.38</u>
<b>Balance of Working Funds 03/05/2018</b>	<b><u>\$ 20,119.66</u></b>
Bonds Held	\$ 1,952.50
Sub Total	\$ 22,072.16
Balance as Per Bank Statement 3/05/18	\$ 22,072.16
Reconciled Balance	<u>\$ 22,072.16</u>
<b>Check:</b>	<u>\$ -</u>
 <u>Balance Sheet Check:</u>	
Reconciled Bank Balance 1 July 2017	\$ 16,147.62
Profit Year to Date	\$ 3,972.04
Security Bonds Held	<u>\$ 1,952.50</u>
<b>Reconciled Bank Balance 3/05/2018</b>	<b><u>\$ 22,072.16</u></b>
Reconciled Balance	<u>\$ 22,072.16</u>
Check:	\$ -

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**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,  
10 MAY 2018 AT NARROMINE SHIRE EMERGENCY SERVICES COMPLEX**

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**PRESENT:** Graham Millgate (Chair and LEMO), Sergeant Robert Bevern (Outgoing LEOCON NSW Police Orana), Sergeant Mick Smith (Incoming LEOCON, NSW Police Orana), Jacob Mill (Volunteer Rescue Association), Robyn Douglas (Timbreebongie House), Joseph Parker (NSW SES, Narromine), Peter Treseder (NSW Fire and Rescue, Narromine), Anthony Hojel (NSW Fire and Rescue), Ruth Bellingham (Western NSW Health), Commissioner Mark Gibson (NSW VRA), Jason Gavenlock (Local Land Services from 9.33 am), Ken Bermingham (Tomingley Gold Operations from 9.38 am), Corinne Illievski (NSW Rural Fire Service Orana from 9.57 am), Dave Nickelson (NSW Rural Fire Service Orana from 9.57 am) and Lesley-Ann Roberts (Minute Secretary)

**1. WELCOME**

The Chair welcomed those present, in particular NSW Volunteer Rescue Association Commissioner Mark Gibson and Sergeant Mick Smith (incoming Local Emergency Officer Controller (LEOCON) NSW Police Orana) and declared the meeting open at 9: 32 am.

**2. APOLOGIES**

**RECOMMENDED** by consensus that the apologies of Kerrie Murphy (Director, Infrastructure and Engineering Services, NSC), Jane Redden (General Manager, NSC), Cr Craig Davies (Mayor, NSC), Phil Lalor (NSW SES, Macquarie Region), Kel Wise (REMO, NSW Police) and Mark Harris (Western NSW Health) be accepted.

**3. CONFIRMATION OF MINUTES**

**RECOMMENDED** by consensus that the Minutes of the meeting held on 10 February 2018 be accepted.

**4. BUSINESS ARISING**

Nil

**5. CORRESPONDENCE - REMO REPORT**

The Chair tabled the REMO Report on behalf of the REMO who was an apology.  
**RECOMMENDED** by consensus that the REMO Report be received.

**6. CONTACT LIST**

The contact list was circulated and updated.

**7. AGENCY REPORTS**

**a) NSW Fire and Rescue (Anthony Hojel):**

- NSW Fire and Rescue attended twenty-two (22) callouts in Narromine and eleven (11) callouts in Trangie; incidents included bush, grass, yard and bin fires and assisting at motor vehicle accidents.
- One (1) new recruit at Narromine has completed their training and two (2) Trangie recruits are in the process of undertaking training. General training is being undertaken on a fortnightly basis, with maintenance training skills on the weekend.

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**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,  
10 MAY 2018 AT NARROMINE SHIRE EMERGENCY SERVICES COMPLEX**

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**7. AGENCY REPORTS Cont'd.**

**b) NSW State Emergency Service (SES) Macquarie Region (Joseph Parker):**

- It has been a dry time with few storms and consequently not too many callouts.
- Discussion was had regarding the responsibility for the removal of trees on roads and the advice provided in Council's after hours, emergency service voicemail.
- The Committee suggested the voicemail may need to be updated. The Chair advised he will look into this and report back to the Committee.

**c) Narromine Volunteer Rescue Association (VRA) (Jacob Mill):**

- VRA have assisted with three (3) road crash rescues resulting from motor vehicle accidents. Fortunately, all were good outcomes.

