

1. LOCAL EMERGENCY MANAGEMENT COMMITTEE

The minutes of the Local Emergency Management Committee meeting held at the Narromine Shire Emergency Services Complex, on Thursday 15 November 2018, are attached (See Attachment No. 1).

RECOMMENDATION

That the report of the Local Emergency Management Committee and the recommendations from the minutes of 15 November 2018 be adopted.

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2. AUSTRALIA DAY COMMITTEE

The minutes of the Narromine Australia Day Committee Meeting held at the Narromine Shire Council Chambers on Monday 19 November 2018, are attached (See Attachment No. 2).

RECOMMENDATION

That the report of the Narromine Australia Day Committee and the recommendations from the minutes of 19 November 2018 be adopted.

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3. TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE

The report to and minutes of the Trangie Showground Racecourse Advisory Committee Meeting held at the Trangie Showground on Thursday 29 November 2018 are attached (See Attachment No. 3).

RECOMMENDATION

That the report of the Trangie Showground & Racecourse Advisory Committee and the recommendations from the minutes of 29 November 2018 be adopted.

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4. ECONOMIC DEVELOPMENT GROUP COMMITTEE

The minutes of the Economic Development Group Committee Meeting held at the Narromine Shire Council Chambers on Monday 19 November 2018, are attached (See Attachment No. 4).

RECOMMENDATION

That the report of the Economic Development Group Committee and the recommendations from the minutes of 19 November 2018 be adopted.

5. 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 Thursday 15 November 2018 are attached (*See Attachment No. 5*).

**RECOMMENDATION**

That the report of the Narromine Showground & Racecourse Advisory Committee and the recommendations from the minutes of 15 November 2018 be adopted.

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6. TRANGIE MEMORIAL HALL COMMITTEE

The minutes of the Trangie Memorial Hall Committee Meeting held at the Trangie Memorial Hall on Tuesday 20 November 2018, are attached (*See Attachment No. 6*).

**RECOMMENDATION**

That the report of the Trangie Memorial Hall Committee and the recommendations from the minutes of 20 November 2018 be adopted.

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7. LOCAL TRAFFIC COMMITTEE

The report to and minutes of the Local Traffic Committee Meeting held at the Narromine Shire Council Chambers on Monday 3 December 2018 are attached (*See Attachment No. 7*).

**RECOMMENDATION**

That the report of the Local Traffic Committee and the recommendations from the minutes of 3 December 2018 be adopted.

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

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**PRESENT:** Graham Millgate (Chair and LEMO), Sergeant Mick Smith (LEOCON, NSW Police Orana), Jacob Mill (Volunteer Rescue Association), Joseph Parker (NSW SES, Narromine), Peter Treseder (NSW Fire and Rescue, Narromine), Stephen Knight (NSW Fire and Rescue), Mark Pickford (NSW Fire and Rescue), Kel Wise (REMO, NSW Police), Troy Pann (NSW Ambulance Service), Andre Pretorius (Director, Infrastructure and Engineering Services, NSC), Cr Craig Davies (Mayor, NSC), Robyn Douglas (Timbrebongie House), Jason Hughes (Tomingley Gold Operations), Jason Gavenlock (Local Land Services from 9:37am) and Sarah Masonwells (Minute Secretary).

**1. WELCOME**

The Chair welcomed those present, in particular Cr Craig Davies (Mayor, NSC) and Andre Pretorius (Director, Infrastructure and Engineering Services, NSC) and declared the meeting open at 9:30am.

**2. APOLOGIES**

**RECOMMENDED** by consensus that the apologies of Jane Redden (General Manager, NSC), Ken Bermingham (Tomingley Gold Operations) and Phil Lalor (NSW SES, Narromine) be accepted.

**3. CONFIRMATION OF MINUTES**

**RECOMMENDED** by consensus that the Minutes of the meeting held on 15 August 2018 are a true and accurate record of the meeting.

**4. BUSINESS ARISING**

Nil

**5. CORRESPONDENCE**

- Media Release – Essential Energy.
- New Structure for NSW State Emergency Service.
- CMG – Consequence Management Guide.

**6. CONTACT LIST**

The contact list was circulated and updated.

**7. AGENCY REPORTS**

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

- Attended callouts due to wind, leaking roofs and overflowing gutters.
- Attended 3-4 callouts to remove trees on road ways.
- 12 members, up from 10 members last meeting.
- Restructure came into place 2 October 2018.

**b) NSW Ambulance Service (Troy Pann)**

- Susan George has accepted the position of District Manager for 12 months.

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

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

- This may result in new staff in the area over this period.

**c) NSW Fire and Rescue (Peter Treseder, Stephen Knight):**

- Assisted two (2) fires in Trangie, Auscott Cotton Gin and a house fire.
- Ambulance assisted callouts.
- Zone conference was successful and involved training.
- 2019 area conference will be held in Griffith.
- Plans and policies are in place for Early Access to Defib.
- An area rescue trainer will now be based in Dubbo.
- State wide recruitment drive will be rolled out.
- Emergency Services training complex based in Orchard Hills offers two (2) week intensive training.
- New uniforms will be issued.

**d) Narromine Volunteer Rescue Association (Jacob Mill)**

- Only one (1) incident since last meeting.
- The Agency AGM was held recently.
- All vehicles have now been fitted with RFS radios.

**e) NSW Rural Fire Service (NSW RFS) (Mark Pickford)**

- Callouts involving roadside fires.
- Concerns coming into the fire season of very dry timber country, especially Sappa Bulga, rivers and reserve areas.
- Very beneficial with the VRA now using RFS radio systems.
- From 1 November, a RJ-85 firefighting aircraft, which will be manned 7 days a week, will be based in Dubbo for the fire season.
- New radio changeover for the Orana Region will start from 1 January 2019 in tankers and vehicles and upgrades also to towers.
- Brigade station at Wyanga has been completed.
- Operational Readiness Guidelines have been circulated.

**f) NSW Police Orana – Narromine (Sergeant Mick Smith)**

- Discussions at last the meeting of contacting the local paper, the Narromine News did a great article regarding when to call 000, or call other numbers. We need to be constantly reminding people of the importance of dialling 000 in an emergency.
- Body worn cameras have been accepted well by both the community and police.
- Met with Council's Recreational Services Supervisor regarding anti-social behaviour around the pool. Council and the police will continue to work together in a joint response to this.
- Continue a zero tolerance approach to anti-social behaviour and altercations.
- CCTV could be started in as little as two (2) weeks. This can be monitored at the station.

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

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

- There will be additional police in the area over the Christmas/New Year period and around Trangie for the Picnic Races 29 December 2018.

**g) Local Land Services LLS (Jason Gavenlock)**

- Mick Ryan has left and Jason Gavenlock has accepted the position of Ranger – TSR's.
- Complaints regarding stock on roads with no signs. Permits must be issued for stock to be on the roads or travelling stock routes.
- Since the horse truck rollover, horses now come under the banner of companion animals, not livestock.
- Alicia Whiley is the new Manager of Biosecurity and Emergency Services and is based in Condobolin.
- LLS Christmas shutdown period is 24 December 2018 – 4 January 2019.

**h) Narromine Shire Council (Mayor Craig Davies)**

- NSC are working closely with the police regarding the anti-social behaviour around the pool.
- Regarding Inland Rail, there are Flood Plan studies taking place at the moment, and by July 2019 the corridor should be down to 60m.

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

- Attempted break in by three (3) youths 5 weeks ago. There was damage to a resident's car.
- Evacuation plan to be updated. Stephen Knight to liaise with Robyn Douglas regarding implementation of the plan.

**j) Tomingley Gold Operations (Jason Hughes)**

- Presentation regarding Tomingley Underground Project, with the following points presented;
  - It will be owner operated
  - Fully self-funded project
  - UG operations will be 24/7 as of early January 2019
  - Initial UG crew size Jan – June 2019 = 4 + 1 Maintenance Fitter
  - Most equipment is used and will be refurbished
  - All major plant was secured back in June – July 2018
  - All equipment maintenance will be undertaken in-house
  - Emergency Management Plan and Incident Management Plan reviews completed
  - All UG Shift Supervisors plus other select employees will hold OFA certification
  - Underground rescue equipment purchased to supplement existing site equipment
  - New radio system will allow direct communication via standard phone
  - MOU Potentials with near TGO mining operations for assistance
  - Risks include, underground fire, rockfall underground, entrapment

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

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

- Challenges include, new mine, new employees, initial capability

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

**7. RESCUE SUB COMMITTEE**

Nil

**8. REMO REPORT**

Kel Wise tabled his report (**Attachment No.1**) which had previously been circulated.

**9. GENERAL BUSINESS**

- Mark Pickford (NSW RFS) raised concerns after the Tomingley fire regarding traffic control, noting RFS volunteers were controlling traffic. After discussion, communication needs to be kept open between the fire control centre and other emergency services. Andre Pretorius (Director, Infrastructure and Engineering Services, NSC) advised he would visit the policy and procedures within Council.
- Stephen Knight (NSW Fire and Rescue) noted the LEMC at Nyngan has a very good committee. Positive points include if organisations have the numbers, any potential volunteers/members are guided to other organisations who may require their services, and a social BBQ following scenario training.
- Graham Millgate (Chair and LEMO) advised he will be sending out to all organisations their CMG (Consequence Management Guide), which they will update if necessary and have back to him before the next meeting in February 2019.
- A discussion was had regarding implementing transport accident CMG's. Graham Millgate (Chair and LEMO) and Sarah Masonwells (NSC, Minute Secretary) to have a draft copy out to committee members before Christmas with a final copy to be submitted to the next meeting in February 2019.

**10. NEXT MEETING**

The next Local Emergency Management Committee Meeting will be held on **Thursday, 14 February 2019**, 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 12:15pm.

The minutes (pages 1 – 4) were confirmed at a meeting held on 2019  
and are a full and accurate of the meeting held on 15 November 2018.

**Chair**



## REMO Report to Central West LEMCs – November 2018

### 1) **Operational Information**

- Nil

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

#### **Central West Region EMPlan**

The REMC endorsed the Central West EMPLAN at the meeting in Orange on 6 September. Currently waiting for approval by the SEMC.

#### **Local EMPlans**

2019 should be the year of review and update of EMPLANS and the associated documents. We would like to encourage all committees to appoint an agency to review one CMG at each meeting next year through a short discussion exercise.

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

LEOCON's have been given instructions from the NSW Police Emergency Management Unit to develop the CMG and provided a template and a Guide to assist with the development.

July Edition of the LEOCON Newsletter - Any LEOCON or LEMC seeking assistance drafting their CMG are encouraged to contact the NSW Police EMU. The NSW Police EMU are available 24/7 for advice, guidance operational and specialist support. Please call (02) 9285 3567 during hours or 0437279498 for afterhours support.

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

Training Courses have been conducted in Coonabarabran.

- 23 October 2018 - Intro to EM, 12 participants.
- 24 October 2018 – EOCC, 11 participants.
- 30 & 31 October – Evacuation Management, 11 participants.

Training Courses coming up:

- 5 February 2019 – Intro to EM - Bathurst
- 6 February 2019 – EOCC – Bathurst
- 19-21 March 2019 – Managing Emergencies - Newcastle

All courses ready for enrolment at <https://www.emergency.nsw.gov.au/> please note there is a pre-requisite called Emergency Management Overview that you need to complete first.

If LEMC's require EM Training Courses in the future, please contact your REMO.

### 4) **Exercises**

Of interest, one of our REMOS found a website that may be of use to anyone writing an exercise. <https://socialfake.com>

It allows you to generate fake but very real looking social media posts.

#### **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:**

- 3 LEMC's have conducted the LEMC Starship Enterprise this quarter that have explored and assessed many avenues of community engagement and support. When the Final Reports are endorsed by their respective LEMC's they may be able to share some of the Lessons Learnt and lightbulb moments that are being discovered.

**Planned Exercises:**

LEMC Starship Enterprise is expected to be held in the following areas;

- Walgett has been postponed - date to be rescheduled by the new General Manager.

**5) Upcoming Activities / Meetings**

- The next RRC meeting will be held 12 December at RFS Orana Team Headquarters, Dubbo, commencing at 10:30 am with the REMC to follow at 1 pm.
- It is extremely helpful to your poor REMOs if LEMCs can establish their meeting dates for 2019 early.

**Rescue Committee**

- State Rescue Policy Ver 3.7 is due to be released by the SRB shortly. Some LEOCONS may have been sent a copy to review and/or comment on. When the new policy is released officially it will be distributed accordingly.
- 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.
- LEOCON Horizon report

Kel Wise  
Regional Emergency Management Officer  
Central West Emergency Management Region (North)  
Mobile : 0419 412 228  
Email: [wise1kel@police.nsw.gov.au](mailto:wise1kel@police.nsw.gov.au)

Craig Bowra  
Regional Emergency Management Officer  
Central West Emergency Management Region (South)  
Mobile: 0417 43 88 45  
Email: [bowr1cra@police.nsw.gov.au](mailto:bowr1cra@police.nsw.gov.au)



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MINUTES OF THE NARROMINE AUSTRALIA DAY COMMITTEE MEETING HELD IN  
NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 19 NOVEMBER 2018

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PRESENT: Cr Les Lambert (Chair), Cr Mark Munro, Jeanette Nash, Gwen Crook, Pr. David Taylor, Peter Richards, Phil Johnston and Lesley-Ann Roberts (Minute Secretary).

The Chair welcomed those present and declared the meeting open at 4.31pm.

1. APOLOGIES

RECOMMENDED David Taylor/Peter Richards that the apologies of Ros Reid be accepted.

2. DECLARATION/CONFLICT OF INTEREST

Nil

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDED Cr Munro/Jeanette Nash that the Minutes of the previous meeting of the Narromine Australia Day Committee held on 15 October 2018 be adopted as a full and accurate record of proceedings of that meeting.

4. BUSINESS ARISING FROM THE MINUTES

a) Cake

Discussion was had regarding the cake and that Council were awaiting a quote for the baking of the cake and cake topper.

Gwen Crook advised she was happy to cook the cake.

5. EVENT PLAN

a) Australia Day T Shirts

- The Chair gave background to Australia Day t-shirts for Committee members and for the Australia Day Ambassador.
- It was agreed that t shirts would be purchased for Peter Richards, Lesley-Ann Roberts and the Australia Day Ambassador once announced.

b) Marketing

- It was noted, invitations have been sent out to various dignitaries with the following feedback:
  - MP Troy Grant - unavailable
  - Honourable Mark Coulton - awaiting confirmation
  - Narromine Showgirl - available
- Plus marketing material has been established for Australia Day Awards and Australia Day stallholders.

c) Decorations

A stocktake will be undertaken of bunting, wavers and other Australia Day decorations.

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MINUTES OF THE NARROMINE AUSTRALIA DAY COMMITTEE MEETING HELD IN  
NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 19 NOVEMBER 2018

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5. EVENT PLAN Cont'd.

d) Australia Day Ambassador

If the Ambassador arrives the night before, the Committee hosts a dinner, and the Councillors are usually invited.

e) Citizenship Ceremony

The Chair advised that if a Citizenship Ceremony is to take place, the Mayor would need to be in attendance if he is in the Shire; if outside the Shire, he would need to arrange with the Deputy Mayor to be available.

f) Catering - Breakfast Barbecue

It was noted, the Narromine Lions Club assisted with the community barbecue breakfast in 2018.

It was noted sponsor for barbecue has been confirmed

g) Jumping Castle and Face Painting

It was noted, an invitation has been sent to the vendor for provision of a jumping castle and face painting and Council are waiting to hear back.

h) Audio

David Taylor presented an audio quote, which was priced considerably lower than the previous quote and gave background to the sound requirements for the Australia Day Celebration, including site layout, projector usage, speakers etc.

RECOMMENDED David Taylor/Cr Munro that the Committee accepts the quote as presented, with the provision of hiring audio equipment for the Australia Day Celebration.

i) Entertainment

It was agreed, Cr Munro would be responsible for the thong throwing competition.

j) Welcome to Country and Flag Raising

Council have sent a letter to the Narromine Local Aboriginal Lands Council and are waiting to hear back in relation to matters regarding Welcome to Country and Flag raising.

k) Giveaways

It was noted prize money for the competitions is as follows, totalling \$90:

First Prize

\$10, \$10, \$10 = \$30

\$10, \$10, \$10 = \$30

Second Prize

\$5, \$5, \$5 = \$15

\$5, \$5, \$5 = \$15

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MINUTES OF THE NARROMINE AUSTRALIA DAY COMMITTEE MEETING HELD IN  
NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 19 NOVEMBER 2018

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6. GENERAL BUSINESS

It was noted, Council are still awaiting feedback regarding the Australia Day Ambassador from NSW Australia Day Council.

