
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 14 NOVEMBER 2018
REPORTS OF COMMITTEES

1. TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE

The report to and minutes of the Tomingley Advancement Association Committee meeting held at the Tomingley Memorial Hall, on Monday 15 October 2018, are attached (see *Attachment No. 1*).

RECOMMENDED

That the report of the Tomingley Advancement Association Committee and the recommendations from the minutes of 15 October 2018 be adopted.

2. NARROMINE AUSTRALIA DAY COMMITTEE

The minutes of the Narromine Australia Day Committee meeting held at Council Chambers, on Monday 15 October 2018, are attached (see *Attachment No. 2*).

RECOMMENDED

That the report of the Narromine Australia Day Committee and the recommendations from the minutes of 15 October 2018 be adopted.

3. NARROMINE LOCAL TRAFFIC COMMITTEE

The report to and minutes of the Narromine Local Traffic Committee meeting held at Council Chambers, on Monday 8 October 2018, are attached (see *Attachment No. 3*).

RECOMMENDED

That the report of the Narromine Local Traffic Committee and the recommendations from the minutes of 8 October 2018 be adopted.

4. RURAL FIRE SERVICE LIAISON COMMITTEE

The minutes of the Rural Fire Service Liaison Committee meeting held at the Council Boardroom, on Tuesday 30 October 2018, are attached (see *Attachment No. 4*).

RECOMMENDED

That the report of the Rural Fire Service Liaison Committee and the recommendations from the minutes of 30 October 2018 be adopted.

**MINUTES OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING
HELD ON MONDAY, 15 OCTOBER 2018 AT TOMINGLEY MEMORIAL HALL**

PRESENT: Cr. James Craft (Chair), Jane Redden (General Manager), Phil Johnston (Director Community & Regulatory Services), Kelly McCutcheon (Economic Development & Communications Officer), Elaine Buckley, Rodney Smith, Cheryl Smith, Christine Unger, Margaret Irish, Ken Carville, Doreen Dart, Linda Buntrock, Tony Ellis, Sally McGaw, Phil Maugh (from 7.12pm), Sid Gorman (from 7.12pm), Max McNiven (from 7.14pm), Anne McNiven (from 7.14pm) and Lesley-Ann Roberts (Minute Secretary).

1. WELCOME

The Chair welcomed those present and declared the meeting open at 7.03 pm.

2. APOLOGIES

RECOMMENDED Doreen Dart/Sally McGaw that the apologies of Gavin Dart be accepted.

3. DECLARATION/CONFLICTS OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

RECOMMENDED Ken Carville/Tony Ellis that the Minutes from the last meeting held on 30 April 2018 be adopted as a true and accurate record of the meeting held.

5. BUSINESS ARISING FROM THE MINUTES

A) TOMINGLEY ACTION PLAN

Cheryl Smith noted that the southern end of town has rubbish on the side of the road.

ACTION: Manager Community Facilities to investigate.

The Chair outlined that if the Committee notices areas within the community that requires attention, they are encouraged to report it to Council in order to be actioned through the Customer Request Management System.

It is understood that Council Town Crews visit Tomingley for half a day, on a weekly basis.

a) Main St Beautification

- It was noted, concept designs have been established for Tomingley main street beautification; Council have requested that the Committee nominates members to provide feedback and work in conjunction with Council as community representatives to assist in the decision making process.
- The General Manager noted that she would require feedback to be provided to Council.

**MINUTES OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING
HELD ON MONDAY, 15 OCTOBER 2018 AT TOMINGLEY MEMORIAL HALL**

5. BUSINESS ARISING FROM THE MINUTES Cont'd.

b) Burrill Street Flooding

- Doreen Dart noted that her property on Burrill Street, Tomingley is often subject to flooding and queried whether the beautification process could incorporate drainage options within the town?
- The General Manager advised that Council is working on a Drainage Strategy, which should incorporate these queries.