**d) Local Land Services LLS (Jason Gavenlock):**

- The approval process was outlined as to livestock owners to obtain a permit to have stock on roads.
- It was further noted that a large amount of stock owners do not obtain permits nor do they have adequate signage when grazing or moving stock on roads.
- It was advised that an Annual Stock Routine Permit cannot be used for stock grazing.
- A query was raised regarding whether there is a minimum distance stock can be from the road? It was advised that stock cannot cross the Highway and temporary tape is sometimes used as an extra precaution.
- It was further noted, up to 100km/h, the minimum clear sight distance to oncoming traffic is 3 metres.

**e) Western NSW Health (Ruth Bellingham):**

- It was noted that Mark Harris is the new Health Services Manager at Narromine and Trangie Hospitals.
- Currently, staff are preparing for the flu season. It was noted that it is astonishing as to the large amount of staff that can decline in the space of 12 hours from the flu and then be unable to work for 3 days to 2 weeks. The main focus is therefore, the winter flu strategy.

**f) Tomingley Gold Operations (TGO) (Ken Bermingham):**

- It was noted, a truck fire incident occurred on site however, sustained no real damage.
- Training of staff has been undertaken in the following areas:
  - Confined Spaces
  - Working at Heights Rescue
  - Occupational First Aid (twelve (12) people trained).
  - Vehicle Extraction.
- A query was raised as to where TGO is up to with going underground. It was advised that it is still proposed at this stage, with 2 pits still open at the present time.



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**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,  
10 MAY 2018 AT NARROMINE SHIRE EMERGENCY SERVICES COMPLEX**

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**7. AGENCY REPORTS Cont'd.**

**g) NSW Rural Fire Service (NSW RFS) (Dave Nickelson/Corinne Illievski):**

- Since January, there has been a total of twenty-six (26) incidents; the majority occurring in the southern area. These areas include Waterloo, Tomingley and Webb Siding.
- Other incidents have included, small grass fires and assisting at motor-vehicle accidents.
- Narromine RFS headquarters are moving forward with the capability of structural firefighting, to support NSW Fire and Rescue in the area.
- Internal firefighting is progressing well.
- Membership in Narromine brigades has been small and are working on ways to increase this. Numbers have increased in Trangie by 12.
- Upskilling members to basic capacity and leadership within brigades in order for crews to lead at significant events and have adequate firefighting capability.
- Narromine VRA will receive radio units from RFS in order to have improved coverage in areas with low signal.
- Commissioner Gibson expressed his thanks on behalf of Narromine VRA for the supply of these radio units and advised that this is the start of a prospering relationship with NSW RFS Narromine.

**h) NSW Police Orana – Narromine (Sergeant Mick Smith):**

- Trangie lockup keeper has been transferred out however, they may attain an Officer from Wellington NSW to fill in, in the interim.
- Inspector Dan Skelly and Sgt Smith are looking at the most operative hours of working. Thus far, staff are trialling start times to ensure best coverage for the area.
- Upcoming and current operations have included:
  - *Operation Merret*
    - A publicized road safety campaign where Police are issuing infringements, speeding fines, undertaking roadside breath tests and drug testing.
  - *Operation Vikings*
    - Source of funding primarily to extend officers shifts (approximately 3-4 hour increase) and thus carryout searches and turn-in known offenders and remove them from the streets.
  - *Level Crossing Improvement Program*
    - In conjunction with Council, NSW Police, Transport NSW, Australian Railway Track Corporation and John-Holland Rail.
    - Campaign to be rolled out shortly commencing 18 May/21 May.
- Jason Gavenlock noted that currently in Narromine there is travelling stock of around 500-600 head of cattle moving around the Shire, from Trangie-Collie Road, to Gin-Gin Bridge, through to Eumungerie and back around.

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

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**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,  
10 MAY 2018 AT NARROMINE SHIRE EMERGENCY SERVICES COMPLEX**

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**8. RESCUE SUB COMMITTEE**

The Chair provided his thanks on behalf of the Committee to Sgt Bevern for his efforts as LEOCON over the 3 years and wished him all the best as he continues his new role in criminal investigation in Dubbo.

**9. GENERAL BUSINESS**

**a) NSW SES Ranking Structure**

- Joseph Parker provided an update to the NSW SES ranking structure changes and outlined that the changes are moving ahead through multiple phases.
- It was further noted that copies of the NSW SES Operations Policy were available for those who were interested and outlines the ranking structure and the means for how the ranking is achieved.
- It was noted that all SES portable radios are to be handed in and four (4) short range and four (4) long-range new portable radios will arrive tomorrow.
- NSW SES will be holding a controllers conference spanning 32 local units including Macquarie, Namoi, Lachlan and Far West Regions. The Conference will outline the Regions move towards Zones.
- Commissioner Mark Gibson noted that SES now have two (2) Deputy Commissioners.