It was advised, the cake topper would be A3 and be printed on edible paper to be placed on the cake.

It was agreed that Gwen Crook and Jeanette Nash supply the cake for the Australia Day Celebration.

7. NEXT MEETING

The next meeting of the Narromine Australia Day Committee will be held on Monday, 17 December 2018 in Council's Chambers commencing at 4.30 pm.

There being no further business, the meeting closed at 4.55 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 the meeting held on the 19 November 2018.

CHAIR

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MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING  
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 29 NOVEMBER 2018

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PRESENT: Cr Dawn Collins (Chair), Mayor Cr Craig Davies, Phil Johnston (Narromine Shire Council), Lottie Rae (Macquarie Picnic Race Club), Andy McKinnon (Trangie Jockey Club), Tony Ferrari (Trangie Jockey Club), Louise Hooper (Trangie Campdraft Association) and Lesley-Ann Roberts (Minute Taker).

1. WELCOME

The Chair welcomed those present and declared the meeting open at 4.05 pm.

2. APOLOGIES

RECOMMENDED Andy McKinnon/Cr Davies that the apologies of Wayne Foster (Trangie Pony Club), George Gibson (Macquarie Picnic Race Club), Kim Ferrari (Trangie Jockey Club) be accepted.

3. DECLARATION/CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDED Andy McKinnon/Cr Davies that the minutes of the previous meeting held on 30 August 2018 be accepted as a true and accurate record of the meeting.

5. BUSINESS ARISING FROM THE MINUTES

Andy McKinnon noted that a second quote had been sourced in line with Council's Procurement Policy.

It was noted, works are scheduled to be completed next week.

6. COMMUNITY & ECONOMIC DEVELOPMENT REPORT

1) Follow Up Items

RECOMMENDED Andy McKinnon/Cr Davies that the information be noted.

2) Work Health and Safety

It was noted, the Work Health and Safety signs had been installed. Andy McKinnon expressed his thanks to Council for their assistance in this regard.

RECOMMENDED Cr Davies/Lottie Rae that the information be noted.

3) Bookings

RECOMMENDED Andy McKinnon/Lottie Rae that the information be noted.

4) Financial Report

Director, Community and Economic Development noted that Council's allocation of income for Trangie Showground and Racecourse Advisory Committee had not yet been apportioned however, advised that these funds would appear on the next Financial Report.

Background was given to the Drought Communities Programme regarding funding and potential projects at Trangie Showground.

It was further noted, there is a small round of Community Grants available to be applied for by TSRAC; Council would notify the Committee once the round is open for submissions. It is anticipated this would be mid December 2018.

A potential project could be additional lighting which Macquarie Picnic Races would apply for.

RECOMMENDED Lottie Rae/Cr Davies that the Financial Report as presented be adopted.

7. GENERAL BUSINESS

1) Painting of Racecourse Railing

It was advised the Council could provide the black paint for the racecourse railing, if the Committee could arrange the labour.

ACTION: Director Community Economic Development to follow up with Manager Community Facilities in relation to wire on fencing.

2) Showground Turf

Council are awaiting the outcome of the Drought Communities Programme Grant Funding in order to provide advice as to whether the turf can be upgraded.

It was noted, if successful, the maintenance of the turf is to be confirmed, in order to ensure upkeep is maintained to a suitable standard.

3) Pruning of Peppercorn Trees

It was noted, the peppercorn trees require pruning; it was agreed to follow up with trimming and pruning every second tree right back to reduce the mess.

It was noted, the pruning of the trees is to be completed after the Macquarie Picnic Races.

ACTION: CRM to be logged and actioned accordingly.

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MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING  
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 29 NOVEMBER 2018

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7. GENERAL BUSINESS Cont'd.

4) Sheep Pavilion Shed

It was noted that the sheep pavilion shed was in need of a clean-up.

It was agreed that the Committee would review what is required following the meeting.

It was further noted there is wire in the shed that needs to be removed that may be from the original racecourse railing.

5) Pony Club Grounds

It was noted, the Pony Club grounds require some improvements to their power and water supply as well as lighting and awning.

Director, Community and Economic Development advised that Trangie Campdraft Association develop a scope of works and price for required works and supply information to Council to follow up for when funding might be available.

ACTION: Trangie Campdraft Association to investigate.

6) Time of Meeting

The Chair provided feedback regarding the possibility of changing the time of the Trangie Showground & Racecourse Advisory Committee meetings from 4.00 pm to 3.00pm.

RECOMMENDED Cr Collins/Andy McKinnon that the commencement time of the Trangie Showground & Racecourse Advisory Committee meeting, be changed from 4.00 pm to 3.00 pm and that the Charter be updated to reflect same.

7) Keys

A query was raised for a key to access the Trangie Showground.

ACTION: Director, Community and Economic Development to investigate.

8. NEXT MEETING

The next meeting of the Trangie Showground & Racecourse Advisory Committee will be held on Thursday, 28 February 2019 at 3.00 pm.

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

The minutes (pages 1-3) were confirmed on \_\_\_\_\_ 2019 and are a true and accurate record of proceedings of the meeting held on 29 November 2018.

CHAIR

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**REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE MEETING TO  
BE HELD AT TRANGIE SHOWGROUND ON THURSDAY, 29 NOVEMBER 2018**

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**1. FOLLOW UP ITEMS**

<b>ITEM</b>	<b>STATUS</b>
a) Water leak on the race course rail to be repaired by Council.	<b>Completed</b>
b) Installation of necessary WHS signs	<b>Completed</b>
c) Trangie Jockey Club to source an additional quotation for the lights that had been prioritised.	<b>Completed</b>
d) Council's Acting Director Infrastructure and Engineering Services to install the lights as prioritised, following receipt of quotes	<b>Works scheduled; Manager Community Facilities to investigate.</b>
e) Lock on ladies toilets was not working and thus a CRM would need to be logged to have it repaired.	<b>Completed</b>

**RECOMMENDATION**

That the information be noted.

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**2. WORK HEALTH AND SAFETY ISSUES**

Have any Work Health and Safety Issues arisen for further consideration?

**RECOMMENDATION**

For consideration.

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**3. BOOKINGS**

Since the last meeting in August, there have been two (2) functions at the Showground. There are four (4) forward bookings for the next nine (9) months to August 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. FINANCIAL REPORT**

The Trangie Showground and Racecourse Advisory Committee Financial Report is reflected in **Attachment No. 1**.

**RECOMMENDATION**

That the Financial Report as presented be adopted.

Phil Johnston  
**Director, Community and Economic Development**

Attachment No.1

2018/2019		USER CHARGES																
		INCOME					FEES					CONTRIBUTIONS						
DATE	DETAILS	REC	Privt	Other	Fac	Stables	Club	Turf	Tge	Macq	Nme	Sundr	Asset Sale	Int	Income	Total		
13/07/2018	Credit Note - Trangie Pony Club 23-24/06/2018			-189.09											-189.09			
13/07/2018	Trangie Pony Club 4-5/08/2018			194.55											194.55			
21/08/2018	Hire				169.39										169.39			
14/08/2018	Trangie Central School			410.00											410.00			
31/08/2018	Trangie Charity Ball			410.00											410.00			
24/09/2018	Hire				169.39										169.39			
19/10/2018	Hire				169.39										169.39			
<b>TOTAL</b>			0.00	825.46	508.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,333.63			



TRANGLIE RACECOURSE ADVISORY COMMITTEE																	
2018/2019																	
DATE	FOR	CHQ	Elect	Insur	Bank Fees	Clean	Rates & Water	Wages & Security	Interest Loan Dept Lands - Amenities Block	Sundry	Grds	Plant	Bldgs	Turf	Race track	Toilets	TOTAL
26/07/2018	Narramine Shire Council - Water						603.99										603.99
29/08/2018	Narramine Shire Council - Rates						230.00										230.00
21/09/2018	Narramine Shire Council - Wages						335.60										335.60
27/09/2018	Amenities Signs										79.55						79.55
9/10/2018	Origin Energy		1,010.05														1,010.05
10/10/2018	Sign Vision										813.64						813.64
			1,010.05	0.00	0.00	0.00	1,169.59	0.00	0.00	0.00	893.19	0.00	0.00	0.00	0.00	0.00	3,072.83
																	0.00

**Expenditure**

**REPAIRS & MAINT**

TRANGIE SHOWGROUND RACECOURSE ADVISORY  
COMMITTEE  
Bank Reconciliation  
As At 16/11/2018

Balance of Bank Account as at 01.07.18	\$ 17,626.05
Add Receipts	\$ 1,333.63
Less Payments	<u>\$ 3,072.83</u>
Balance of Working Funds 16/11/2018	<u>\$ 15,886.85</u>
Bonds Held	\$ 1,439.50
Sub Total	\$ 17,326.35
Balance as Per Bank Statement 16/11/18	\$ 17,326.35
Reconciled Balance	<u><u>\$ 17,326.35</u></u>
Check:	\$ -

Balance Sheet Check:

Reconciled Bank Balance 1 July 2018	\$ 17,626.05
Profit Year to Date	-\$ 1,739.20
Security Bonds Held	<u>\$ 1,439.50</u>
Reconciled Bank Balance 16/11/2018	<u><u>\$ 17,326.35</u></u>
Reconciled Balance	<u><u>\$ 17,326.35</u></u>
Check:	\$ -

## TRANGIE SHOWGROUND RACECOURSE ADVISORY COMMITTEE

### Statement of Income & Expenditure Period Ending 16/11/2018

#### INCOME

Contributions		
Narromine Shire	-	
Macquarie Picnic Race Club	-	
Trangie Jockey Club	-	
Sundry	-	
	-	-
Fees		
Private functions	-	
Other Facilities	825.46	
Stables	508.17	
	1,333.63	1,333.63
Interest		
	-	-
<b>TOTAL INCOME</b>		<b>1,333.63</b>

#### EXPENDITURE

Bank Fees		-
Cleaning		-
Electricity		1,010.05
Insurance		-
Repairs & Maintenance		
Buildings	-	
Grounds	893.19	
Plant	-	
Turf	-	
Racetrack	-	
Toilets	-	
		893.19
Rates & Water		1,169.59
Interest Loan Dept of Lands - Amentities Block		-
Wages & Security		-
Sundry		-
		3,072.83
<b>TOTAL EXPENDITURE</b>		<b>3,072.83</b>
<b>PROFIT/(LOSS) YEAR TO DATE</b>		<b>- 1,739.20</b>

MINUTES OF ECONOMIC DEVELOPMENT GROUP COMMITTEE MEETING HELD AT THE  
NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 19 NOVEMBER 2018

PRESENT: Cr Mark Munro (Chair), Jane Redden (General Manager), Phil Johnston (Director Community and Economic Development), Cr Lyn Jablonski, Tracey McIntyre, Jodi Browning, Peter Kierath, David Cliffe, Phil McInnes, Kelly McCutcheon

1. WELCOME – The Chair of the Economic Development Group Committee, Cr Mark Munro welcomed those present and declared the meeting open at 5:15pm

2. APOLOGIES:

RECOMMENDED Jodi Browning / Tracey McIntyre that the apologies of Cr Craig Davies, Susie Rae and Robert Handsaker be accepted

3. DECLARATION / CONFLICT OF INTEREST:

Nil

4. BUSINESS ARISING FROM PREVIOUS MEETING:

- a. Economic Development Strategy Subgroup Updates

An update of the subgroup priorities are below;

Subgroup	Goal (suggestions)	Members
Tourism, Arts and promotions	2.3.3 – Develop a Narromine Shire Town Entrance plan which links and supports the Main Street Beautification Plan – <i>Ongoing</i> 2.3.4 – Explore the option of a boutique shopping and food day trip market - <i>Council participated in the Regional Platters Guide – A farm gate self-tour guide – Shop Local Campaign and Boutique shopping guide to be released end of November</i> 2.3.5 – Work with the Arts Community to develop a visiting artist program including the development of arts events - <i>Council supports visiting art events through event sponsorship and support</i> 2.3.10 – Explore an Education Tourism Model based in the Shire - <i>Ongoing</i>	Peter Kierath, Susie Rae, Lyn Jablonski & Andrew Cayzer
Agriculture and Infrastructure development	2.4.4 – Explore the potential for a feedlot development within the Shire - <i>Ongoing</i> 2.4.5 – Further the links between industry, universities and the Trangie Research Station - <i>Ongoing</i> 2.5.3 – Establish a working party to guide the Shire's role in the Inland rail to ensure Narromine maximises opportunities from this Project - <i>Ongoing</i>	Jodi Browning, David Cliffe, Craig Davies, Phil McInnes
Business, Industrial and residential development	2.2 – Health Hub - <i>Ongoing</i> 2.2.1 Conduct a demand and needs analysis within the regional health sector to identify gaps that could be serviced through a Health Hub - <i>WNSW carrying out a needs assessment in the Shire.</i>	Tracey McIntyre, Mark Munro, Robert Handsaker

MINUTES OF ECONOMIC DEVELOPMENT GROUP COMMITTEE MEETING HELD AT THE  
NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 19 NOVEMBER 2018

	<p>2.2.2 - Explore models of Health Provision in other regional locations that could be implemented in Narromine</p> <p>2.2.3 - Ensure adequate provision of appropriate zoned land for the development of a range of aged care facilities providing independent, supported and full care residential facilities and support services to meet longer term demand</p> <p>2.2.4 - Support the development of the Trangie Respite Centre</p> <p>2.2.5 - Continue support for diverse aged care housing development across residential areas of the Shire</p> <p>1 - Plan for a Shire that supports industry growth, productivity and long term sustainability</p> <p>1.1 - Resolve issues relating to the levee and insurance premiums to foster affordable land development within Narromine.</p> <p>1.3 - Review planning for appropriately zoned Industrial land within the Shire.</p> <p>1.7 - Investigate hosting grant writing training sessions for business and community organisations</p>	
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RECOMMENDED Cr Jablonski/ Peter Kierath that the information in regards to the subgroup updates be noted.

## 5. GENERAL BUSINESS

- K McCutcheon provided an update to the Shop Local and Christmas Decorations Campaign being run through November and December. The Shop Local and Christmas Decorations campaign brochure and poster are attached **(see Attachment no. 1)**.
- P Johnston provided an update on a potential upcoming event committee meeting. Council will host a community meeting to assist the committee in attracting community members. Meeting to be held on Tuesday 11 December from 5pm at the Council Chambers.
- P Johnston is working with Mike Nelmes to develop three walking / driving tours in the Region. Narromine Shire Council will publish and promote the tours once completed.
- P Kierath explained that the Wright Flyer Group had signed over funds, artefacts and the Wright Flyer Model A Plane to the Narromine Aviation Museum. The Museum will use the funds to further develop the Wright Flyer display and to arrange for maintenance and repairs to the Wright Flyer Plane as required.
- T McIntyre explained that Narromine Golf Club had been successful in receiving over \$16,000 through the Building Better Regions Fund for the installation of playground equipment.
- P Johnston explained that Narromine Squash Club has been successful in receiving \$20,000 through the Building Better Regions Fund for the installation of air conditioning in the facility.

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MINUTES OF ECONOMIC DEVELOPMENT GROUP COMMITTEE MEETING HELD AT THE  
NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 19 NOVEMBER 2018

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6. NEXT MEETING:

The next EDG Committee Meeting is planned to be held on Monday 18 March 2019. EDG Subcommittee's will be contacted to arrange for next meeting dates to be confirmed

There being no further business the meeting closed at 5.27pm. The minutes (pages 1- 3) were confirmed at a meeting held on \_\_\_\_\_ 2019 and are a full and accurate record of the meeting held on Monday 19 November 2018.

CHAIR



## Christmas Decoration Campaign

Business owners and residents in Narromine, Trangie and Tomingley are being encouraged to decorate their shop front, home or farm gate in preparation for the Christmas period.