c) Water Supply Report

- Discussion was had regarding the Water Supply Report.
- It was noted, the cost to undertake the Water Supply study was approximately \$35,000 and was funded by Tomingley Gold Mine.
- It was noted, Council are undergoing current discussions with MP Troy Grant and Hon. Niall Blair to work towards securing funding through Safe and Secure Water to upgrade the current system.
- A discussion ensued regarding the Voluntary Planning Agreement (VPA) that Council has in place with Tomingley Gold Operations and the various components the Agreement encompasses (Roads, Environment and Tomingley Village), as well as the areas where funding has already been allocated and expended.
- It was noted the VPA Agreement extends to areas within the catchment Area only that is, spanning Tomingley and surrounds as specified,
- It was noted, Council have encouraged applications from residents, to apply for funding however, have not received any applications from Tomingley at this stage.
- It was advised, if the Committee have an inclination towards specific areas that are in need of addressing, they are encouraged to apply through Council for access to VPA Reserve funding.
- Discussion was had whether reserve VPA funds could be used for rain or drinking water tanks.
- The General Manager advised that none of the options could provide potable water to Tomingley and outlined why Council could not provide rain water tanks as drinking water tanks, due to stringent Drinking Water Quality standards of which Council must abide.
- The Committee agreed that a potable water supply, is not necessarily an affordable option for the community.
- It was noted, Tomingley Gold Operations Mine, will continue to be in operation, which is a positive outcome for the Community.
- It is anticipated that the VPA Agreement would be negotiated and extended over a 2 year period; furthermore, funding would include a plan for water supply.
- Further discussion was had regarding Council supplying tanks for the community in their yards; the option of signage stating 'not drinking water' was also raised.
- It was noted, Council would need to speak to their Insurance company to assess the legalities surrounding this option given the drinking water concerns already outlined.

**MINUTES OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING
HELD ON MONDAY, 15 OCTOBER 2018 AT TOMINGLEY MEMORIAL HALL**

5. BUSINESS ARISING FROM THE MINUTES Cont'd.

RECOMMENDED by consensus that Council seek quotations for 3 sizes of 28 tanks (rainwater) with an active connection.

- Discussion was had regarding tank colour preferences and it was advised that a list would be circulated for the Committee to advise of their preference of tank colour.

d) Tomingley West Road Pipe Suggestion

- It was noted, further investigation is required with regards to water flowing into the Creek.

ACTION: Director, Infrastructure and Engineering Services and Asset Inspector to investigate with Tony Ellis.

RECOMMENDED Sally McGaw/Ken Carville that the information in regards to the Tomingley Action Plan be noted.

B) TOMINGLEY MEMORIAL HALL

a) Hall Clean Up

- It was noted, Council have supplied a skip bin for the Committee to use to discard some items that may no longer be of use at the Hall. It is anticipated that the skip bin will be available at the Hall, for the rest of the month.
- A clean up day is to be held on 21 or 28 October 2018.
- It was suggested that the crockery may need to be replaced for when the Hall is hired out.
- A query was raised as to whether the Playgroup would utilise the Memorial Hall instead of the school?
- The Chair advised that Council cannot enforce that the Playgroup use the Hall however, it is available should they decide to utilise the space.
- The suggestion of replacing the roof that is, resheeting and rescrewing of sheets was raised however, funding availability would be the determining factor.
- The Chair advised that it is for the Committee to decide whether replacing the roof is a priority and Council would follow up as to whether or not funding is available or becomes available.
- A query was raised as to whether Council would be promoting the Hall?
- It was advised that the Hall prices are outlined in Council's Fees and Charges which are set by Council however, it is not Council's role to promote the facility.