**10. NEXT MEETING**

The next Local Emergency Management Committee Meeting will be held on **Thursday, 9 August 2018**, commencing at 9.30 am; to be preceded by a Rescue Sub Committee Meeting commencing at 9.00 am, at the Narromine Shire Council Emergency Services Complex, Manildra Street, Narromine.

There being no further business, the meeting closed at 10.20 am.

The minutes (pages 1 – 4) were confirmed at a meeting held on 2018  
and are a full and accurate of the meeting held on 10 May 2018.

**Chair**

**REMO Report to Central West LEMCs – May 2018****1) Operational Information**

- 11 February - RFS S44 Declaration for Cabonne, Orange City, Blayney, Cowra and part of Bathurst LGA - Revocation on 18 February

**2) Plans, Planning and Information****NSW State Heatwave Sub Plan**

This plan was reviewed and a Version 2 was endorsed by the SEMC on 1 March 2018. The new plan is available for download at [www.emergency.nsw.gov.au](http://www.emergency.nsw.gov.au). At a local level, the Roles and Responsibilities direct a LEOCON (in the affected area) to:

- Consider activation of local heatwave/extreme heat arrangements, as necessary, in response to consequences of extreme heat or heatwave affecting the Local Emergency management Area
- Activate the LEOC as necessary
- Coordinate the provision of information to and from the REOC and LEOC areas and other local stakeholders.
- Undertake impact assessments if their EOCs have been opened or as otherwise directed
- Provide regular information/situation reports to REOC.

Information should include not only the effect of the conditions on the community and assets, but also information regard the capability to maintain operations or any predicted shortfall.

**Management of animal transport accident responses**

NSW DPI have issued Version 2 of the policy which is attached.

**Region EMPlan**

Part 1 – Administration, and;

Part 2 – Context and Risk Assessment;

were endorsed by the REMC at the March meeting. Additional work has begun on analysis of Local EMPlans for Region EMPlan implications. A workshop was held on 4 April to determine the Region Sub-Plan and Supporting Plan requirements.

**Local EMPlans**

The new format Local EMPlans have been in place for a while now and we are now starting to come up to the review requirements as listed in Part 1 in EMPlan.

A suggested process for plan review is listed below:

- the Community Profile - What has changed in the LGA over the last two years? New census data may be available for your LGA from the 2016 Census.
- the Hazard and Risk summary - In particular, changes to the likelihood and consequences due to changes in the community or environment. Are there new risks that need to be addressed?
- the Restricted Information Section – Changes or additional information, particularly around Vulnerable facilities lists and Evacuation Centres, especially names and contact details
- Combat Agencies with CMGs should consider writing a short discussion exercise to ensure that these are relevant.

**3) Training and Capability**

Training has been completed for the 2017-18 FY.

We are still seeking your Training Needs for the next Financial year. If you have ten (10) people available to do Emergency Management Training in your area please let us know and we may be able to schedule something that works best for you.

#### 4) **Exercises**

##### **Funding Update:**

The NSW State Exercise Working Group has reviewed the exercise funding process.

There is now a much simpler initial process to apply for funding for Local exercises. The funding threshold for is \$2500.00. Attached is the “*Exercise Funding Application - Expression of Interest*” form.

Detailed information on the funding application process and subsequent reporting requirements are available at [www.emergency.nsw.gov.au](http://www.emergency.nsw.gov.au)

##### **Significant Lessons Learnt from exercises conducted in the region:**

- Exercise Outbreak report was tabled at the REMC in March, of relevance to Local Committees is the consideration of business continuity within the agencies in general, and with particular reference to a significantly reduced workforce, as could occur in a pandemic.

##### **Planned Exercises:**

- VRA sponsored Vertical Rescue Exercise Dubbo – May 2018 date to be advised,
- Warrumbungle Field Exercise has been postponed to the 7 April,

#### 5) **Resilient Australia Awards & NSW Get Ready Community Award**

Entries are now open for the Resilient Australia Awards and applications may be made at <https://resilient.awardsplatform.com/>

Applications for the NSW Get Ready Community Award may be made at <https://www.emergency.nsw.gov.au/Pages/emergency-management/Awards/NSW-get-ready-community-award/NSW-Get-Ready-Community-Award.aspx>

Entries for both close on 31 May 2018.