### **GET INTO THE SPIRIT OF CHRISTMAS AND YOU COULD WIN UP TO \$1000!**

#### **CATEGORIES:**

The competition is split into postcodes (Narromine, Trangie and Tomingley) as well as the following categories

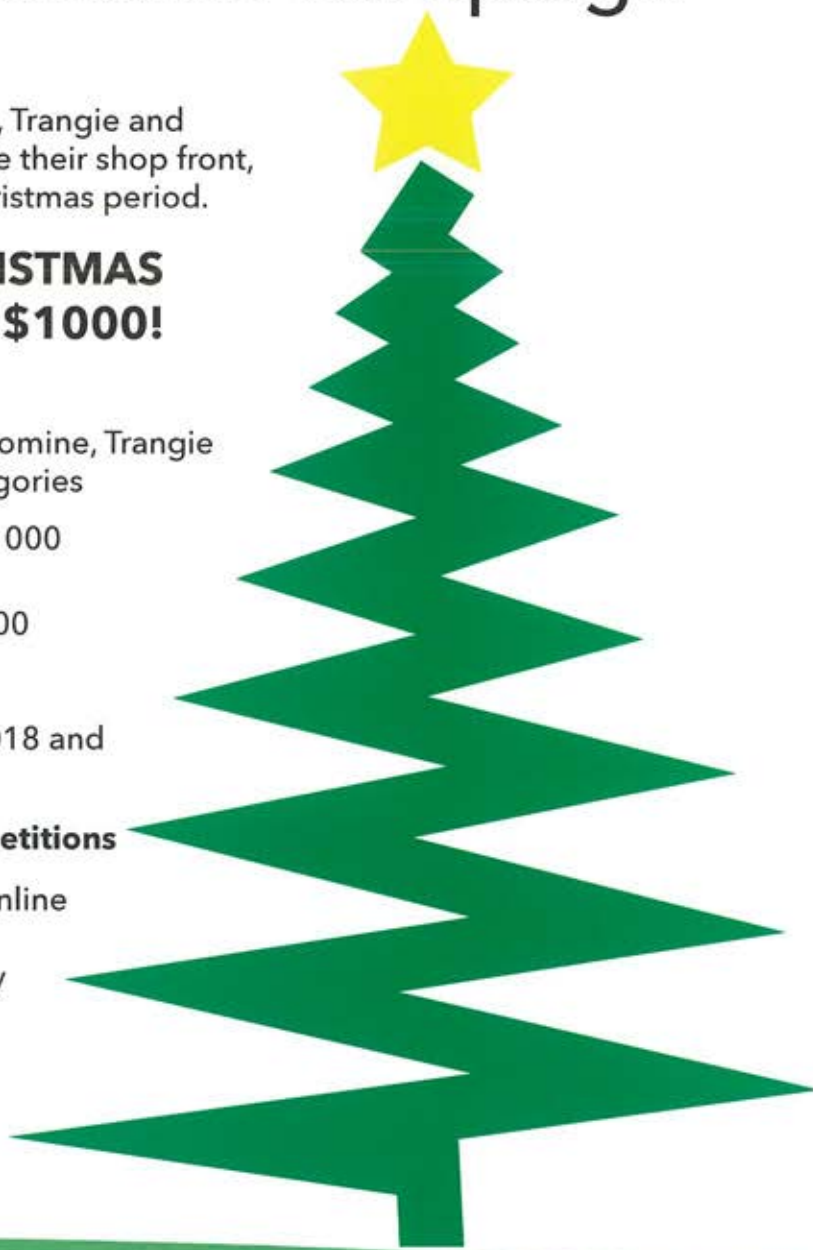
- A: Decorate your Shop front and win \$1000
- B: Decorate your home and win \$200
- C: Decorate your farm gate and win \$200

#### **HOW TO APPLY?**

Competition opens Monday, 3 December 2018 and closes on Thursday 13 December 2018.

Visit [www.narromineregion.com.au/competitions](http://www.narromineregion.com.au/competitions)

To enter you will need to simply fill out the online form and upload a photo of your shop front, home or farm gate. The most creative display will be judged the winner.



For more information contact;  
Narromine Shire Council  
P: 6889 9999  
E: [mail@narromine.nsw.gov.au](mailto:mail@narromine.nsw.gov.au)



# CHRISTMAS DECORATION COMPETITION

ENTRIES CLOSE 13 DECEMBER 2018 • [WWW.NARROMINEREGION.COM.AU/COMPETITIONS](http://WWW.NARROMINEREGION.COM.AU/COMPETITIONS)

## TERMS AND CONDITIONS

1. Instructions on how to enter, prize details and other information contained within the promotional advertisements form part of these terms and conditions;
2. Entry is open to all Businesses operating and houses located within Narromine Local Government Area, to be eligible you must complete the online registration form and select the appropriate category – Category 1: Business (Narromine / Trangie / Tomingley) OR Category 2: House (Narromine / Trangie / Tomingley) OR Category 3: Farm Gate (Narromine / Trangie / Tomingley);
3. The Promoter and Administrator of the Program Narromine Shire Council, Dandaloo Street, Narromine 6889 9999
4. Employees of Narromine Shire Council are ineligible to enter;
5. Competition opens Monday, 3 December 2018 and closes on Thursday 13 December 2018. Entrants must indicate on the campaign registration form their intention to enter the Decorate your shop front competition.
6. Winners will be selected by the Mayor Narromine Shire Council, and two independents with the winners notified on Friday 14 December 2018; the winners will be notified by telephone by the administrator of the program.
7. The prize for Category 1 will be to the value of \$1,000, category 2 will be to the value of \$200 and category 3 will be to the value of \$200.
8. It is a condition of entry that category 1 prize winners will spend the money in the form of vouchers on the facades of their business to improve the street appeal. Vouchers will need to be spent by June 2019, and a report of expenditure submitted to Campaign Administrator on how the money was spent.
9. It is a condition of entry that the prize winners agree to have their picture and business names published for publicity purposes if required. By participating in this competition, participants signify their acceptance of all conditions and the requirement to participate in promotional activity if required;
10. In participating in the competition, entrants agree to participate and co-operate as required in all editorial activities relating to the competition, including but not limited to being interviewed and photographed. The winners agree to grant the Promoter a perpetual and exclusive licence to use such footage and photographs in all media worldwide and the winner will not be entitled to any fee for such use. The winners agree they will not, and will ensure that their companions do not, sell or otherwise provide their story and/or photographs to any media or other organisation;
11. By entering this competition you agree to allow the administrators and its partners in this promotion to contact you for any future promotional, marketing and publicity purposes. All entries become the property of the administrator;
12. All entrants release from, and indemnify the administrators against, all liability, cost, loss or expense arising out of acceptance of any prizes or participation in the competition including (but not limited to) loss of income, personal injury and damage to property and whether direct or consequential, foreseeable, due to some negligent act or omission or otherwise;
13. The administrator and associated partners accept no responsibility for any loss, damage, accident, death or injury resulting from the promotion;
14. Entry into this competition signifies acceptance of all conditions. The giveaway conducted by the administrators will be final and cannot be contested. No correspondence will be entered into. The Promoter reserves the right to limit entry or amend rules if considered necessary without notice; the Promoter will refuse to award the Prize to anyone who fails to comply with the Terms and Conditions.



# shop *local*

NARROMINE . TRANGIE . TOMINGLEY

*your complete guide to shopping in our region*





The Narromine Region is home to a number of unique boutique's and retail shopping. Stay a while and explore for yourself. A range of café's are available for those stopping overnight or for a few hours. Dare we say it but

*We are in the middle of a unique retail trail*

with a great range of shopping available.

## narromine

### Country Fair Flowers and Beauty 1

Fresh and silk flowers, pots and baskets. 'Sothys' beauty products and treatments.

**P.** 6889 2030

27 Dandaloo Street

**M** 9am-5pm **T** 9am-5pm

**W** 9am-5pm **T** 9am-5pm **F** 9am-5pm

**S** 9am-12pm **Sun** closed

### Coles Narromine 2

Fresh food and produce.

**P.** 6889 4703

76 Dandaloo Street

**M** 6am-10pm **T** 6am-10pm

**W** 6am-10pm **T** 6am-10pm

**F** 6am-10pm **S** 6am-10pm

**Sun** 7am-9pm

### Country Traders Home & Life 3

A passion for all things beautiful, find the perfect gift, fashion item or accessory for any occasion.

**P.** 6889 4994

4/76 Dandaloo Street

**M** 9am-5pm **T** 9am-5pm

**W** 9am-5pm **T** 9am-5pm **F** 9am-5pm

**S** 9am-1pm **Sun** closed

### Macquarie Clothing 4

A huge range of work and safety wear, school clothing, fashion and accessories – casual wear from street to country.

**P.** 6889 1420

68 Dandaloo Street

**M** 9am-5pm **T** 9am-5pm

**W** 9am-5pm **T** 9am-5pm **F** 9am-5pm

**S** 9am-12pm **Sun** closed

### Narromine Newsagency 6

Stationary supplies, giftware, toys and Darrell Lea Confectionery.

**P.** 6889 1122

69 Dandaloo Street

**M** 6.30am-5.30pm **T** 6.30am-

5.30pm **W** 6.30am-5.30pm

**T** 6.30am-5.30pm **F** 6.30am-

5.30pm **S** 7am-12.30pm

**Sun** 7am-11am

### Narromine Pharmacy 7

Our range of gifts and homewares provides a range of presents for birthdays, Christmas, weddings or something special for you.

**P.** 6889 1039

53 Dandaloo Street

**M** 9am-5.30pm **T** 9am-5.30pm

**W** 9am-5.30pm **T** 9am-5.30pm

**F** 9am-5.30pm **S** 9am-12.30pm

**Sun** closed

### Ollie & I 8

A ladies boutique selling quality womens clothing, shoes and accessories with a range of gifts.

**P.** 6889 7497

77 Dandaloo Street

**M** 9.30am-5pm **T** 9.30am-5pm

**W** 9.30am-5pm **T** 9.30am-5pm

**F** 9.30am-5pm **S** 9.30am-12pm

**Sun** closed

### Soul Food Depot and Gallery 9

No trip to Narromine is complete without stopping at Soul Food Depot & Gallery. Art, sculptures, gourmet produce, coffee and café.

**P.** 6889 7997

1-7 Dandaloo Street

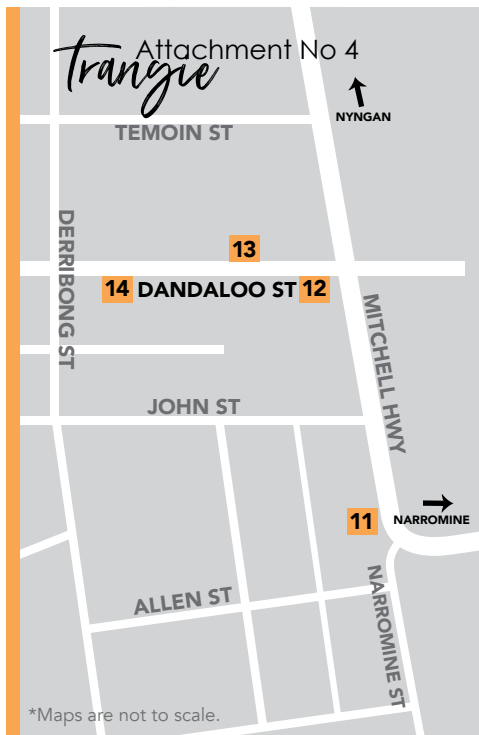
**M** 8am-3pm **T** 8am-3pm **W** 8am-

3pm **T** 8am-3pm **F** 8am-3pm

**S** 8am-3pm **Sun** closed

● = Homewares ● = Fashion ● = Service ● = Gifts & Stationery ● = Art ● = Craft





**Narromine Cottage Craft** 5

A mixed variety craft shop – cooking, jams, pickles and sauces, children and adults knitwear, art, pottery and plants.

**P.** 6889 4330  
81 Dandaloo Street

**M** 10am-4pm **T** 10am-4pm  
**W** 10am-4pm **T** 10am-4pm  
**F** 10am-4pm **S** 9am-12.30pm  
**Sun** 9am-12.30pm

**Ewetwo on Dandaloo** 11

A gorgeous little emporium stocking a wide variety of clothing, giftware, cowhides, leather and shoes.

**P.** 6888 8268  
84 Narromine Street

**M** 9.30am-5pm **T** 9.30am-5pm  
**W** 9.30am-5pm **T** 9.30am-5pm  
**F** 9.30am-5pm **S** 9am-1pm  
**Sun** closed

**The Studio Trangie** 12

An open Art studio, homewares, plants and coffee bar with local produce.

**M.** 0408 847 453  
14 – 16 Dandaloo Street

**M** 7.30am-3.30pm **T** 7.30am-3.30pm  
**W** 7.30am-3.30pm **T** 7.30am-3.30pm  
**F** 7.30am-3.30pm **S** 8.30am-1pm  
**Sun** 9am-12pm

**Style 33 Boutique** 10

Style 33 Boutique caters for all ages and ladies sizes 8 – 24 for casual to after five. Offering shoes and all the accessories ladies required.

**M.** 0427 895 287  
1/76 Dandaloo Street

**M** 9am-5.30pm **T** 9am-5.30pm  
**W** 9am-5.30pm **T** 9am-5.30pm  
**F** 9am-5.30pm **S** 9am-12pm  
**Sun** closed

**Trangie Newsagency** 13

We stock a great range of gifts, toys, and homewares to stationary. Something to suit all ages. Also offer postal and secretarial services.

**P.** 6888 7586  
27 Dandaloo Street

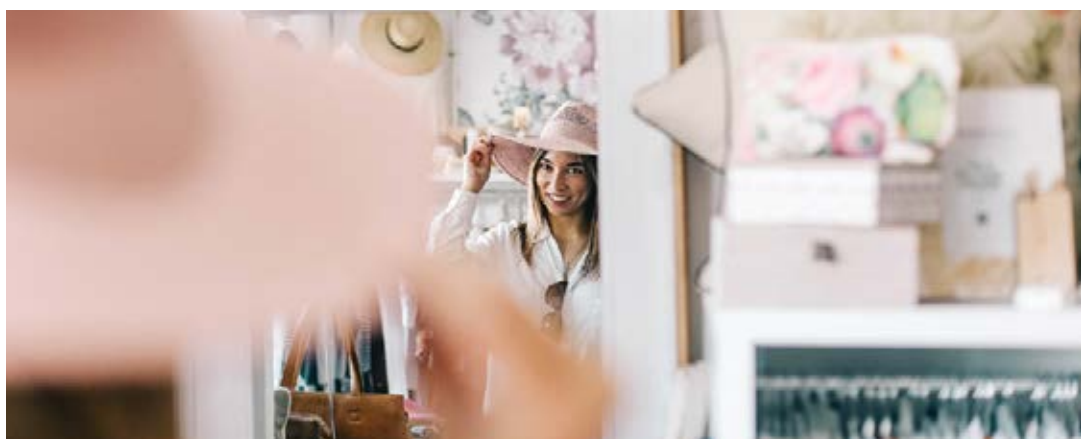
**M** 7am-5pm **T** 7am-5pm  
**W** 7am-5pm **T** 7am-5pm **F** 7am-5pm  
**S** 8am-12pm **Sun** 8am-10am

**Trangie Pharmacy** 14

Our range of gifts and homewares provides a range of presents for birthdays, Christmas, weddings or something special for you.