**MINUTES OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING
HELD ON MONDAY, 15 OCTOBER 2018 AT TOMINGLEY MEMORIAL HALL**

5. BUSINESS ARISING FROM THE MINUTES Cont'd.

b) Historical Signage

- The Chair called for nominations to assist with the information gathering, to promote the history of the Hall as a signification location in Tomingley.
- The Committee nominated:
 - Elaine Buckley
 - Tony Ellis

RECOMMENDED Cheryl Smith/Linda Buntrock that:

1. The Committee agree to dispose of unwanted items to assist with a general cleanup of the Hal by Friday, 31 October 2018;
2. That the Committee nominates two members to assist with the historical signage.

c) Hall Event Opening

- The Committee agreed to hold an Official Opening of Tomingley Hall on 15 November 2018 at 6.00pm and Council would invite Local Member Troy Grant to attend.
- Sally McGaw will advertise in Peak Hill Times and the event would include finger food and a BBQ plus alcohol free drinks.

d) Test and Tag Appliances

- A query was raised as to whether the fridges and other appliances at the Hall have been tested and tagged?
- The General Manager noted, she was unsure and Council would need to advise of this.

ACTION: Council's Acting Director Infrastructure and Engineering Services to investigate.

e) Tomingley Hall Fence

- Concern was outlined regarding the Hall fence and the area where it is attached to the Hall.
- It was raised that children can go under the building which could pose a hazard.

f) Roads to Recovery – Funding

A query was raised regarding Roads to Recovery Funding and what areas of funding if any, had been applied to roads within Tomingley and surrounds?

The General Manager advised that Council are in the process of liaising with ARTC due to the Parkes to Narromine Inland Rail Project and works have been undertaken on Peak Hill Railway Road, due to dilapidation of the road. These funds however, are not from Roads to Recovery Funds.

**MINUTES OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING
HELD ON MONDAY, 15 OCTOBER 2018 AT TOMINGLEY MEMORIAL HALL**

5. BUSINESS ARISING FROM THE MINUTES Cont'd.

It was noted, there are traffic counters out on various roads to gauge traffic usage on roads in the vicinity of the rail upgrade due to the Inland Rail Project.

g) Bollards at Dicken Park

It was noted, vandals have been driving across the grass and ruining the grass at Dicken Park

The Committee noted that Council's Executive Manager Health, Building and Environmental Services has suggested that barriers or bollards could be established, to deter people from driving across the grass.

6. FINANCIAL REPORT

RECOMMENDED Sally McGaw/Ken Carville that the Financial Report as presented be adopted.

7. GENERAL BUSINESS

a) Drought Communities Programme (DCP)

Discussion was had regarding the DCP and how Council are to abide by the guidelines as stipulated.

It was noted, there is \$30, 000 of funding that can be applied for under this Programme for projects within Tomingley

Project suggestions raised by the Committee included:

- i. Undertake a cleanup, forming part of the main street beautification.
- ii. Repairing the Hall roof; it was agreed that the Council would source quotations to repair Tomingley roof hall.
- iii. Upgrading the RMS toilets; this was disputed due to the fact that the toilets are not owned by Council and thus this project is not achievable as per the DCP guidelines.
- iv. The suggestion of rainwater tanks for properties; it was advised that this concept was prohibited due to the properties being private; the guidelines advise against this.

It was noted, Drought Communities Programme funds are to be expended by 30 June 2019.

In addition to funding guidelines, Council needs to adhere to their Procurement Policy when calling for quotations.

**MINUTES OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING
HELD ON MONDAY, 15 OCTOBER 2018 AT TOMINGLEY MEMORIAL HALL**

8. GENERAL BUSINESS

b) Main Street Beautification

Beautification concepts are to be reviewed by the Committee and can include parks such as Eric Woods Park and Dicken Park where the Committee may suggest improvements where necessary.

Sally McGaw volunteered to assist Council in relation to the main street beautification concepts.

c) Bore Water Supplied for Tomingley Dams

RECOMMENDED Tony Ellis/Christine Unger that Council write a letter to Tomingley Gold Operations in appreciation for their contribution to the towns water supply by filling up the two (2) dams in Tomingley.

9. NEXT MEETING

RECOMMENDED Sally McGaw/Cheryl Smith that the next meeting of the Tomingley Advancement Association Committee will be held on Monday, 15 April 2019 at the Tomingley Memorial Hall, commencing at 7.00 pm.

There being no further business for discussion the meeting closed at 8.27 pm.

The Minutes (pages 1 – 6) were confirmed at the meeting held on the _____ day of _____ 2018, and are a true and accurate record of proceedings of the meeting held on 15 October 2018.