#### 6) **2017-18 Emergency Volunteer Support Scheme**

Applications are now open for the 2017-18 Emergency Volunteer Support Scheme. The scheme supports projects that enhance the recruitment, retention and training capability of emergency management volunteers. Priority will be given to project activities such as recruitment campaigns leadership training and developing the practical skills of volunteers. Applications are made on line and close on 22 May 2018

#### 7) **Upcoming Activities / Meetings**

The next REMC meeting will be held 7 June at RFS Orana Team Headquarters, Dubbo, commencing at 1:00 pm

#### 8) **Rescue Committee**

- LEOCONS are reminded of the need to submit LRC minutes within 2 weeks of holding the meeting, as directed by the Region Commander. Where no meeting is held, please submit an email informing the fact, to your REMO with the reason.

## Management of animal transport accident responses

POLICY NUMBER: TI-O-158	VERSION: 2.0
AUTHORISED BY: DDG Biosecurity & Food Safety	AUTHORISED DATE: 14/03/2018
ISSUED BY: Biosecurity Operations, DPI Biosecurity & Food Safety	EFFECTIVE DATE: 14/03/2018
CATEGORY: Operations and Industry	REVIEW DATE: 14/03/2021

### Policy Statement

Transport accidents involving animal carriers, usually livestock, are managed under NSW emergency management and rescue arrangements and in accordance with animal welfare legislation. Local Land Services (LLS) and other Agriculture and Animal Services Functional Area (AASFA) supporting organisations provide support in emergencies involving animals.

### Scope

This policy applies to personnel of NSW Department of Industry, government agencies, and participating and supporting organisations engaged in emergency management activities under NSW State Emergency Management Plan (EMPLAN). Local emergency management arrangements apply according to the local emergency management plan (Local EMPLAN).

### Requirements

#### Authority

1. NSW Police are for the combat agency and control transport accident scenes including those involving animals, except where dangerous goods are involved.
  - a. LLS and other AASFA supporting agencies/organisations provide support during traffic accidents involving animals.
  - b. AASFA agencies/organisations command their own personnel at accident scenes.
  - c. For accidents involving animals that are not livestock, alternate veterinarian (other than LLS) should be sourced.
2. Destruction of animals can be conducted without consent of 'person in charge of the animals' by inspectors (from NSW Police, RSPCA NSW, Animal Welfare League) and veterinarians where it is cruel to keep the animal alive in accordance with *Prevention of Cruelty to Animals Act 1979* (POCTA).
  - a. Section 24I – inspectors can examine animals.
  - b. Section 24J – inspectors may destroy injured animals where it is cruel to keep it alive.
  - c. Section 24M – inspectors can obtain assistance to destroy animals.
  - d. Section 26AA – a veterinarian may destroy or cause to be destroyed injured animals where it is cruel to keep it alive.
  - e. Competent persons, such as Local Land Services officers, can assist inspectors (Section 24M), and operate under the direction of a veterinarian (Section 26AA) to destroy injured animals where it is cruel to keep alive.
3. Destruction of animals on animal welfare grounds can be conducted by an inspector, veterinarian and competent person when consent is available from the 'person in charge of the animals'.

### *Animal ownership*

4. NSW Police or delegate establishes and maintains contact with the 'person in charge of the animals' which may be the driver of the vehicle, stock owner (according to transport manifest) or the transport carrier.
  - a. [LivestockASSIST](#) (collaboration between Australian Livestock and Rural Transporters Association and National Transport Insurance) provide a 24 hotline and a network of local contacts with expertise and equipment needed to recover stock from a vehicle, round up escaped animals and provide veterinary services information.
5. 'Person in charge of the animals' is to be notified and give consent to treat or destroy animals, and transport fit animals to another location.
  - a. When the 'person in charge of the animals' cannot be notified, inspectors, veterinarians and competent persons ensure animal welfare according to point two above.

### *Animal management*

6. Where animal welfare is compromised, agencies are to be engaged according to the Local Emergency Management Committee (LEMC) consequence management guide (CMG) for transport accidents involving animals.
7. Personnel experienced in handling animals must have suitable personal protective equipment especially where handling injured animals to assist in their assessment.
  - a. Local Council personnel can assist in animal management and traffic issues.
  - b. Local Land Services can assist in animal management.
8. Straying animals must be mustered to prevent injury, loss and traffic accidents.
  - a. Animals can be temporarily held on roadsides, private land with the permission of the owner (as there may be biosecurity issues), and travelling stock routes (TSRs) with the permission of Local Land Services.
9. Carcass collection and removal procedures, personnel and resources required will be affected by size, number and jurisdiction.
  - a. Local council can provide advice, resources and access to disposal sites.
10. Transport and management of remaining animals is the responsibility of the animal owner.
  - a. Stock must be assessed as fit to transport. When in doubt, a veterinarian must be consulted and then only transport under veterinary advice.
11. Numbers of deceased (due to the accident), destroyed (on animal welfare grounds), injured and uninjured are to be collated, recorded and provided to NSW Police officer in command.