**P.** 6888 7285  
54 Dandaloo Street

**M** 9am-5pm **T** 9am-5pm  
**W** 9am-5pm **T** 9am-5pm **F** 9am-5pm  
**S** 9am-12pm **Sun** closed





Narromine Pharmacy



Country Traders Home & Life



Trangie Newsagency



Country Fair Flowers & Beauty



Soul Food Design Depot



The Studio Trangie



Ollie & I



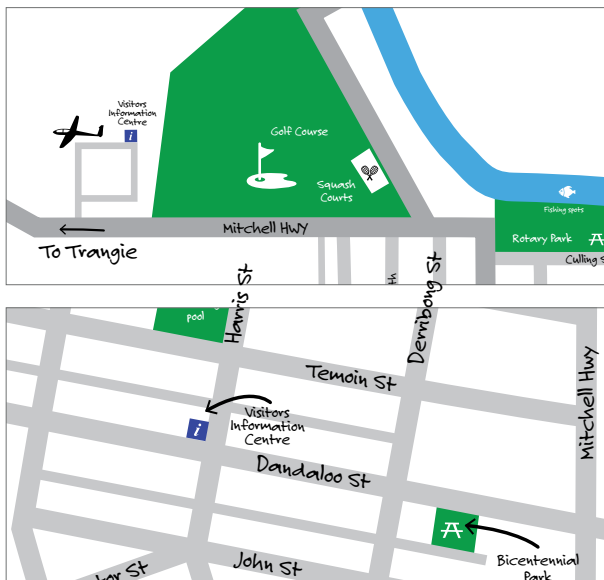
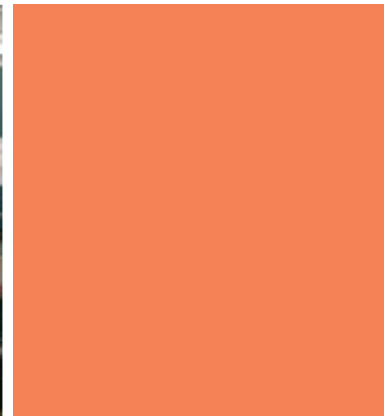
Macquarie Clothing



Style 33 Boutique



Ewe Two



Maps are not to scale. \*Details correct at printing November 2018

## for more information

### Narromine Visitors Information Centre

Narromine Aviation Museum  
Mitchell Highway, Narromine

Open 6 days (Wednesday – Monday), 10am – 4pm

### Trangie Visitors Information Centre

Wungunja Cultural Centre  
81 Dandaloo Street, Trangie

Open 7 days, 10am – 3pm



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MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 15 NOVEMBER 2018

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PRESENT: Cr Dawn Collins (Chair), Cr Les Lambert, Phil Johnston (Director, Community and Economic Development), Libby Dennis (Narromine Turf Club), Charmaine Sadgrove (Narromine Turf Club), Robert Kirkby (Narromine Turf Club), Craig Roberts (Narromine Show Society), Bill Gibbs (Narromine Show Society), Nick Powell (Narromine Show Society), Sally Packham (Narromine Pony Club), Alice Oates (Narromine Pony Club), and Lesley-Ann Roberts (Minute Taker).

1. WELCOME

The Chair welcomed those present and declared the meeting open at 3.01 pm.

2. APOLOGIES

RECOMMENDED Cr Lambert/Sally Packham that the apology of Sue Walsh (Narromine Pony Club) be accepted.

3. DECLARATION/CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDED Cr Lambert/Alice Oates that the minutes of the previous meeting held on 16 August 2018 be accepted as a true and accurate record of the meeting.

5. BUSINESS ARISING FROM THE MINUTES

Nil

6. REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE

1) Follow up Items

- f) It was noted, Council have submitted a grant application to NSW Office of Sport for the Sport Defibrillation Grant however no notification has been received as yet.
- g) The Narromine Show Society advised they have put out a request for tender for the removal of the white cattle yards.

2) Work Health and Safety

A query was raised regarding the Race Day Office leak that has not yet been addressed.

ACTION: Manager Community Facilities to investigate further.

Background was given outlining that machinery operators are not to operate machinery prior to 11 AM.

Horse trainers have raised concerns regarding Council staff who operate machinery at the Showground.

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MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 15 NOVEMBER 2018

---

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

Discussion was had regarding the best way to address the above issue; it was agreed that Council and Narromine Turf Club are to work cooperatively, so as to assist Council outdoor staff who commence work at 7 AM to undertake Showground works for big events in particular.

A request was raised for additional signage on Dappo Road and Jones Circuit in Narromine, to assist trainers leading horses and encourage drivers to slow down.

RECOMMENDED Cr Lambert/Alice Oates that the information be noted.

3) Directors Report

Director, Community Economic Development spoke to his report and put forward his appreciation and thanks to those present.

RECOMMENDED Libby Dennis/Charmaine Sadgrove that the information be noted.

4) Bookings

RECOMMENDED Bill Gibbs/Nick Powell that the information be noted.

Charmaine Sadgrove voiced concerns regarding event bookings and that she was unaware regarding upcoming Showground bookings.

Discussion was had regarding the booking process in particular the follow on from events and the inspection prior to and following an event.

Director, Community and Economic Development advised that maintenance of the facility is overseen by a different Council department thus highlighting the need for streamlining of the booking process to ensure all areas are being addressed appropriately.

7. FINANCIAL REPORT

RECOMMENDED Cr Lambert/Libby Dennis that the Financial Report as presented be adopted.

Director, Community and Economic Development outlined that if the Committee have ideas for new and upcoming projects, they are to advise Council.

Libby Dennis raised a suggestion regarding the Showground Dining Hall and the possibility of a second level on top of the Dining Hall.

The Chair advised that proposed contractors would need to work in accordance with Council's Contractor Management Policy.

A query was raised regarding the expenditure for the Elgas bottle rental.

ACTION: Director, Community and Economic Development to investigate.

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MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 15 NOVEMBER 2018

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8. GENERAL BUSINESS

1) General Waste at White Cattle Yards

It was noted, behind the white cattle yards there is a general mess on the southern side.

It was noted, that this area was for the Narromine Turf Club to follow up on.

ACTION: Narromine Turf Club to Investigate

2) Rubbish opposite Turf Club Cottage

It was noted there was green waste that had not been picked up from a previous working bee.

Turf Club has placed waste there, to confirm if Council can assist and pick this up

ACTION: CRM to be logged

3) Round Roll Dispenser

Director, Community and Economic Development advised that the hand towel dispenser has been replaced to the round roll hand towel dispenser to streamline the cleaning process.

4) Development Application

Charmaine Sadgrove advised that the Narromine Turf Club have submitted a Development Application for a mower and tractor shed at the Narromine Showground.

The location of the proposed shed was discussed; the location is reflected in Attachment No. 1.

The dimensions of the shed is as follows:

- 4m wide
- 10m long
- 3.8m high

The Chair advised that if approved, the contractor establishing the shed would need to be registered on Council's Contractor Management System.

The Chair further advised that it would be prudent to provide information such as the above prior to a Committee meeting so that all Clubs and Council are well prepared and are able to provide feedback.

5) Removal of White Cattle Yards

Bill Gibbs noted that the tender has been put out for the removal of the white cattle yards.

6) Request for Weed Spraying - Show Society

It was noted, there is a considerable amount of weed spraying that may need to be undertaken at the following locations:

- Show Society Pavilion
- Show Society Toilet Block
- Show Society Sheep Yards.

ACTION: 3 CRMs to be logged accordingly

7) Old Bar Fridge

A request was raised for the removal of the old bar fridge by the Narromine Show Society.

ACTION: to be removed by Narromine Show Society

8) Dust Issues

Discussion was had regarding dust issues where the suggestion for a water truck was raised.

ACTION: Narromine Turf Club to obtain quotes for water truck

9) Padlock Poultry Pavilion

Padlock is missing from the female toilets next to the Poultry Pavilion.

ACTION: Manager Community Facilities to investigate

10) Narromine Show Society Leftover Sand

It was noted, the Narromine Show Society has 50ml of sand leftover that will be incorporated into the in the middle of the Showground Arena.

ACTION: Narromine Show Society to complete.

11) Les Gibson Pavilion

It was noted, plausible options are still being sought for Les Gibson Pavilion flooring.

It was further noted, a large amount of noise is made on Show Days with the cattle located under the pavilion.

12) Building Near Narromine Show Day Office

It was noted, the Narromine Show Society are proposing to renovate the old show office as well as the kitchen at some time in the future; further details to be provided once established.



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MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 15 NOVEMBER 2018

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5. NEXT MEETING

The next meeting of the Narromine Showground and Racecourse Advisory Committee will be held on Thursday, 21 February 2019, commencing at 3.00 pm at the Council Chambers.

There being no further business, the meeting closed at 3.52 pm.

The minutes (pages 1-5) were confirmed on \_\_\_\_\_ 2019 and are a true and accurate record of proceedings of the meeting held on 15 November 2018.

CHAIR

Attachment No 5  
Attachment No. 1  
Proposed Shed Site

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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE  
MEETING TO BE HELD AT NARROMINE SHIRE COUNCIL ON THURSDAY, 15 NOVEMBER  
2018**

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**1. FOLLOW UP ITEMS**

- a) One (1) down pipe and elbow has been repaired however, there is an additional down pipe and elbow that still needs to be repaired.

**Completed by Manager Community Facilities**

- b) It was noted that the Turf Club are awaiting the White Cattle Yards to be removed and once this has occurred, they will then relocate the safety gate to the back of the barrier shed to improve safety.

**ACTION: Narromine Turf Club**

- c) The Race Day Office has a bad leak behind the desk near the entrance, posing a safety hazard as the electricals are in the vicinity.

**Completed by Manager Community Facilities**

- d) The need for additional training areas was discussed and it was suggested that Narromine Turf Club investigate the working capacity of the grass track and report back to the Committee prior to any further discussion.

**ACTION: Narromine Turf Club**

- e) During the discussion, a question was raised about the suitability of Solar Panels at the Showground.

**ACTION: Director, Community and Economic Development**

- f) Council have applied for the Defibrillator Grant on behalf of the Committee and all users.

**Completed by Director, Community and Economic Development.**

- g) The Show Society would put out a tender for the removal of the section of yards and would be the beneficiaries of the funds received as a result of the removal of these yards.

**ACTION: The Show Society**

**RECOMMENDATION**

That the information be noted.

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**2. WORK HEALTH AND SAFETY ISSUES**

Have any Work Health and Safety Issues arisen for further consideration?

**RECOMMENDATION**

For consideration.

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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE  
MEETING TO BE HELD AT NARROMINE SHIRE COUNCIL ON THURSDAY, 15 NOVEMBER  
2018**

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**3. DIRECTOR'S REPORT**

It has been a busy time at the Showground and Racecourse over the past four (4 months) since the last advisory meeting. Congratulations should go to each of the main stakeholders at the facility for the events that have been undertaken and their commitment to providing these quality events for the Narromine and wider community. On the 31st of August and the 1st of September the Narromine Show was held.

Once again many of the local community attended and took part in a variety of side show activities, pavilion entries and trial events. Additional community support for children to attend was provided by Narromine Shire Council as part of Drought funding initiative which was well received by both the community and Show committee.

On the 20th of October the Race Club held one of their largest meetings for the year with the running of the Dandy Cup. Almost 150 nominations were received for the 7 race program with over \$150,000 in prize money on offer. The next race meeting is planned for the 29th of November 2018. It is also worth noting that new horse walking and training facilities have been installed which are sure to attract continued interest from trainers.

The Narromine Pony Club held the Zone 4 Jamboree on the last weekend of October, an event which attracted over 90 riders. At this event the new clubhouse was also opened after receiving \$58,000 in State Government funding from the Community Building Partnership program.

Well done all round!

The facility continues to be well used with each group contributing to overall improvements. Please continue to report maintenance issues as they arise so that they can be actioned.

**RECOMMENDATION**

That the information be noted.

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**4. BOOKINGS**

Since the last meeting in August, there have been eight (8) functions at the Showground, including the Narromine Show. There are five (5) forward bookings for the next six (6) months to May 2019.

**RECOMMENDATION**

That the information be noted.

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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE  
MEETING TO BE HELD AT NARROMINE SHIRE COUNCIL ON THURSDAY, 15 NOVEMBER  
2018**

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**5. FINANCIAL REPORT**

The Narromine Showground and Racecourse Advisory Committee Financial Report is reflected in **Attachment No. 1**.

**RECOMMENDATION**

That the Financial Report as presented be adopted.

Phil Johnston  
**Director Community and Economic Development**

**Attachment No. 1**

NSRAC	2018-2019	INCOME	RENT	FEES			USER CHARGES				TOTAL INCOME	
				COTTAGE	OTHER FACILITIES	STABLES	NME TURF CLUB	NME SHOW SOCIETY	CONTRIBUTIONS			INTEREST
									NIME SHIRE	SUNDRIES		
DATE	DETAILS	RENT	OTHER FACILITIES	STABLES	NME TURF CLUB	NME SHOW SOCIETY	NIME SHIRE	SUNDRIES	OTHER INCOME	INTEREST	TOTAL INCOME	
31/07/2018	Narromine Turf Club - Lease Horse Stables			250.15							250.15	
31/07/2018	Narromine Turf Club - Lease Cattle Pavilion		169.39								169.39	
31/07/2018	Narromine Turf Club - Lease Horse Stables			169.39							169.39	
31/07/2018	Stables Lease			169.39							169.39	
31/07/2018	Narromine Ag Show Society					1,166.36					1,166.36	
1/08/2018	Cottage Rent	1,218.79									1,218.79	
3/08/2018	Booking		361.82								361.82	
15/08/2018	Showground Booking		323.64								323.64	
21/08/2018	Narromine Turf Club - Lease Horse Stables			250.15							250.15	
21/08/2018	Narromine Turf Club - Lease Cattle Pavilion		169.39								169.39	
21/08/2018	Narromine Turf Club - Lease Horse Stables			169.39							169.39	
21/08/2018	Stables Lease			169.39							169.39	
21/08/2018	Stables Lease			169.39							169.39	
24/08/2018	Narromine Turf Club				1,166.36						1,166.36	
24/09/2018	Narromine Turf Club - Lease Horse Stables			250.15							250.15	
24/09/2018	Narromine Turf Club - Lease Cattle Pavilion		169.39								169.39	
24/09/2018	Narromine Turf Club - Lease Horse Stables			169.39							169.39	
24/09/2018	Narromine Turf Club				1,166.36						1,166.36	
24/09/2018	Stables Lease			169.39							169.39	
24/09/2018	Stables Lease			169.39							169.39	
24/09/2018	Narromine Pony Club		194.55								194.55	
28/09/2018	Showground Booking		315.45								315.45	
2/10/2018	Cottage Rent	660.16									660.16	
19/10/2018	Narromine Turf Club - Lease Horse Stables			250.15							250.15	
19/10/2018	Narromine Turf Club - Lease Cattle Pavilion		169.39								169.39	
19/10/2018	Narromine Turf Club - Lease Horse Stables			169.39							169.39	
19/10/2018	Stables Lease			169.39							169.39	
19/10/2018	Stables Lease			169.39							169.39	
1/11/2018	Cottage Rent	457.10									457.10	
											0.00	
											0.00	
											0.00	
											0.00	
	<b>TOTAL</b>	<b>2,336.05</b>	<b>1,873.02</b>	<b>3,033.28</b>	<b>2,332.72</b>	<b>1,166.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,741.43</b>	

NSRAC		EXPENDITURE											TOTAL				
DATE	FOR	CHQ	ELECTRICITY	INSURANCE	VANDILISM REPAIRS	CLEANING	RATES & WATER	WAGES & PLANT	SUNDRY	GROUND'S PLANT	Insurance Excess	REPAIRS & MAINT BUILDINGS / FIXTURES	TURF	HOUSE	TOILETS	TOTAL	
2018-2019																	
4/07/2018	grind of large gum tree																2,000.00
4/07/2018	credit - Prior Year Expense																- 2,000.00
26/07/2018	Naromine Shire Council - Water						71.25										71.25
3/08/2018	damaged pipe; hose washing stalls and racecourse																764.00
3/08/2018	Origin Energy - Electricity		147.98														147.98
3/08/2018	Origin Energy - Electricity		928.62														928.62
28/08/2018	NSC Wages									187.22							187.22
29/08/2018	Rates						1,077.70										1,077.70
30/08/2018	NSC Wages									583.98							583.98
30/08/2018	Stores Issue - Hand Paper Towell					4.10											4.10
31/08/2018	Stores Issue - Hand Paper Towell					21.87											21.87
1/09/2018	NSC Wages								312.99								312.99
6/09/2018	Reward Distribution - Roll Towel Dispensers																540.70
12/09/2018	Skope Fridge																1,200.00
13/09/2018	Skope Fridge Freight																90.00
18/09/2018	NSC Wages & Plant																51.17
18/09/2018	Pump Purchase																2,698.00
18/09/2018	Freight																50.00
25/09/2018	Elgas - Bottle Rental																40.00
25/09/2018	Connectors Clamps, Tap									50.13							50.13
7/11/2018	Origin Energy - Electricity		145.34														145.34
			1,221.94			26.97	1,148.95		312.99	621.33		2,645.87					8,965.05

**Narromine Showground and Racecourse  
Advisory Committee  
Statement of Working Funds  
As at 08/11/2018**

Balance Brought Forward as at 01/07/18	104,991.49
Add Receipts	10,741.43
Less Payments	<u>(8,965.05)</u>
<b>Balance of Working Funds 8/11/2018</b>	<b><u>106,767.87</u></b>
Security Bonds Held	<u>0.00</u>
Reconciled Balance	<u>106,767.87</u>
<b>Check:</b>	<b>0.00</b>

Balance Sheet Check:

Reconciled Bank Balance 1 July 2018	104,991.49
Profit Year to Date	<u>1,776.38</u>
<b>Reconciled Working Funds Balance 8/11/2018</b>	<b><u>106,767.87</u></b>
Plus Security Bonds Held	0.00
Reconciled Balance	<b>106,767.87</b>
Check:	0.00



## Narromine Showground and Racecourse Advisory Committee

### Statement of Income & Expenditure

Period Ending 8/11/2018

#### INCOME

Contributions		
Narromine Turf Club	2,332.72	
Narromine Show Society	1,166.36	
Narromine Shire	-	
Sundry	-	
		3,499.08
Fees		
Cottage Rent	2,336.05	
Other Facilities	1,873.02	
Stables	3,033.28	
		7,242.35
Other Income		
Grant - Amentities Building	-	
Loan - Amentities Building	-	
Interest		
	-	-
		10,741.43

#### EXPENDITURE

Vandalism Repairs		-
Cleaning		25.97
Electricity		1,221.94
Insurance - Excess		-
Insurance		0.00
Repairs & Maintenance		
Buildings / Fixtures	2,645.87	
Grounds	821.33	
Plant	2,788.00	
Turf	-	
House Repairs	-	
Toilets	-	6,255.20
Rates & Water		1,148.95
Wages & Security		-
Sundry		312.99
		8,965.05
<b>TOTAL EXPENDITURE</b>		<b>8,965.05</b>
 <b>PROFIT/(LOSS) YEAR TO DATE</b>		 <b>1,776.38</b>
 <b>ADJUSTED PROFIT/(LOSS) YEAR TO DATE</b>		 <b>1,776.38</b>

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**MINUTES OF THE TRANGIE MEMORIAL HALL COMMITTEE MEETING HELD AT THE TRANGIE  
MEMORIAL HALL ON TUESDAY 20 NOVEMBER 2018.**

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**PRESENT:** Cr Craig Davies, Phil Johnston (Director Community & Economic Development), Jessie Quigley, Alan Palmer (Narromine Men's Shed), Debbie Irving, Kelly McCutcheon, Jack James (4:30pm), Minnie James (4:30pm).