CHAIR

Attachment No 1

REPORT TO TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING TO BE HELD AT THE TOMINGLEY MEMORIAL HALL ON MONDAY 15 OCTOBER AT 7PM

5. A) TOMINGLEY ACTION PLAN

The table below includes the list of works arising from the previous meeting.

Item	Description	Action
Gateway to Narromine Shire sign	Updated Shire entry signage – New signs have been ordered awaiting delivery and installation.	Installation upon delivery
	Large promotional sign directing tourists from the South into the Narromine Shire	Funding options being sought
Trucks parking in driveways	Council requested to ask Traffic Committee to approve “No Parking” signs at driveways being affected. The General Manager has been requested to take this matter up with the Orana Controller as the Tomingley residents have had to put up with this infringement and inconvenience for a long time and nothing has been done to stop the trucks blocking access into and out of their homes. General Manager has spoken to Police. Advice given was for resident to take a note of the truck’s registration number, the date and time of day, the transport company the truck belonged to and contact the transport company in the first instance to complain. Can contact the Police as well so they can log the complaint however the Police need to be contacted while the offending truck is still parked in the driveway.	Residents required to report to Police
Dicken Park concrete and bitumen seal	Concrete to be placed under existing shelter and GM to investigate whether sufficient funding to bitumen seal the remainder of the carpark and footpath	Works completed
Fire Hazard	Overgrown block [REDACTED] [REDACTED] The slashing was not done close to the fence and with trucks parking alongside her fence she is concerned that a dropped cigarette could cause a fire adjacent to her home.	Council has arranged for the contractor to slash prior to summer
Irregular House/block numbers in Myall Street.	[REDACTED] advised he has received correspondence from Council which identifies his property differently each time. I.e. 49 Myall Street or 57 Myall Street. A neighbour is identified as ‘11A’.	Advice was sought from Spatial Services regarding the numbering in Myall Street Tomingley and they advised that [REDACTED] address is 45 Myall Street (Lot 122 DP 733926) and that Lot 121

Attachment No 1

REPORT TO TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING TO BE HELD AT THE TOMINGLEY MEMORIAL HALL ON MONDAY 15 OCTOBER AT 7PM

		DP 733926 should be 49 Myall Street Tomingley. Council staff have been notified of the correct addressing for ■■■■■■■■■■
Footpath	Query why the footpath installed from Mrs Buckley's place finished at the telephone box and why it wasn't taken to the corner?	This DA has been approved and is still active. If Council had extended the footpath along that area it would have been ripped up when the concreting was done.
	Cement footpath in front of the shelter in Dicken Park is broken up and needs repairing.	Council will complete as part of the Main street beautification program once confirmed
Main Street Beautification	Initial discussions held with Tony Ellis and Sally McGaw. Further plans to be provided and consultation undertaken prior to planning of works being finalised.	Awaiting confirmation of grant prior to commencing further community consultation.
Memorial Hall renovations	Extensive work to be done - should be finished by 30 June 2018	Works completed
	Fence around the Hall - Mr Ellis thought they may wish to build a tennis court on the land adjoining the hall in the future and asked where the new fence would be going i.e. just around the building or around the entire block.	100m of fencing was allowed which will be about 8m out from the building.
	Is the hall insulated	No, insulation was not in the scope of works
	Footpath ramp from the roadway	There is already an access ramp in gutter to provide access to hall.
	Tomingley Memorial Hall sign	To be refreshed. In progress. Part of the Stronger Communities Round 1 grant - May/June for completion
	Honour Boards and historical photos	Will commence shortly now renovations are completed
Water Supply Report	Two representatives to meet with Council following TAAC meeting	Meeting held. Summary of the Water report is attached.
Garbage bins for racetrack	Council to arrange for two bins to be located in the public area at the Tomingley Race track.	Two garbage bins provided for the Tomingley Race Track.
Trimming trees under power lines	Council to arrange for trees to be trimmed	Completed