### *Cost recovery and reporting*

12. Responding agencies/organisations are responsible for their own costs and cost recovery from the relevant transport insurance.
  - a. No reimbursements are available for non-insured transport carriers.
13. Local Land Services personnel who attend transport accidents involving animals must provide a situation report to the Department of Primary Industries (DPI) State Emergency Coordinator and State Operations Local Land Services post-accident.

### **Procedures**

- LLS procedure – Attendance at truck accidents requiring assessment and destruction of injured livestock.

### **Roles and responsibilities**

- *Agriculture and Animal Services Functional Area Coordinator*: Accountable for emergencies involving animals in NSW and reports to State Emergency Management Committee.
- *Competent person*: Responsible for the humane destruction of an animal
- *DPI State Emergency Coordinator*: Collates and reports animal emergencies to the DPI Executive Emergency Management Committee.

- *Local Land Services personnel:* Attends transport accidents involving livestock, in accordance with local arrangements, and reports attendance to DPI State Emergency Coordinator and State Operations Local Land Services.

### Safety considerations

Rescue of people and scene management including safety occurs according to existing emergency management and rescue arrangements and takes precedent over rescue of animals. Risk assessments should consider fatigue, working around large vehicles and near roadways, fire, use of firearms, zoonotic diseases, stress, handling distressed and injured animals and animal biosecurity.

### Delegations

- Nil

### Definitions

- Consequence Management Guide (CMG): a hazard specific document which provides agreed emergency management arrangements in a 'checklist' concept, and forms part of the Regional and/or Local Emergency Management Plan
- Competent person (to destroy animals): means a person licenced to safely discharge firearms or administer other technique to humanely destroy animals
- Consent: Permission from the 'person in charge of the animals' which is recorded (i.e. record of a verbal conversation, a text message, an email or other record)
- Inspector: means an officer (other than a police officer) who is the holder of an authority issued under subsection (2) that is in force, or a police officer. Subsection (2) - the Minister, or the Secretary or a Deputy Secretary of the Department, may issue an officer with an authority for the purposes of this Division and may revoke any such authority. (POCTA, Section 24D)
- Combat agency: the agency identified in the State Emergency Management Plan as the agency primarily responsible for controlling the response to a particular emergency.
- Situation report: a report on the current emergency situation in a particular area or emergency (known as a sitrep).

### Legislation

- [Prevention of Cruelty to Animals Act 1979](#)
- [State Emergency and Rescue Management Act 1989](#)

### Related policies

- [Emergency management – DPI/LLS alliance \(policy IND-O-201\)](#)
- Local Land Services policy – Livestock transport incidents
- Local Land Services policy - Livestock transport incidents: Cost recovery
- [Managing biosecurity and natural disaster emergencies \(policy IND-O-205\)](#)

### Other related documents

- [A national guide to the selection of animals fit to transport](#)
- [DPI Livestock injured in transport accidents](#)
- [Prevention of cruelty to animals \(land transport of livestock\) standards 2013](#)
- [Agriculture and Animal Services Functional Area \(AASFA\) supporting plan](#)

### Superseded documents

This policy replaces:

- TI-O-158 Version 1.0 Department of Primary Industries Management of livestock transport accident responses

### Revision history

Version	Date issued	Notes	By
1.0	15/01/15	New policy	Veterinary Officer Animal Welfare
2.0	20/02/18	Clarified responsibilities	Emergency Management Officer

### Contact

Manager Emergency Operations, Biosecurity and Food Safety, (02) 6391 3771



# New South Wales State Emergency Management Committee

## EXERCISE FUNDING APPLICATION - EXPRESSION OF INTEREST

This is step one to apply for exercise funding. Please complete this document and submit to [oemtrainingadmin@mpes.nsw.gov.au](mailto:oemtrainingadmin@mpes.nsw.gov.au). Your EOI will be reviewed and if successful you will be asked to provide an Exercise Proposal.