**1. WELCOME**

Chair welcomed those present and declared the meeting open at 4.10 pm.

**2. ELECTION OF CHAIR**

It was resolved at Council's Ordinary Meeting held on Wednesday 13 September 2018 to elect new Councillor delegates to each Council committee. The Councillor delegates for the Trangie Memorial Hall Committee are Cr Robert McCutcheon and Cr Craig Davies.

By consensus Cr Craig Davies was elected chair.

**3. APOLOGIES –**

**RECOMMENDED** A Palmer / D Irving that the apologies of Cr. McCutcheon and A Holden be accepted.

**4. DECLARATION/CONFLICT OF INTEREST – Nil**

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING HELD 2 MARCH 2017.**

**RECOMMENDED** A Palmer / J Quigley that the Minutes of the previous meeting of the Trangie Memorial Hall Committee held on 19 September 2017 be adopted as a full and accurate record of proceedings of that meeting.

**6. BUSINESS ARISING FROM THE MINUTES**

- A: Works report as per below

<b>Item</b>	<b>Date</b>	<b>Action</b>
Leak in the roof / nail in the kitchen	March 2017	Completed
Costings for electricals	March 2017	To be included in potential grant applications
Back stage light	March 2017	Has been repaired
Security lights	March 2017	To be included in potential grant applications
Access to the hall	March 2017	Alan Palmer to be contacted to gain access to the hall.
Missing tables and chairs	March 2017	No action required, tables and chairs were found.
Door leading to breezeway is intruding on the wheelchair ramp because you can't open it back	March 2017	Council to investigate options for the doors to be rehung.

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**MINUTES OF THE TRANGIE MEMORIAL HALL COMMITTEE MEETING HELD AT THE TRANGIE  
MEMORIAL HALL ON TUESDAY 20 NOVEMBER 2018.**

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There are nails sticking out from the stage floor	March 2017	Completed
Main floor- nails and broken pieces of wood. It needs sanding and lacquering.	March 2017	Completed
Emergency doors - The emergency exit doors near the kitchen and the men's toilets need new handles	September 2017	Completed
Trangie Local History Group – desire to set up additional shelving – is this being done?	September 2017	To be included in potential grant applications
Bats back of stage	October 2017	Completed
Community clean out of costumes	November / December 2018	Committee to arrange for costumes to be cleaned and donated to DATS.
Spray and de-cobweb		
Automatic Irrigation		To be included in potential grant applications
Electrical rewire		To be included in potential grant applications

## 7. FINANCIAL REPORT – (Attachment 1)

**RECOMMENDED** J Quigley / J James that the Financial Report as presented be adopted.

## 8. GENERAL BUSINESS

- Alan Palmer to be the preferred contact to gain access to the Trangie Memorial Hall as Minnie James will be away over the next few months
- Rising damp located in the History Group room, water damage from the ceiling in the other store room. – **Council to investigate.**
- Trangie Men's Shed to cut the fence around the lone pine in half (5 rails up) to allow for further growth and to enhance the look of the pine. – **Trangie Men's Shed**
- The committee requested Council to investigate the option of installing a Cenotaph on the Memorial Hall grounds. – **Council to investigate**
- Metal flapping on the awning in front of the kitchen window to be repaired. Concerns of loose roof sheets raised – **Council to investigate**

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**MINUTES OF THE TRANGIE MEMORIAL HALL COMMITTEE MEETING HELD AT THE TRANGIE  
MEMORIAL HALL ON TUESDAY 20 NOVEMBER 2018.**

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- An electrician investigated the pie warmer and suggested that the pie warmer could no longer be used due to safety reasons – ***J James to take to the tip***

**9. NEXT MEETING**

The next meeting for the Trangie Memorial Hall Committee will be held on 19 March 2019.

There being no further business, the meeting closed at 5 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 Memorial Hall Committee meeting held on 20 November 2019.

**CHAIR**



<b>Trangie Memorial Hall - Expenditure</b>									
<b>DATE</b>	<b>FOR</b>	<b>CHQ</b>	<b>Electricity</b>	<b>Insurance</b>	<b>Rates &amp; Water</b>	<b>Wages &amp; Security</b>	<b>Repairs &amp; Maintenance</b>	<b>Other Expenditure</b>	<b>TOTAL</b>
2018-2019									
12/09/2018	PPCA - Hall Multiple Events Per Annum								81.26
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
			0.00	0.00	0.00	0.00	0.00	0.00	81.26

# TRANGIE MEMORIAL HALL COMMITTEE

## Bank Reconciliation

### 24/10/2018

Balance of Bank Account as at 01.07.18	\$	4,222.92
Add Receipts	\$	492.37
Less Payments	\$	81.26
		4,634.03
Balance of Working Funds 24/10/2018	\$	4,634.03
Bonds Held	\$	210.00
Sub Total	\$	4,844.03
Balance as Per Bank Statement 24/10/2018	\$	4,844.03
Reconciled Balance	\$	4,844.03
Check:	\$	-
 <u>Balance Sheet Check:</u>		
Reconciled Bank Balance 1 July 2018	\$	4,222.92
Profit/Loss Year to Date	\$	411.11
Security Bonds Held	\$	210.00
		4,844.03
Reconciled Bank Balance 24/10/2018	\$	4,844.03
Reconciled Balance	\$	4,844.03
Check:	\$	-

## TRANGIE MEMORIAL HALL COMMITTEE

### Statement of Income & Expenditure Period Ending 24/10/2018

#### INCOME

User Charges	-
Other Revenues	492.37
Contributions	-
Narromine Shire	-
Grant Income	-
Sundry Income	-

#### TOTAL INCOME

---

**492.37**

#### EXPENDITURE

Electricity	-
Insurance	-
Rates & water	-
Wages & Security	-
Repairs & Maintenance	-
Other Expenditure	81.26

#### TOTAL EXPENDITURE

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**81.26**

#### PROFIT/(LOSS) YEAR TO DATE

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**411.11**



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**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD AT THE NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 3 DECEMBER 2018**

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**PRESENT:** Cr Dawn Collins (Chair, Narromine Shire Council), David Vant (Roads & Maritime Services), André Pretorius (Director, Infrastructure and Engineering Services, Narromine Shire Council), Jane Redden (General Manager, Narromine Shire Council), Cr Rob McCutcheon (Local Member Representative Dubbo), Phil Johnston (Director Community and Economic Development Narromine Shire Council) from 10am to 10.10am and Sarah Masonwells (Minute Secretary).

**1. WELCOME**

The Chair welcomed those present and declared the meeting open at 9.38 am.

**2. APOLOGIES**

**RECOMMENDED** David Vant/Cr Rob McCutcheon that the apology of Luke Trudgett (Acting Sergeant, Orana Mid-Western Police District, NSW Police), be accepted.

**3. MINUTES OF THE PREVIOUS MEETING**

**RECOMMENDED** Cr Rob McCutcheon/David Vant that the Minutes of the previous meeting of the Local Traffic Committee held on 8 October 2018 be accepted as a true and accurate record of that meeting.

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

• **Item 7, General Business – 3) Taxi Rank Relocation**

The General Manager and Director, Infrastructure and Engineering Services advised they have met with the USMC on two occasions, with a final proposal agreed on. The taxi rank will take up one and a half car spaces, be situated further South from the proposed site outside the old Ruby Maine shop and the left side will be alongside an existing garden bed, which will provide a safe entry and exit for patrons. Contractors have been contacted and the pram ramp should be completed before Christmas.

• **Item 4, Business Arising from the Previous Minutes – 1) Pedestrian Crossing Dandaloo Street**

The General Manager advised the RMS have agreed to grind the pedestrian crossing to make it level. Director, Infrastructure and Engineering Services will liaise with RMS in regards to starting work on the crossing.

• **Item 7, General Business 1) , Truck Stop Trangie**

Discussion was had regarding the signage to be erected. The General Manager advised the signage and landscaping is going ahead, but work also needs to be done on the existing blister to deter people from turning right out of the truck stop. David Vant asked if the original design can be sent through to him, but advised that as the signs are directional/information signage, they do not need to be approved by RMS.

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**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD AT THE NARROMINE SHIRE  
COUNCIL CHAMBERS ON MONDAY 3 DECEMBER 2018**

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**4. BUSINESS ARISING FROM THE PREVIOUS MINUTES Cont'd.**

- **Item 7, General Business 5) , St Augustine's Parking**

The General Manager suggested an official letter be sent to the Safety Around Schools Project Officer, RMS requesting completing an audit into safer options for all schools in the Shire.

**1) Item 7, General Business 4), 40km Speed Limit in CBD and Dandaloo St - Nymagee St Intersection**

The General Manager advised the new Director, Infrastructure and Engineering Services will look into the Intersection Modelling Program - SIDRA and continue to liaise with RMS regarding the intersection.

**5. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST**

Nil

**6. REPORT TO LOCAL TRAFFIC COMMITTEE**

**1) APPLICATION FOR ROAD CLOSURE – VENETIAN CARNIVAL**

David Vant raised questions as to why the Eastern end of Mingelo Street needed a road closed sign. After discussion it was determined that the road closed sign will not be needed. Further discussion was had regarding parking and local residents being affected.

Director Community and Economic Development entered the meeting room at 10am - He explained closing the roads was a safety prevention. It was also mentioned that horses and carts would be present in Meryula Street. No incidents have been recorded, but due to the organised stall holders/activities it was thought to be an extra precaution. Inspector Dan Skelly's email approving the road closure was noted.

Director Community and Economic Development left the meeting room at 10.10am

**RECOMMENDED** Cr Rob McCutcheon/David Vant that approval be granted to the Rotary Club of Narromine as described in the application, with a discussion to be had after the event to discuss and identify any changes for next year's community event.

**2) MACQUARIE PICNIC RACE CLUB – APPLICATION FOR ROAD CLOSURES**

David Vant raised concerns over the TCP regarding lack of clarification in the TCP. A discussion followed to define what was needed to be provided with regard to a revised TCP (i.e updated legend, requirement of traffic cones or any other device and if it will be manned, including locations).

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**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD AT THE NARROMINE SHIRE  
COUNCIL CHAMBERS ON MONDAY 3 DECEMBER 2018**

---

**2) MACQUARIE PICNIC RACE CLUB – APPLICATION FOR ROAD CLOSURES Cont'd.**

**RECOMMENDED** Cr Rob McCutcheon/ David Vant that amendments be made to the original TCP and it be circulated out of session to Local Traffic Committee Members for approval. On provision of approval, permission is granted to the Macquarie Picnic Race Club as described in the application.

**7. GENERAL BUSINESS**

**1) RMS Restructure**

David Vant advised the RMS are undergoing a major restructure and he will keep the Local Traffic Committee informed of any changes.

**5. NEXT MEETING**

The next Meeting of the Local Traffic Committee will be held on **Monday, 4 February 2019** commencing at **9.30 am** in the Narromine Shire Council Chambers.

There being no further business, the meeting closed at 10.30 am.

The Minutes (pages 1 –3) were confirmed on \_\_\_\_\_, 2019 and are a full and accurate record of proceedings of the meeting held on 3 December 2018.

**CHAIR**

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**NARROMINE SHIRE COUNCIL**  
**LOCAL TRAFFIC COMMITTEE BUSINESS PAPER – 3 DECEMBER 2018**

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**1. APPLICATION FOR ROAD CLOSURE – VENETIAN CARNIVAL**

**Author** Director, Community and Economic Development  
**Responsible Officer** Director Infrastructure and Engineering Services

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**Executive Summary**

The purpose of this report is to provide the Local Traffic Committee with information regarding a proposed road closure, not involving road works in December, 2018.

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**Report**

Council have received a request from the Rotary Club of Narromine and Narromine Lions Club to hold a Community Christmas party on Thursday, 6 December 2018 (**Attachment No. 1**). The event will require the closure of Meryula Street in Narromine

Council has received the completed Application for Road Closures for Special Events from the event organiser with the appropriate attachments. Approvals have been sought by NSW Police and RMS with approvals pending for this request.

The Clubs have submitted a completed Application for Road Closures for Special Events form including a Traffic Control Plan, Risk Assessment and Management Plan, and a copy of their current Public Liability Insurance Policy.

**RECOMMENDATION**

That approval be granted to the Rotary Club of Narromine and Narromine Lions Club to hold a Community Christmas Party as described in the application, subject to conditions attached therein.

***This report has previously been circulated to the members of the Local Traffic Committee for concurrence and is presented now to have this concurrence formally adopted.***

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**NARROMINE SHIRE COUNCIL**  
**LOCAL TRAFFIC COMMITTEE BUSINESS PAPER – 3 DECEMBER 2018**

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**2. MACQUARIE PICNIC RACE CLUB – APPLICATION FOR ROAD CLOSURES**

**Author** Director Infrastructure and Engineering Services  
**Responsible Officer** Director Infrastructure and Engineering Services

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**Executive Summary**

The purpose of this report is to provide the Local Traffic Committee with information regarding proposed road closures in December, 2018.

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**Report**

Council has received a request from the Macquarie Picnic Race Club to close roads around Trangie Showground on 29 December 2018 for the Macquarie Picnic Races (see **Attachment 2**).

The Macquarie Picnic Races are an annual event which bring a large number of race goers to the small community.

Attachments

Narromine Shire Council – Application for Road Closures for Special Events form with attachments.

---

That approval be granted to the Macquarie Picnic Race Club to close roads around Trangie Showground on 29 December, 2018 as described in the application, subject to conditions attached therein.

André Pretorius  
**Director, Infrastructure and Engineering Services**

# Attachment No.1

## TEMPORARY ROAD CLOSURES

### Special Event Transport Management Plan Template

#### 1. EVENT DETAILS

##### 1.1 Event Summary

Event Name: VEGETIAN CARNAVAL  
Event Location: DUNDAS PARK, NARROMINE  
Event Date: 6/12/18 Event Start Time: 5.30 Event Finish Time: 9.00 PM  
Event Setup Start Time: 5.00PM.. Event Pack-up Finish Time: 9.30 PM  
Event is:  off Street  on street moving  on street non moving  
 Held regularly throughout the year (calendar attached)

##### 1.2 Contact Names

Event Organiser \*\* [REDACTED] (ROTARY CLUB OF NARROMINE)

Phone: ..... Fax: ..... Mobile: .....

Email: .....

Event Management Company (if applicable) ROTARY CLUB OF NARROMINE

Phone: ..... Fax: ..... Mobile: .....

Email: [REDACTED] .....