Attachment No 1

REPORT TO TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING TO BE HELD AT THE TOMINGLEY MEMORIAL HALL ON MONDAY 15 OCTOBER AT 7PM

Pipe under Road to direct more water to Creek	Mr Ellis advised in September 2016 the water was 18 inches deep everywhere at the entrance to the mine. On one side of the road the water was going into the creek but nothing from the other side.	Council to investigate next time good rain is received.
Sign at Lover's Lane	Mr Kneale said Lover's Lane hasn't had a sign on the post for 3 years.	To be replaced. Note: every time it has been replaced in the past, the sign has been stolen.
Shell Service Station DA	DA is approved and active. Developer can take up to 5 years to commence.	No action required
Bollards - old power poles at the race track	Mr McGaw asked whether Council has any old power poles that could be placed on cradles to put around the lawn area to keep people off the race track.	No cradles or poles available. Many of the poles were discarded because they were badly splintering and dangerous.

RECOMMENDATION:

- 1 That the information in regards to the Tomingley Action Plan be noted.

5. B) TOMINGLEY MEMORIAL HALL

Works at the Tomingley Memorial Hall are now completed with the exception of signage and a general clean up. Council requests assistance with the following;

- a) Hall clean up - Council will be providing a skip bin from Monday 15 October - Friday 19 October 2018 for all unwanted items/ equipment from the hall due to the upgrades to be disposed of.
- b) Historical signage - Council is requesting the assistance of two committee members to provide significant historic items (letters, invitations etc.) of events / functions held at the Hall. The historic signage is aimed at telling the story of Tomingley with a focus on the memorial hall as a significant location within Tomingley.

RECOMMENDATION

1. The committee agree to dispose of unwanted items to assist with a general cleanup of the hall by Friday 19 October.
2. The committee nominate two members to assist with the historical signage.

8. NEXT MEETING

The next Tomingley Advancement Association Committee meeting will be held on 15 April 2019.

Phil Johnston
Director Community & Economic Development

TOMINGLEY ADVANCEMENT ASSOCIATION

Statement of Income & Expenditure Period Ending 30/6/2018

INCOME

User Charges	-
Other Revenues	-
Contributions	5,000.00
Narromine Shire	500.00
Grant Income	-
Sundry Income	-

TOTAL INCOME

5,500.00

EXPENDITURE

Electricity	-
Insurance	-
Rates & water	-
Wages & Security	-
Repairs & Maintenance	-
Other Expenditure	5,000.00

TOTAL EXPENDITURE

5,000.00

PROFIT/(LOSS) YEAR TO DATE

500.00

TOMINGLEY ADVANCEMENT ASSOCIATION

Bank Reconciliation

30/06/2018

Balance of Bank Account as at 01.07.17	\$	6,483.95
Add Receipts	\$	5,500.00
Less Payments	\$	<u>5,000.00</u>
Balance of Working Funds 12/04/2018	\$	<u>6,983.95</u>
Bonds Held	\$	-
Sub Total	\$	6,983.95
Balance as Per Bank Statement 12/04/2018	\$	6,983.95
Reconciled Balance	<u>\$</u>	<u>6,983.95</u>
Check:	\$	-
<u>Balance Sheet Check:</u>		
Reconciled Bank Balance 1 July 2017	\$	6,483.95
Profit Year to Date	\$	500.00
Security Bonds Held	\$	<u>-</u>
Reconciled Bank Balance 12/04/2018	\$	<u><u>6,983.95</u></u>
Reconciled Balance	<u>\$</u>	<u>6,983.95</u>
Check:	\$	-

Tomingley Water Options Study and Assessment

Purpose

- Options analysis for the supply of water to the Tomingley Village
- Summary of options and their feasibility from both a technical and a comparative cost point of view

Site Inspection

- Site Inspection undertaken on 2 March 2017.

Water Demand

- Tomingley village currently has 28 connections;
- Demand is approximately 11ML/year (30kL/day);

Options Assessment

There were 4 options considered, these being:

Option 1 – Potable supply of TGO bore water via pipeline;

Option 2 – Non-potable supply of TGO bore water via pipeline;

Option 3 – Non-potable supply of TGO bore water via pipeline with smaller pumps;

Option 4 – Retain Existing System (pipeline made redundant).