1. Title of Exercise Proposal	Title should be kept as short as possible (e.g. Marine SAREX Northern Region)
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2. Lead Agency/ Capability	
----------------------------	--

3. Contact Officer Details (Provide contact details of the person best able to articulate the specifics of this proposal)	
Name	
Agency/ Organisation	
Position	
Phone Number/s	Work: _____ Mobile: _____
Email Address	

4. Exercise Sponsor (Required for State Level Exercises. The Exercise Sponsor should be a member of either the SEMC or the SRB or their representative)	
Name	
Agency	
Position	
Phone Number/s	Work: _____ Mobile: _____
Email Address	

5. Exercise Details			
Exercise Level	<input type="checkbox"/> State	<input type="checkbox"/> Regional	<input type="checkbox"/> Local
Exercise Type	<input type="checkbox"/> Emergency Management	<input type="checkbox"/> Rescue	<input type="checkbox"/> Combined EM/Rescue
Exercise Style	<input type="checkbox"/> Discussion	<input type="checkbox"/> Functional	<input type="checkbox"/> Field
Location:			
Venue:			
Dates: (Start - Finish)			
Duration: (Start - Finish)			
<input type="checkbox"/> This exercise is a new project	<input type="checkbox"/> This exercise enhances a previously agreed activity. If so, name of activity _____		

6. Exercise Proposal Endorsement	
The appropriate emergency management committee has been notified of this exercise and endorse this proposal.	<input type="checkbox"/>
Name of Committee	



7. Exercise need / Capability Gap

What are the triggers that have identified the need to conduct an exercise? Which [SEMC Priorities](#) does the exercise address?

8. Exercise Aim

Provide a broad statement that encompasses what is to be achieved in the exercise. There should only be one aim per exercise.

9. Exercise Objectives

Objectives are specific statements describing what should be achieved by individuals, groups or agencies participating in the exercise. Objectives must relate to the aim and be [SMART](#); Specific, Measurable, Achievable, Realistic and Task-related. Exercise outcomes should be evaluated against these objectives.

10. Exercise Overview

Provide details on what the exercise will achieve and who the target participants will be.

11. Initial Budget Estimate (Please see the [Funding Guidelines](#))

	Funding requested
	\$

Will you require assistance from an Exercise Practitioner for the planning, conduct or evaluation of your exercise?