Council NARROMINE SHIRE COUNCIL

Phone: 6889 9931 Fax: ..... Mobile: .....

Email: mail@narromine.nsw.gov.au

Roads & Traffic Authority (if Class 1) .....

Phone: ..... Fax: ..... Mobile: .....

Email: .....

\*\* NOTE: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

##### 1.3 Brief description of the event (one paragraph)

COMMUNITY CHRISTMAS PARTY, FUN FAIR WITH  
CHILDRENS GAMES, FOOD VANS, SINGING,  
SANTA + HIS ELVES

## TEMPORARY ROAD CLOSURES

**2. RISK MANAGEMENT – TRAFFIC**

CLASS 1	CLASS 2	CLASS 3	<b>2.1 Occupational Health &amp; Safety – Traffic Control</b>
			<input checked="" type="checkbox"/> Risk assessment plan/s attached
			<b>2.2 Public Liability Insurance</b>
			<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of Currency attached
			<b>2.3 Police</b>
			<input type="checkbox"/> Police written approval obtained
			<b>2.4 Fire Brigades and Ambulance</b>
			<input checked="" type="checkbox"/> Fire brigades notified
			<input checked="" type="checkbox"/> Ambulance notified

**3. TRAFFIC AND TRANSPORT MANAGEMENT**

Class 1	Class 2	CLASS 3	<b>3.1 The route or location</b>
			<input checked="" type="checkbox"/> Map attached
			<b>3.2 Parking</b>
			<input type="checkbox"/> Parking organised – details attached
			<input type="checkbox"/> Parking not required
			<b>3.3 Construction, traffic calming and traffic generating developments</b>
			<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic generating developments attached
			<input type="checkbox"/> There are no construction activities, traffic calming devices or traffic generating developments at the location/route or on the detour routes.
			<b>3.4 Trusts, authorities or Government enterprises</b>
			<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise: written approval attached
<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise			
<b>3.5 Impact on/of Public transport</b>			
<input type="checkbox"/> Public transport plans created – details attached			
<input type="checkbox"/> Public transport not impacted or will not impact			
<b>3.6 Re-opening roads after moving events</b>			
<input type="checkbox"/> This is a moving event – details attached			
<input type="checkbox"/> This is a non-moving event			
<b>3.7 Traffic management requirements unique to this event</b>			
<input type="checkbox"/> Description of unique traffic management requirements attached			
<input type="checkbox"/> There are no unique traffic requirements for this event			
<b>3.8 Contingency plans</b>			
<input type="checkbox"/> Contingency plans attached			
<b>3.9 Heavy vehicle</b>			
<input type="checkbox"/> Impacts heavy vehicles – RTA to manage			
<input type="checkbox"/> Does not impact heavy vehicles			
<b>3.10 Special event clearways</b>			
<input type="checkbox"/> Special event clearways required – RTA to arrange			
<input type="checkbox"/> Special event clearways not required			

TEMPORARY ROAD CLOSURES

**4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES**

CLASS 1	CLASS 2	CLASS 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
			<input checked="" type="checkbox"/> Plans to minimise impact on non-event community attached
			<input checked="" type="checkbox"/> - The event does not impact the non-event community either on the main route (or location) or detour routes
			<b>4.2 Advertise traffic management arrangements</b>
			<input checked="" type="checkbox"/> Road closures or restrictions – advertising medium and copy of proposed advertisements attached.
<input checked="" type="checkbox"/> No road closures or restrictions but special event clearways in place – advertising medium and copy of proposed advertisements attached			
<input checked="" type="checkbox"/> No road closures, restrictions or special event clearways – advertising not required.			
<b>4.3 Special event warning signs</b>			
<input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s			
<input checked="" type="checkbox"/> This event does not require special event warning signs			
<b>4.4 Permanent Variable Message Signs</b>			
<input type="checkbox"/> Messages, locations and times attached			
<input type="checkbox"/> This event does not use permanent Variable Message Signs			
<b>4.5 Portable Variable Message Signs</b>			
<input type="checkbox"/> The permanent messages and locations for portable VMS are attached			
<input type="checkbox"/> This event does not use portable VMS			

**5. PRIVACY NOTICE**

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & Traffic Authority (RTA) or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in section 1 of the document.
- I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event Managers or any other person or organisation required to manage or provide resources required to contact the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

**6. APPROVAL AND AUTHORISATION**

TMP Approved by.....Event Organiser ROTARY CLUB OF NARROMINE.....Date

Regulation of Traffic Authorised by: ..... RTA .....Date

Or: ANDRÉE PREDAWS Council NARROMINE SHIRE.....Date 11/18  
 (DIRECTOR, INFRASTRUCTURE COUNCIL  
 + ENGINEERING SERVICES)



TEMPORARY ROAD CLOSURES

Schedule 1 Form – Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT, 1988 – Sec 23

To the Commissioner of Police

I, [redacted] [redacted] (name) of, 166 Macquarie View Road, Narromine NSW 2821 (address) on behalf of, ROTARY CLUB OF NARROMINE (organisation) notify the Commissioner of Police that on the ..... (day) of ..... (month) ..... (year), it is intended to hold

either

- (a) a public assembly, not being a procession, of approximately which will assemble at DUNDAS PARK, NARROMINE (place) at approximately 5 am (am) and disperse at approximately 9 am (pm)

or

- (b) a public assembly, being a procession of approximately ..... (number) persons which will assemble at approximately . am / pm, and at approximately .....am / pm the procession will commence and shall proceed

(Specify route any stopping places and the approximate duration of any stops and the approximate time of termination. A diagram may be attached)

The purpose of the proposed assembly is ..... TO HOLD A COMMUNITY CHRISTMAS PARTY WITH CHILDRENS GAMES, FOOD VANS, SINGING PLUS SANTA + HIS ELVES WITH THE CLOSURE OF MELVOLA ST NARROMINE TO CONTAIN THE COMMUNITY + PROVIDE A BETTER SAFETY BARRIER AND INCREASED SAFETY.

TEMPORARY ROAD CLOSURES

3.

The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assemble (strike out whichever is not applicable)

(iv) There will be .....3 (number) of vehicles and/ or ... (number) of floats involved.

The type and dimensions are as follows:

.....  
..Food vans located in the Park vicinity only.....  
.....

(iii) There will be .....1 (number) of bands, musicians, entertainers, etc., which will entertain or address the assembly.

(ii) The following number and type of animals will be involved in the assembly.

..There will be a family friendship farm with animals secured.....  
..behind farm fencing and located at the park.....

(i) Other special characteristics of the proposed assembly are as follows:

Residents on Meryula Street will be informed of the road closures prior to the event through a letterbox drop  
.....  
.....

4.

I take responsibility for organising and conducting the proposed assembly.

5.

Notices for the purposes of the Summary Offences Act 1988 may be served upon me at the following address:

.....  
[Redacted]  
..... Postcode 2821

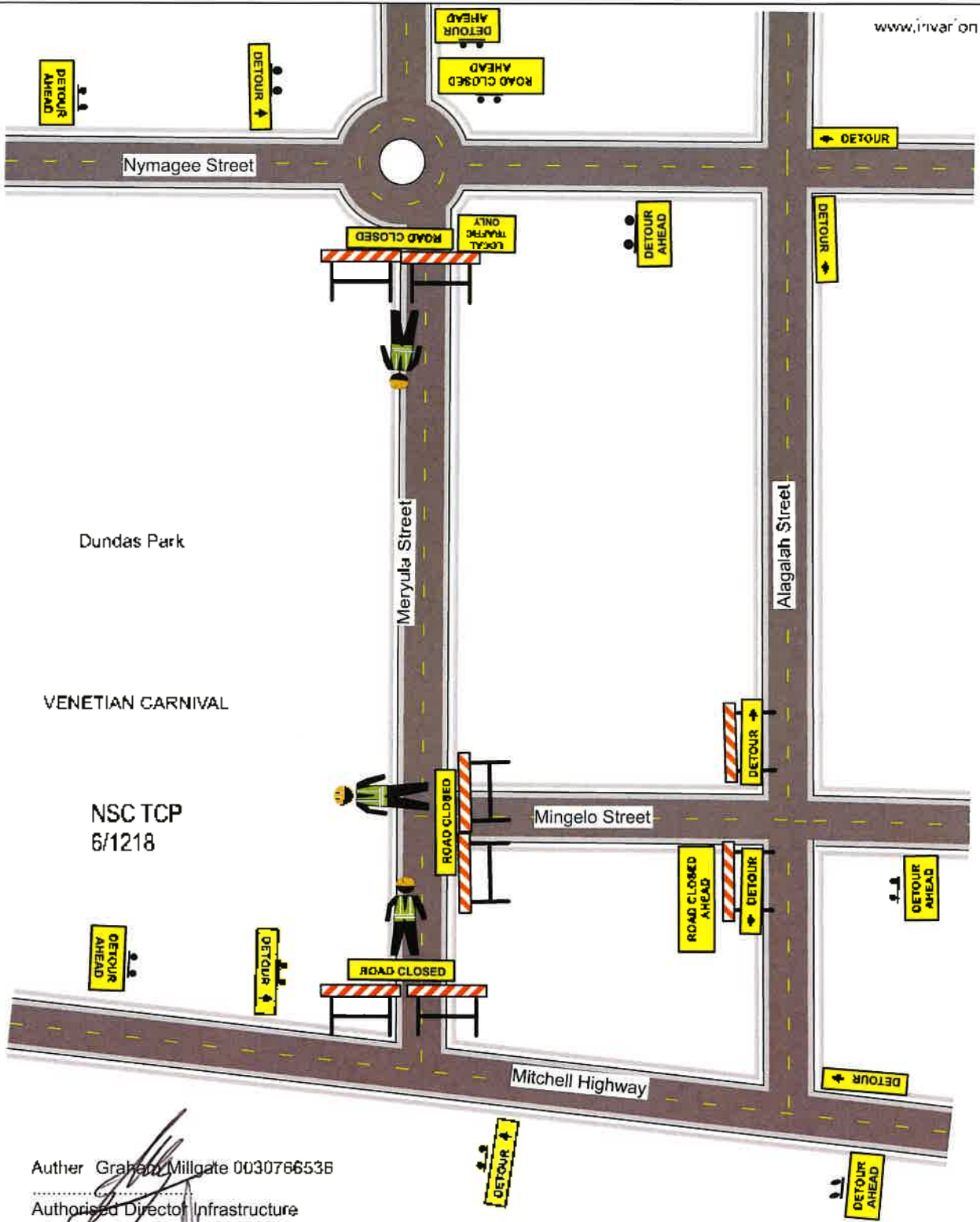
Telephone No..... [Redacted] .....

6.

Signed: [Redacted]

Capacity / (Title) PRESIDENT, ROTARY CLUB OF NARROMINE

Date: 20 NOVEMBER 2018



Author Graham Millgate 0030766536

Authorised Director Infrastructure  
and Engineering Services Narramine  
Shire Council

André Pretorius

Date.. 5/12/18

**EVENT SUMMARY**

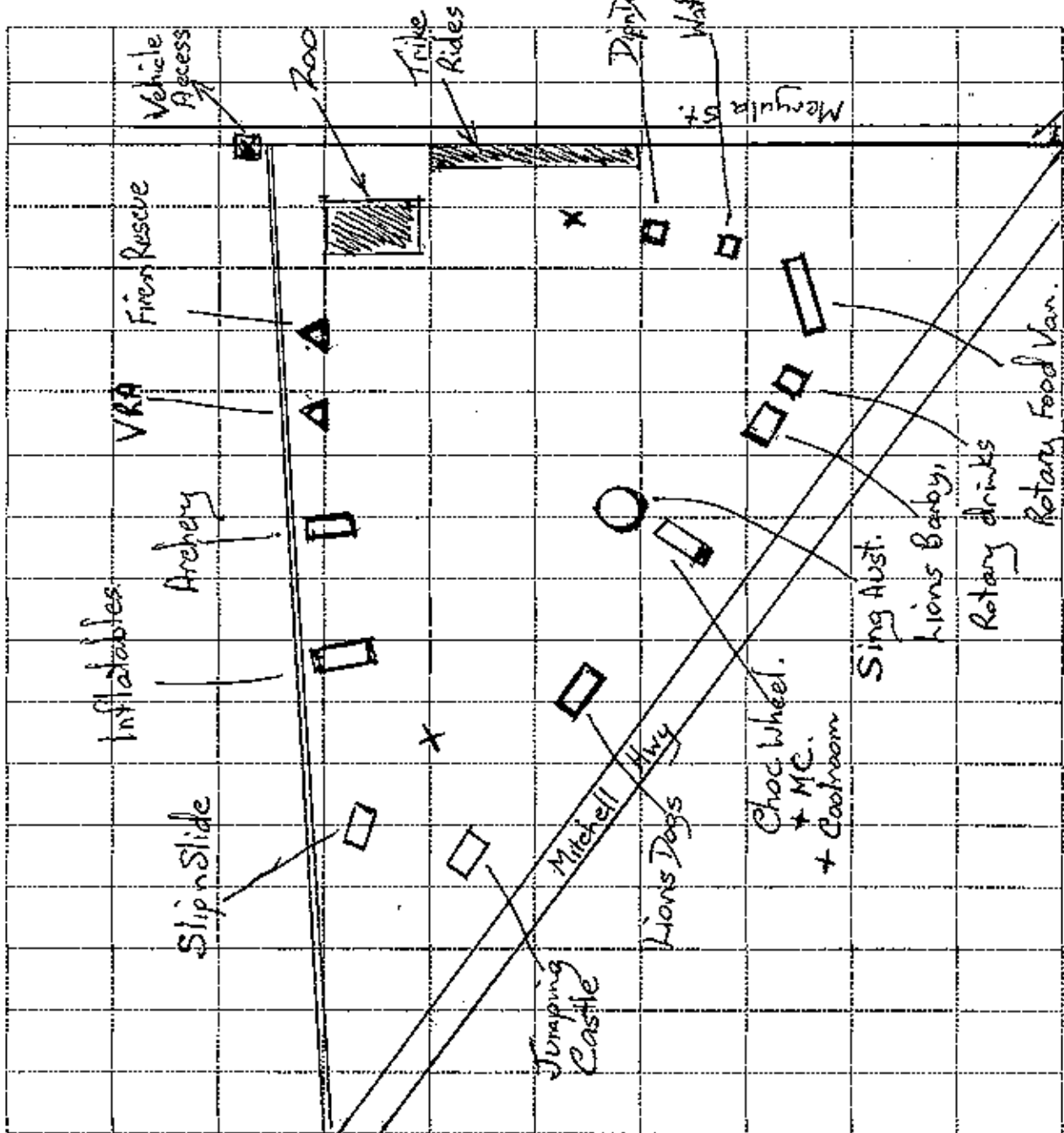
What is the name of the event? 2018 Venetian Christmas Carnival.  
 Who owns the Venue? Narromine Shire Council  
 What is the Address: Dundas Park  
 The event will run from this date Thursday 6th December 2018  
 to this date One day only  
 Duration of event (number of hours) 4 hours  
 Who is organising the event? Rotary, Lions, Communities for kids,  
 What type of event is it? Community gathering.  
 Who is the target audience?  
      18 years of age and over  
      12 - 18 years of age  
      Under 12 years of age  
 What are the estimated patron numbers? 500  
 Is the general public invited to attend? Yes  
 Will official invites or ticketing be used? No  
 Will patrons be charged to attend? No  
     If so how much per head? —  
 Will alcohol be sold at the event? No  
 Will food be sold at the event? Yes  
 Details of main point of contact representing your organisation  
 Name [Redacted]  
 Email [Redacted]  
 Work phone —  
 Mobile [Redacted]

**Who is the person completing this risk assessment?**

Name	[Redacted]
Email	[Redacted]
Work Phone	[Redacted]
Mobile	[Redacted]

**EVENT SITE PLAN**

A site plan is a map of the event site which is given to event personnel and patrons, showing information such as venue entry and exit points, amenities, first aid locations, emergency information and contact details. It is invaluable in the event of an emergency, especially for first responders such as security and the emergency services who may not be familiar with the event location.



Meryula St. to be cordoned off to traffic. to allow safe passage for Trike

x - 2 power boxes.

Toilets

# EVENT & RISK MANAGEMENT PLAN

FOR MACQUARIE PICNIC RACES

SATURDAY

29TH DECEMBER 2018



## Macquarie Picnic Race Club Inc. Event & Risk Management Plan

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## EVENT SUMMARY

NAME OF EVENT: 2018 MACQUARIE PICNIC RACES  
ORGANISERS: MACQUARIE PICNIC RACE CLUB INC COMMITTEE  
FUNCTION LOCATION: TRANGIE RACECOURSE & SHOWGROUND  
CROUDACE STREET, TRANGIE  
LAND OWNER: CROWN LANDS  
START DATE: SATURDAY, 29TH DECEMBER 2018  
START TIME: 12.00PM  
END DATE: SATURDAY, 29TH DECEMBER 2018  
END TIME: 12:00 MIDNIGHT

PATRON ESTIMATION: 2,500

TARGET AUDIENCE: Families and patrons of all ages

ORGANISATION CONTACT: [REDACTED]

PHONE: [REDACTED]

EMAIL: [REDACTED]

### NO. OF SECURITY:

10 Paid Security Officers – From 1pm to 8pm

2 Mounted Security in Carpark area – From 2pm to 10pm

6 Paid Security Officers – From 8pm to 8am

4 Police Officers - From 3pm to 10pm + 1 police vehicle

2 Police Officers - From 9pm to 3am + 1 police vehicle



## KEY EVENT CONTACTS TABLE

TASK	CONTACT NAME	CONTACT NUMBER
PRESIDENT	[REDACTED]	[REDACTED]
SECRETARY	[REDACTED]	[REDACTED]
RACEDAY OFFICE	[REDACTED]	[REDACTED]
COMMITTEE in charge of SECURITY	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
COMMITTEE in charge of EMERGENCY	[REDACTED]	[REDACTED]
LICENSEE	[REDACTED]	[REDACTED]
EMERGENCIES	Ambulance, Police & Fire Service	000
ELECTRICIAN	[REDACTED]	[REDACTED]
S.E.S.		132 500
NARROMINE SHIRE COUNCIL		6889 9999
SECURITY IN ATTENDANCE	Western Plains Security Mounted Security Patrol & Asset Protection User Pays Police	[REDACTED] [REDACTED]

## HOUSE POLICY

The Macquarie Picnic Race Club promotes safe & responsible drinking. We have a policy to serve race-goers in a responsible, friendly & professional manner, whilst complying with legislation relating to the Responsible Service of Alcohol.

Our staff are on hand to assist patrons in their decision to drink in moderation, and where appropriate, avoid the dilemmas of combining drinking and driving.

Staff will not serve any person under the age of 18 years.

The committee wishes to encourage patrons to enquire about our non-alcoholic drinks and the range of food we have available on the course. Water is available free of charge and will be available all day.

We are entitled to evict you from this racecourse for any of the following:

- Intoxication
- Intoxication prior to entry
- Barred patrons (from your local Liquor accord list)
- Patrons displaying offensive behaviour such as:
  - Smuggling of alcohol into or from the licenced area
  - Unwanted sexual advances
  - Anti-social behaviour i.e. urinating in public places
  - Track invasion
  - Threatening or abusive behaviour
  - Violence
  - Underage drinking
  - Supply of liquor to minors
  - Failure to respond to lawful requests from officials
  - Failure to comply with the carpark/camping conditions

We hope you enjoy your day.

## 1. ALCOHOL PLAN OF MANAGEMENT

LICENSEE: [REDACTED]

LICENSEE CONTACT NUMBER: [REDACTED]

### 1.1 GENERAL

- 1.1.1 The licensee will undertake due care and attention to ensure that the function does to cause adverse impacts to the local community.
- 1.1.2 The licensee will monitor patron behaviour entering and leaving the function and take reasonable actions to minimise the disturbance to the surrounding area.
- 1.1.3 All liquor supplied will be sold in unbreakable containers – NO GLASS CONTAINERS PERMITTED.
- 1.1.4 The licensee will not serve alcohol to be able to monitor RSA by the staff.
- 1.1.5 The licensee will undertake to ensure no minors are permitted entry to the licensed area unless in the company of a responsible adult, being parent guardian, spouse, defector or for the time being standing in as a parent.
- 1.1.6 The trading hours are restricted from 1pm to 12midnight.
- 1.1.7 When security is engaged the Security Management Plan is initiated.

### 1.2 SIGNAGE AND DOCUMENTATION

- 1.2.1 A copy of the licence will be available for production at all times during the function.
- 1.2.2 A copy of the Plan will be maintained with the licence.
- 1.2.3 A Function Incident Register will be maintained.
- 1.2.4 The bar area will be clearly defined by use of barriers and/or fences
- 1.2.5 A Sign (1L) – as below – will be displayed at each bar or liquor servery at the function.



### 1.3 RESPONSIBLE SERVICE PRACTICES

- 1.3.1 The licensee and all staff involved in the sale or supply of liquor will have current New South Wales – Responsible Service of Alcohol (RSA) certification.
- 1.3.2 An RSA register will be maintained and on hand at the function, the certificates for all staff with an RSA Certificate (paper document).
- 1.3.3 No staff member will be allowed to commence duty or be involved in the sale or supply of liquor unless they have provided a copy of their RSA Certificate or have shown the licensee their current RSA Competency Card.
- 1.3.4 Staff with an RSA Competency Card must always have the card available to them when they are involved in the sale or supply of liquor.
- 1.3.5 Liquor will only be sold or supplied to persons of or above the age of eighteen (18) years. Patrons aged **18-25 years will be “wrist banded” upon entry to the races**. The wristband will be a woven non-removable wristband and is to be worn on the right wrist.
- 1.3.6 Any patron appearing to be under the age of 25 will be asked to provide evidence of age. Only the following are acceptable evidence of age documents:
  - o A current drivers/**rider’s** licence with a photo;
  - o A NSW photo card;
  - o A photographic identity card issued by a Commonwealth or State public authority which attests to the person identity and age;
  - o An Australian or foreign passport
- 1.3.7 If there is doubt that the evidence is non-genuine a secondary document may be requested. E.g. Medicare Card, Credit Card, Student Identification Card.
- 1.3.8 Although **patron’s** identification is requested upon entry to obtain wristband, if police, security or RSA personnel have doubted the patron is over 18, they must request that the person re-identify themselves. This is to ensure that wrist bands have not been tampered with.
- 1.3.9 Free drinking water will always be available and will be distributed by appointed staff.
- 1.3.10 Food will always be available.

1.3.11 Only responsible promotions of liquor in accordance with the OLGR Liquor Promotions Guidelines will be advertised and undertaken on the premises. In addition, the following drinks will not be sold or supplied:

- Shots;
- Doubles; or
- Alcoholic drinks containing or mixed with Energy Drinks;

1.3.12 The following drinks will be available at all times during the function:

- Mid Strength pre-mixed alcohol;
- Mid Strength beer;
- Champagne and wine
- Cider
- Coffee and Tea; and
- Soft drinks

#### 1.4 *COMPLIMENTARY STRATEGIES*

1.4.1 The licensee will ensure staff conduct regular patrols of the licensed premises to:

- Clear rubbish, especially the receptacles in which liquor was supplied, to prevent the items being thrown or otherwise cause safety issues;
- Speak to and interact with patrons
- Where there are on-site toilet facilities – regularly check those facilities for tidiness and patron well-being

1.4.2 Take a **'zero tolerance' stance on illegal substance use and possession.**

1.4.3 At least one staff member with First Aid Training is present or medical qualifications is present.

## 1.5 *INTOXICATION AND ANTI-SOCIAL BEHAVIOUR*

1.5.1 In accordance with the Liquor Act and intention of the organiser all staff are expected to be diligent in observing and acting on intoxication and antisocial behaviour in the licenses premises and with patrons entering and leaving the function.

Staff are expected to:

- Be alert to detecting signs of intoxication at an early stage;
- Promote the free water available
- Encourage alternative beverage options (water, soft drink, coffee, tea)
- Ensure there is an ample supply of food available
- Be calm and courteous when dealing with customers;
- Be alert to patrons who may attempt to purchase liquor on behalf of potentially intoxicated patrons.

1.5.2 When dealing with patrons who are becoming noticeably affected by liquor Staff are expected to:

- Be calm and courteous;
- Inform the Licensee of the situation;
- Offer and promote alternative non-alcoholic beverages;
- Where appropriate, explain their legal responsibilities to the person;
- Where appropriate, explain the implications of the patron becoming intoxicated to friends of the person and who they may assist.

1.5.3 When dealing with patrons who are noticeably affected by liquor or are acting in a manner likely to cause an undue disturbance to other persons or cause injury or other harm – staff are expected to:

- Be calm and courteous;
- Inform the Licensee of the situation;
- Inform the security of the situation;
- Refuse service of liquor
- Page Break

1.5.4 The Licensee (or person acting on their behalf):

- will be calm and courteous
- Inform the security of the situation
- Explain or arrange for the explanation to the person that:
- Service of liquor is refused;
- The person must leave the licensed premises;
- The person must leave the vicinity (50 metres) of the premises;
- Call or arrange for someone to call, police when the person refuses to leave or becomes violent.

*1.6 AMENITY OF THE LOCAL COMMUNITY and CUSTOMER COMPLAINTS.*

- 1.6.1 All staff will treat disturbance issues and customer complaints seriously and respond to them accordingly by:
- Identifying the nature and seriousness of the issue or complaint;
  - Assessing whether it can be dealt with by the staff member or if it requires **the Licensee's or Security intervention;**
  - Establishing a resolution to the issue or complaint that, wherever possibly, is mutually satisfactory;
- 1.6.2 Documenting the details of the disturbance issue or serious complaints in the Function Incident Register including:
- Time, date and location;
  - Names (where known) of the persons involved;
  - Details of the issue/complaint
  - Action Taken
- 1.6.3 The Licensee will take reasonable steps to ensure liquor sold and supplied at the function does not leave the licensed premises.
- 1.6.4 Requests for patrons to leave quietly and consider the local community will be made at the end of the function.
- 1.6.5 The Licensee will make reasonable efforts to ensure the vicinity of the function area is cleared of rubbish at the end of the function.

## 2. SECURITY MANAGEMENT PLAN

### 2.1 COMPLIANCE

- 2.1.1 Security provided for the function will be engaged through a current NSW Security Master Licence Holder.
- 2.1.2 A copy of the Security Master Licence will be maintained in the Security Incident Register
- 2.1.3 Security Officers engaged to provide a security activity at the function must:
  - o Hold and display a current NSW security licence;
  - o Have current NSW RSA certification;
  - o RSA Competency Cards – Must be shown to the licensee and be available for inspection at all times;
  - o RSA Certificates – a copy must be provided to the licensee and maintained in the RSA Register.
  - o Wear a uniform displaying that they are security officers;
  - o When performing duties on or adjacent to a public thoroughfare wear a reflective (HI-VIS) top or vest.

### 2.2 DUTIES

- 2.2.1 Duties will include, but are not limited to:
  - o Liaise with the licensee, police and appointed Committee in charge of Security
  - o Assisting the licensee with strategies employed to improve safety and reduce intoxication and anti-social behaviour;
  - o Monitoring crowd numbers and behaviour;
  - o Monitoring access areas to the function
  - o **Checking evidence of age and “wrist banding” patrons aged 18 – 25 years.**
  - o Checking of vehicles entering the carpark area for glass containers
  - o Page Break
  - o Reporting concerns to the Licensee
  - o Assisting the licensee and staff with intoxicated, difficult, unruly or violent patrons;
  - o Encouraging persons who are loitering about the function site and are or potentially may cause a disturbance to customers or the local community to move on from the area;
  - o Recording legislated and other incidents in the Security Incident Register.
  - o 2 Way radios will be provided for communication purposes.
- 2.2.3 Security shall patrol the car park and camping area until 8am the following day or up until all campers have vacated the camp ground, whichever comes first;
- 2.2.4 Security station shall be located near the carpark area. In direct vision of both the lighting plants and the portable toilet facilities.



### 3. TRAFFIC MANAGEMENT PLAN

This traffic management plan is to be read in conjunction with the attached Plan provided by Narromine Shire Council.

#### 3.1 *ROAD CLOSURES*

- 3.1.1 Narromine Street from the Mitchell Highway to the entrance of the racecourse at the corner of Showground Road and Richs Lane will be dual lane, one way only from 12noon to approximately 6pm, or earlier at the discretion of the President and Police.
- 3.1.2 Traffic can turn off Narromine Street into the adjoining streets, being Allen Street, Belgrove Street and Croudace Street.
- 3.1.3 All residents affected by these changes shall be advised in writing by the committee of the Macquarie Picnic Races Inc. of the closures.

#### 3.2 *MANAGEMENT OF TRAFFIC*

- 3.2.1 Traffic signage will be erected by a suitably qualified person; i.e. holder of “**yellow card**”
- 3.2.2 Parking attendants shall be stationed at the top of Narromine Street, at the Mitchell Highway entrance, to direct vehicles into dual lanes of traffic.

## 4 CARPARK & CAMPING MANAGEMENT PLAN

4.1.1 To comply with licence conditions and ensure the safety of all patrons, security, police and committee members and to eliminate the incidence of underage drinking:

- Any persons under the age of 18 years must be accompanied by a responsible adult.
- No alcohol to be consumed in the carpark area between 12pm – 12 midnight
- The carpark will be open from 12:30pm on race day
- When entering showground road from Mitchell Highway traffic will be directed by parking attendants to form 2 lines (see Traffic Management section)
- The carpark will be set up in such a manner that is to show lined uniformed parking – under direction from parking attendants
- The carpark will be locked from 9pm till 5.00am the following morning. No vehicles besides emergency vehicles will be allowed to drive within the area during that time.
- No vehicles will be allowed to be started during 9pm till 5.00am the following morning.
- No glass containers, fires or fireworks are allowed in the carpark. Threatening and abusive behaviour will not be tolerated.
- Security and Police should check any patrons that they suspect in the carpark being underage for ID. **THEY SHOULD NOT ASSUME BECAUSE THEY HAVE AN “OVER 18’s BAND ON THAT THEY ARE OVER 18** – secondary ID should be requested.
- Conditions of carpark/camping shall be included as full page in Race book
- Conditions of the carpark/camping will be advertised on social media sites, facebook & Instagram, prior to race day.

## 5 EMERGENCY & EVACUATION PLAN

- 5.1.1 Full emergency and evacuation details and plans are available in the Secretaries office – **“RACING NSW – RACING SAFETY KIT”**
- 5.1.2 SITE AND EVACUATION PLAN (Appendix A) to be included in race book & laminated & displayed around key points i.e. office & amenities, on race day.
- 5.1.3 Evacuation Points will be announced over the loud speaker prior to race 1 and 3
- 5.1.4 First Aid kit in office

Refer

Appendix A- Site and Evacuation Plan

Appendix AA – Pavilion, Bar & Dining Room Evacuation Plan

## 6 RISK MANAGEMENT PLAN

The objectives of the risk management approach for the Macquarie Picnic Races are to identify, assess and mitigate risks where possible and to continually monitor risks throughout the remainder **of the event as other risks or threats emerge or a risk's impact or likelihood changes.**

As risk management is an ongoing process over the life of an event, this Risk Management Plan and **Risk Register must be considered a 'snap shot' of relevant risks at one point in time.**

Where required, the process of risk identification, assessment and the development of countermeasures will involve consultation with the Committee members, Narromine Shire Council and, other relevant stakeholders.

The Event Risk Assessment for small to medium sized community events provided by Narromine Shire Council is to be completed and returned to Council no less than 3 weeks prior to the event.