Yes    No

OFFICE USE ONLY

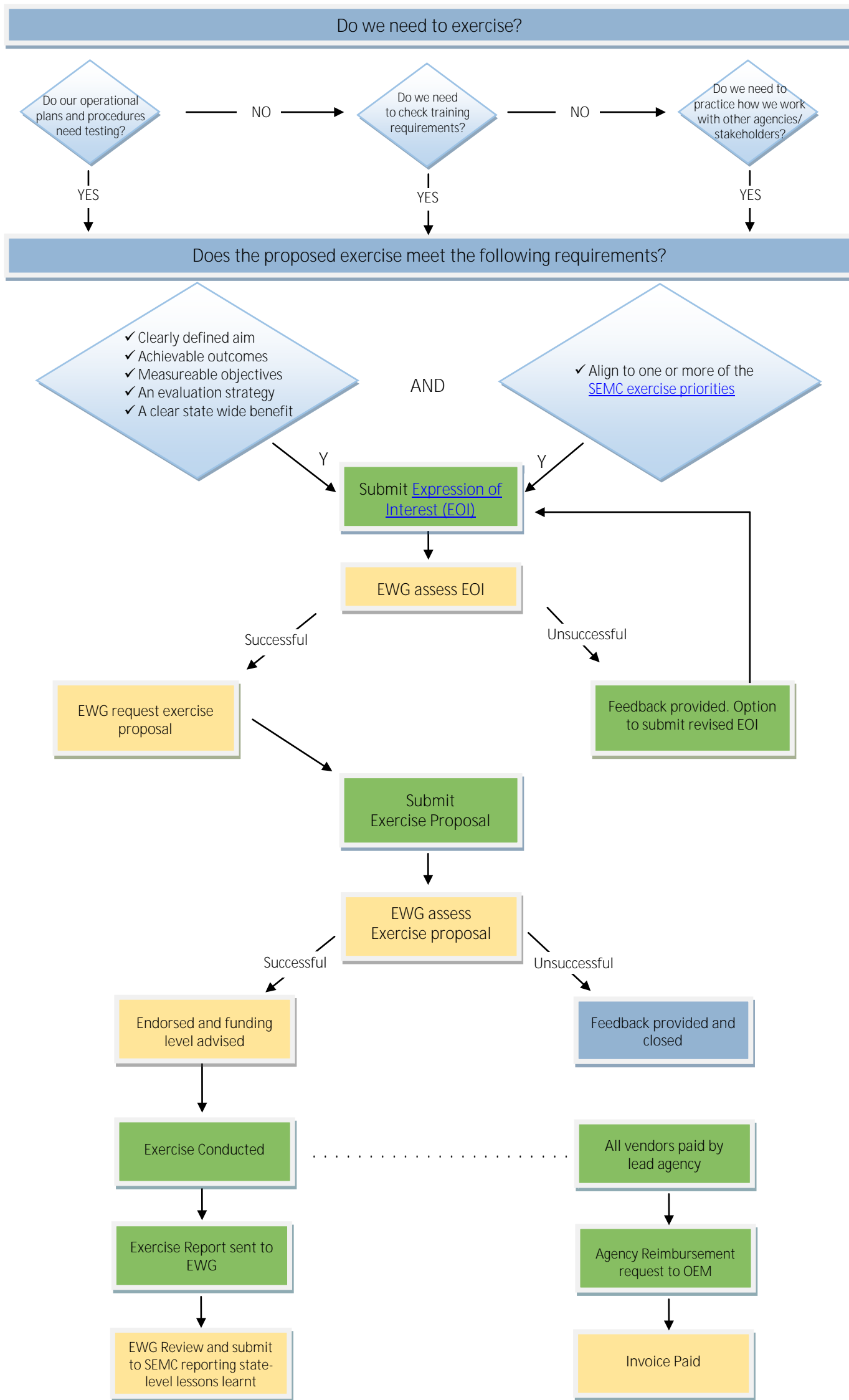
EOI Endorsed

EOI Not Endorsed

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

1.7

- Action by Applicant
- Action by Exercise Working Group (EWG)



## 1.8



## 2017-18 EMERGENCY VOLUNTEER SUPPORT SCHEME PROGRAM GUIDE

For projects commencing from September 2018

Applications open: 12:15 am Tuesday 17 April 2018

Applications close: 1 pm Tuesday 22 May 2018

The Emergency Volunteer Support Scheme (EVSS) provides funding for projects which contribute to the priorities of the National Strategy for Disaster Resilience. The strategy recognises that a strong emergency management volunteer sector has a positive impact on the resilience of a community following a natural disaster.

The EVSS is funded by the New South Wales and Commonwealth Governments through the National Partnership Agreement on Natural Disaster Resilience.

EVSS supports projects that enhance the recruitment, retention and capability of emergency management volunteer agencies. Priority is given to project activities such as recruitment campaigns, leadership training and developing the practical skills of volunteers.

Projects should be completed within 12 months.

EVSS has a limited budget and not all applications can be funded.

### Who can apply

- Government and non-government agencies with a defined role in NSW Emergency Management Plans
- Members of the Australian Emergency Management Volunteer Forum (AEMVF), with emergency management responsibilities in NSW

Requests from NSW Rural Fire Service, NSW State Emergency Service and Marine Rescue NSW local units are to be submitted via the relevant parent agency (contacts below).

Local units of other organisations may apply directly if they are legally incorporated, otherwise the application must be submitted by the parent agency.

### Selection Criteria:

Applications must meet the following criteria:

1. One or more of the priorities of the [National Emergency Management Volunteer Action Plan 2012](#):
  - Volunteer training

- Leadership training to support emergency management volunteers
  - Alternate learning approaches for emergency management volunteers
  - Support for emergency management volunteering
  - Community awareness of the role and value of emergency management volunteers
  - Youth and culturally and linguistically diverse participation in emergency management volunteering
  - Support to strengthen the focus on emergency management volunteer attraction, support and retention.
2. Support the work of volunteers in emergency management through recruitment, retention or training activities, or for the purchase of equipment to support these activities.
  3. Outline the capacity and capability to deliver the project with:
    - a budget that demonstrates value for money and effective use of project funds to achieve outputs and outcomes
    - robust tasks and milestones that are achievable within project timelines, using appropriate resources.
  4. Include a project evaluation plan (not required for equipment only applications).

Requests to purchase training room equipment such as projectors, tables and chairs will be considered but rated a lower priority than requests for funding for recruitment, retention and training activities.

### Activities not funded

Day to day activities - such as the maintenance of assets, websites and IT platforms, or the purchase of operational equipment such as vehicles, boats, GPS devices, sheds, office equipment, uniforms, personal protective equipment, or floor and window coverings.

Capital works and improvements - such as the construction of new training facilities or expansion of existing training facilities, including covered training areas, fire cells, rainwater tanks and any associated site preparation works.