Refer Appendix D

Appendix A – Site & Evacuation Plan

**EMERGENCY PROCEDURES & ASSEMBLY AREA**

**In the event of an Emergency a hooter will sound.**

**Please make your way to the nearest emergency assembly area in a calm and orderly fashion**

**FOLLOW DIRECTIONS AS PROVIDED BY EMERGENCY SERVICE GROUPS**

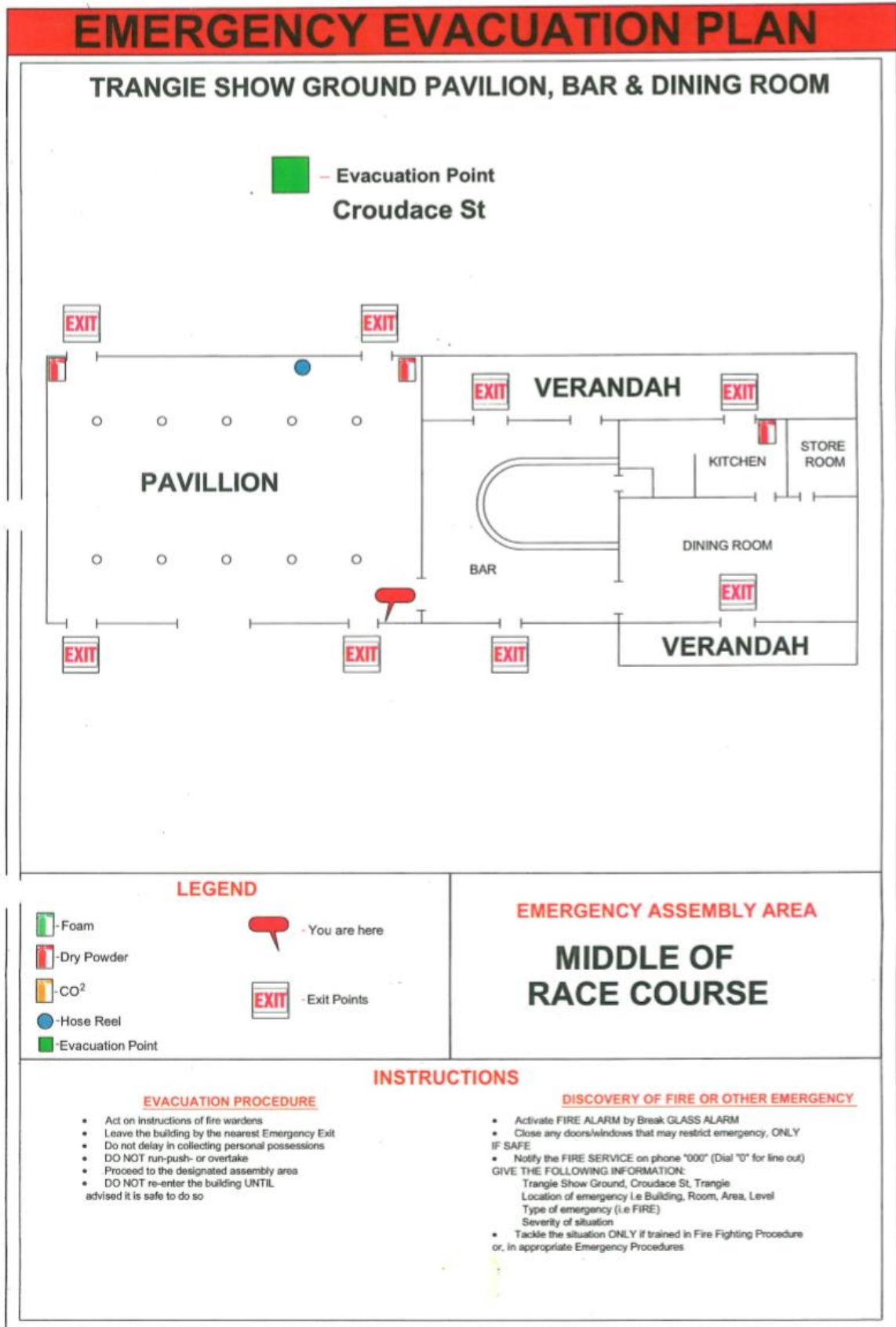


**Macquarie Picnic Club promotes a safe racing environment**

**EMERGENCY CONTACTS**

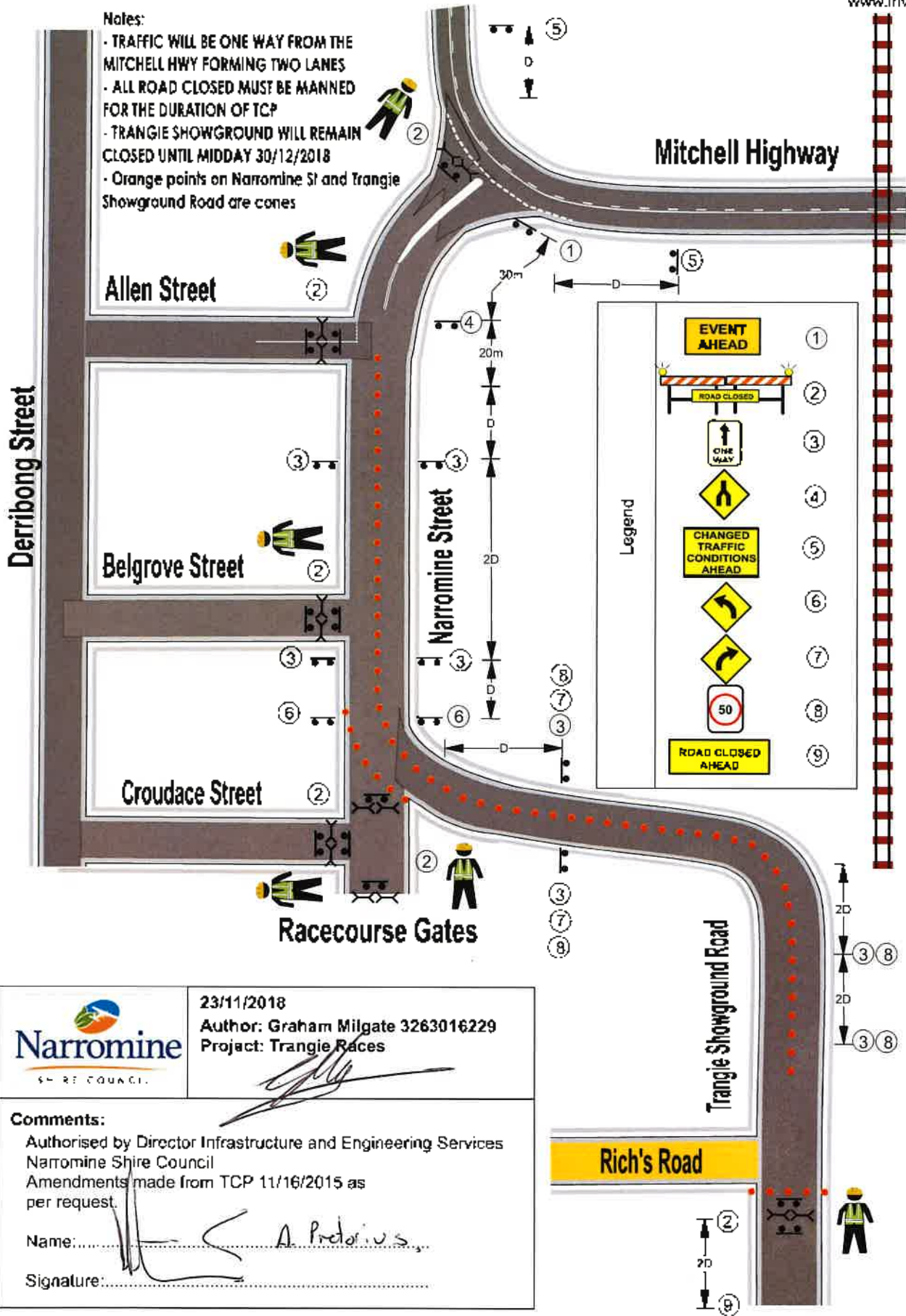
AMBULANCE	13 12333
FIRE & POLICE	000
HOSPITAL	6880 8200
STATE EMERGENCY SERVICE	13 2080
WESTERN RIVERS VETERINARY	6847 4795

Appendix AA - Pavilion, Bar and Dining Room Evacuation Plan



**Notes:**

- TRAFFIC WILL BE ONE WAY FROM THE MITCHELL HWY FORMING TWO LANES
- ALL ROAD CLOSED MUST BE MANNED FOR THE DURATION OF TCP
- TRANGIE SHOWGROUND WILL REMAIN CLOSED UNTIL MIDDAY 30/12/2018
- Orange points on Narromine St and Trangie Showground Road are cones



23/11/2018  
 Author: Graham Milgate 3263016229  
 Project: Trangie Races

*[Handwritten Signature]*

**Comments:**

Authorised by Director Infrastructure and Engineering Services  
 Narromine Shire Council  
 Amendments made from TCP 11/16/2015 as per request.

Name: *A. Prodanovs*

Signature: *[Handwritten Signature]*

Appendix C – Public Liability Insurance



Gow-Gates Insurance Brokers  
(Australasia) Pty Ltd  
ABN 29 069 562 787  
Level 8, 491 Kent Street, Sydney, NSW, 2000  
Please address all mail to:  
GPO Box 4731, Sydney, NSW, 1044  
P: 02 8267 9999  
F: 02 8267 9998

2 July 2018

## Certificate of Currency

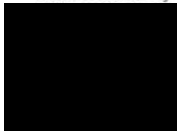
To whom it may concern,

In our capacity as Insurance Brokers to **Racing NSW** we hereby certify that the undermentioned Insurance Contract is current to **30<sup>th</sup> June 2019**.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy below:

<b>CLASS OF INSURANCE:</b>	Public & Products Liability
<b>INSURED:</b>	Racing NSW and others as per policy including Macquarie Picnic Race Club
<b>INSURER(S):</b>	Lloyd's of London
<b>COVERING: (SUMMARY ONLY)</b>	Legal Liability to compensate third parties for personal injury and/or property damage arising from the business.
<b>SITUATION:</b>	Worldwide
<b>LIMIT OF LIABILITY:</b>	\$20,000,000 each and every occurrence – Public Liability
<b>POLICY NO.:</b>	B128411653W18.

Yours sincerely



*Manager – Sports & Services*



## Appendix D – 2018 Risk Assessment

## SAFETY CHECKLIST FOR EVENTS MACQUARIE PICNIC RACES 2018

Hazards	Applies/ Checked	Additional Actions Required
<b>1. Event Access</b>		
Entry/exit areas are clear and accessible	Yes	
Adequate emergency entry/exits points for emergency services	Yes	
<b>2. Traffic Flow</b>		
Clearly defined areas/paths for traffic - separated from pedestrian traffic	Yes	
Provision of safe passage for emergency vehicles through pedestrian traffic	Yes	
Controlled traffic flow and adequate signage provided	Yes	
Traffic management staff/volunteers wear high visibility vests	Yes	Supplied if not wearing them
Adequate parking areas for expected vehicle numbers attending event	Yes	Clean up of carpark completed to ensure enough room
Adequate parking supervision	Yes	Committee, Dubbo VRA & Volunteers
<b>3. Amenities</b>		
Adequate toilets and hand washing facilities	Yes	Showground amenities and hired services
Availability of drinking water for staff and attendees	Yes	Free bottled water
Adequate facilities for food catering preparation and clean up	Yes	
Adequate shade from sun	Yes	Existing shade plus marquee and other tents
Adequate number of waste bins organised	Yes	Empty 44 gallon drums and empty chemical shuttles
Removal of waste during/after event	Yes	
<b>4. Event Signage</b>		
Adequate signage for entries, exits, toilet facilities, waste bins etc	Yes	
Adequate signage for hazardous/restricted areas	Yes	
Clearly signed first aid facilities and fire extinguisher locations	Yes	

Hazards	Applies/ Checked	Additional Actions Required
<b>5. Event Emergency Procedures</b>		
Emergency response plan documented and in place	Yes	As per plan
Emergency response personnel trained to carry out plan for event emergency	Yes	As per plan
Current site maps available to all staff/volunteers, emergency services and other relevant parties	Yes	As per plan
<b>6. Fire Prevention</b>		
Suitable fire extinguishers/fire blankets in appropriate areas, tested and in date	Yes	Shire responsibility
All staff/volunteers aware of the fire evacuation procedures for planned event	Yes	Briefing held prior to race meeting on the day
Control over the use of flammable liquids LPG i.e. in catering and demonstrations	Yes	
<b>7. First Aid</b>		
First aid stations suitably located, clearly signed and accessible	Yes	Office and Ambulance
First aid facilities suitable for type of event	Yes	
Effective means of communication provided between event personnel and first aid facilities or personnel	Yes	Mobile phones & 2-way radios
<b>8. Electrical Power</b>		
No double adaptors or piggy back plugs used	Yes	
All portable electrical equipment including power leads, power boards have been inspected, tested and tagged	Yes	Tested or are brand new
Adequate protection of public from electric shock and trip hazards	Yes	
All electrical leads and electrical equipment placed in safe locations	Yes	
All leads, plugs etc are protected from weather, water or other liquids	Yes	

Hazards	Applies/ Checked	Additional Actions Required
Generators if used are placed in a safe location and are fenced from public	Yes	
<b>9. Permits, Licensing and Registrations</b>		
Fireworks - no fireworks will be permitted unless special permission sought from Council and approval provided by SafeWork NSW	Yes	
Alcohol - liquor licence application made if selling alcohol	Yes	
What non alcohol options made available to attendees	Yes	Various soft drinks and cold water
Food - adequate hand washing stations	Yes	
High risk foods stored below 5 degrees C	Yes	
Cooked food kept above 60 degrees C	Yes	
Tongs and disposable gloves used when handling food	Yes	
Police advised of event	Yes	User pays police in attendance
Emergency Services advised of event	Yes	Police, abundance, fire and Dubbo VRA i attendance
<b>10. Marquees, Vans and Other Temporary Structures</b>		
Marquees, tents, food vans or other structures are erected/pulled down safely, sited securely and do not encroach on thoroughfares	Yes	
<b>11. Noise</b>		
The event will include amplified music, speeches etc - if yes what control measures will be used to minimise disruption to nearby residents	Yes	
Residents in close proximity notified of event	Yes	Letter to be posted out
<b>12. Working at Heights</b>		
Permission is obtained from Council to erect banners or other large display items	n/a	
Ladders are well maintained and suitable for work undertaken and weight (industrial rated)	Yes	

Hazards	Applies/ Checked	Additional Actions Required
Assistance of second person is provided where required (e.g. holding ladder for stability, carrying etc)	Yes	
Right type of equipment is used for height access jobs (ladder, cherry picker etc)	Yes	Where applicable "manitou" will be used by a licenced operator
<b>13. Manual Handling</b>		
All staff/volunteers are trained to assess each task and use safe techniques when lifting or carrying	Yes	
Loads are delivered as close as possible to area using vehicle or mechanical aids	Yes	
<b>14. Weather Conditions</b>		
Current BOM information is checked for adverse weather conditions	Yes	
Weather conditions are planned for and monitored, e.g. non slip mats, shade, sunscreen, drinking water	Yes	
Winds speeds monitored and inflatable structures cease operation when wind speed reaches 40km per hour	Yes	
<b>15. Person Protective Equipment (PPE)</b>		
Correct PPE is provided if required (e.g. gloves, aprons, high visibility vests)	Yes	Supplied to volunteers
<b>16. Security</b>		
Appropriate levels of security arranged	Yes	10 Paid Security Officers – From 1pm to 8pm 2 Mounted Security in Carpark area – From 2pm to 10pm 6 Paid Security Officers – From 8pm to 8am 4 Police Officers - From 3pm to 10pm + 1 police vehicle 2 Police Officers - From 9pm to 3am + 1 police vehicle
Cash handling safety procedures made	Yes	
Crowd control measures used	Yes	
Adequate lighting provided including car parking areas	Yes	Hire of light towers

**RISK ASSESSMENT - ADDITIONAL EVENT HAZARDS/RISKS**

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.		
<b>Likelihood</b>	<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							

**RISK ASSESSMENT - ADDITIONAL EVENT HAZARDS/RISKS**

Task/Issue/Hazard	Risk Rating	Control Measure	Person Responsible	Timeframe
<i>e.g. Insufficient lighting - reduced visibility, increased risk of injury</i>	Score	<i>Ensure adequate internal and external lighting available for all activities</i>	J Soap	<i>Before event is held</i>
Racetrack Access- reduce access to the racetrack to patrons on race day and after last race while live entertaining is playing	Low	Ensure gates are closed at all times. Temp fencing and signage where required. Ensure security keep an eye on the area and stop any patrons wandering onto the track.	[Redacted]	Before the first race on race day.
Insufficient lighting in the carpark effecting visibility	Low	Ensure adequate number of light towers are hired to ensure visibility is satisfactory	[Redacted]	Equipment hire organized in advance to the event
Long traffic cues onto the Highway	High	Traffic Management Plan implemented. Ensure suitable number of volunteers and committee working on gate to speed up the process. Patrons now banded with over 18 years wristband once at the walking entrance to the race course. Signage on the highway to notify traffic of the event.	[Redacted]	Traffic Management Plan
Noise disturbance to local residence	Med	Letter to all residence in the area surrounding the racecourse regarding new trading hours for this year. Local police notified.	[Redacted]	Correspondence to be sent out in the weeks leading up to the event