Exercises - Funding for emergency management, and search and rescue exercises is available through the State Emergency Management Committee (SEMC) Exercise Sub-Committee Working Group. For information on exercises refer to the Office of Emergency Management, Emergency NSW Exercise webpage - <https://www.emergency.nsw.gov.au/Pages/emergency-management/Training-and-Capability/Emergency-exercises.aspx>.

Conferences - hosting or attendance at conferences where the output is not related to the recruitment, retention or skill enhancement of volunteers.

Retrospective activities - work already undertaken or that will commence before the funding decision is made.

Recurrent funding - activities that require ongoing program funding.

**1.10**

Commercial benefit - activities that provide a financial or other benefit to a private entity, or produce commercial outputs

### Budget example

The budget must be detailed and accurately reflect the intended project outputs and outcomes.

BUDGET ITEM	BUDGET DESCRIPTION	\$ (excluding GST)
Travel	Return airfares Dubbo to Sydney for 2 people to attend workshop	500
	Accommodation for 2 people for 1 night to attend workshop @ \$150 per night	300
Training Equipment	10 stackable chairs @\$30 each	300
	1 whiteboard	100
	80cm TV including wall bracket	830

### Additional Information

If planning to develop a training program please first find out if there are any existing programs or resources that can be purchased or adapted for your group.

When planning the project allow adequate time for recruitment, tendering or other start up activities. Large projects tend to take two to three months for this activity.

The project starting date i.e. when you begin to spend the funding, should be within three months of the commencement date advertised in the funding round.

Staff to undertake the project may be included in the project budget.

If necessary, information supporting the application may be attached. If it is a large report please include only the relevant sections.

Applications must be signed by a Senior Officer with the appropriate delegation.

Late applications are not accepted.

AGENCY	AGENCY CONTACT
NSW Rural Fire Service [REDACTED]	[REDACTED]
NSW State Emergency Service [REDACTED]	[REDACTED]
Marine Rescue NSW	[REDACTED]

AGENCY	AGENCY CONTACT
[REDACTED]	[REDACTED]

### Funding Decisions

The Office of Emergency Management staff makes an initial assessment of applications against the funding criteria. Clarification may be sought from applicants and supporting documents requested. Confidential advice may be sought from independent experts. An advisory panel assesses the applications and makes recommendations to the Minister.

Applicants receive written advice of the decision. A list of the approved projects is published on the Department of Justice, Office of Emergency Management, Emergency NSW website at <https://www.emergency.nsw.gov.au/Pages/emergency-management/Funding-Programs/Natural-Disaster-Resilience-Program.aspx>

### Conditions of Funding

Successful applicants enter into a funding agreement based on the information contained in the application, including any additional information provided. Grant recipients will provide quarterly progress reports and a final report of the project.

Funding is paid in two or three instalments, depending on the project value. Any unspent monies must be returned to the Office of Emergency Management.

### Further Assistance

[National Strategy for Disaster Resilience](#)

[National Emergency Management Volunteer Action Plan 2012](#)

All enquiries - Office of Emergency Management Grants Unit [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## 1.12

## List of Eligible Purchases (for EVSS)

Equipment for Training Only Use	Past OEM Budget (guide)
Air conditioning including installation	<\$2,000
Desk*	
Chair*	
DVD Player	<\$100
Filing/ storage cabinet	<\$400
Laptop	<\$1,500
Photocopier	
Printer	
Projector and desk or ceiling mount	<\$1,500
Projector Screen	<\$500
Shelving	
Smart board	<\$7,000
Speakers	<\$500
Table	
TV (Standard)	<\$2,000
TV (Interactive)	<\$4,000
Video camera	<\$500
Wall mount bracket	<\$150
Whiteboard - basic	<\$100
Whiteboard - electronic	<\$2,500
Wiring up electronic equipment	
<b>Training Only Equipment</b>	
Rescue dummy for training purposes*	
Resuscitation training equipment	
<b>Equipment for Recruitment</b>	
Mobile trailer	
Event marquee	
Banner*	

\* multiples allowed

## List of Ineligible Purchases

<b>Ineligible Equipment</b>
Blinds/curtains
Floor coverings
Fridge
Fuel and water tanks
Hot water system
Kitchen
Microwave

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Protective personal equipment
Operational equipment such as hoses, chain saws, radios, breathing apparatus compressor
Pin board
Sofa bed
Teleconference device
Vehicles
Construction of training facilities, site preparation, plans or approval, lift access, fire cells, outdoor undercover areas, toilets
EOC fitouts and equipment