For each option, existing village reservoirs are being retained.

A comparison of costs was undertaken for both capital and operating expenditure, with the following results:

Category	Option 1	Option 2	Option 3	Option 4
Water Source	Bore Water	Bore Water	Bore Water	Surface Water
Hydraulically viable	Yes	Yes	Yes	Yes
Provides potable water to the community	Yes	No	No	No
Existing equipment to be decommissioned	Yes	Yes	Yes	No
Maintenance requirements	Med	Low	Low	Med - High
CAPEX Comparison	\$ 348,000	\$ 167,000	\$ 258,000	\$ 112,000
OPEX Comparison	\$ 103,000	\$ 98,000	\$ 98,000	<i>As Existing</i>

Based on 28 connections, and only using the figures for operating expenditure, the following annual charges would apply (and not include any charges for capital expenditure):

Option 1 - \$3,678.57 pa

Option 2 - \$3,500.00 pa

Option 3 - \$3,500.00 pa

Option 4 – existing costs, current access charge 2017/18 is \$224.00 pa

General Comments

Option 1

Estimates based on Sydney Water's standard *Operations and Maintenance Costs Manual*.

The annual cost of operation and maintenance will be less while the pipeline is in good condition, however, as the pipeline ages, the cost of maintenance will increase significantly.

Option 2

Estimates based on Sydney Water's standard *Operations and Maintenance Costs Manual*.

The annual cost of operation and maintenance will be less while the pipeline is in good condition, however, as the pipeline ages, the cost of maintenance will increase significantly.

Option 3

Estimates based on Sydney Water's standard *Operations and Maintenance Costs Manual*.

Given the low yield required that either pump would be required to cater for, the difference in expected power usage will be minimal and savings are not anticipated to recoup the capital expenditure of installing new, smaller pumps.

The annual cost of operation and maintenance will be less while the pipeline is in good condition, however, as the pipeline ages, the cost of maintenance will increase significantly.

Option 4

Estimates based on Sydney Water's standard *Operations and Maintenance Costs Manual*.

As far as the quality of water for Option 4, it is envisaged that this would be improved markedly with the upgrade the plant which is scheduled to occur (subject to additional grant funding). It would, however, remain a non-potable supply.

MINUTES OF THE NARROMINE AUSTRALIA DAY COMMITTEE MEETING HELD IN
NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 15 OCTOBER 2018

PRESENT: Cr Les Lambert (Chair), Cr Mark Munro (from 4.35 pm), Jock Webb, Jeanette Nash (from 4.38 pm), Ros Reid, Pr. David Taylor, Phil Johnston, Kelly McCutcheon, and Lesley-Ann Roberts (Minute Secretary).

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

1. APOLOGIES

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

2. DECLARATION/CONFLICT OF INTEREST

Nil

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDED Ros Reid/David Taylor that the Minutes of the previous meeting of the Narromine Australia Day Committee held on 17 September 2018 be adopted as a full and accurate record of proceedings of that meeting.

4. BUSINESS ARISING FROM THE MINUTES

Item 7, General Business – Nominations Form

- It was noted the Senior Citizen of the Year age criteria according to the Australia Day Council is 65 years and over; there are no further parameters outlined at this stage.
- It was agreed that the Committee would include the Senior Citizen of the Year as a Category in this year's Australia Day Celebration.

Item 7, General Business – Merchandise

- Discussion was had regarding the types of merchandise and cost of various items, in particular the cost and style of bucket hats and hessian tote bags.

RECOMMENDED Jock Webb/Ros Reid that Council purchase fifty (50) tote bags and one hundred (100) bucket hats with the intention that the income from all items sold, is returned to the Committee.

Item 7, General Business – Audio

- It was noted, audio equipment may be hired however, microphones from the High School, would still be required.
- David Taylor presented an audio quote and gave background to the sound requirements for the Australia Day Celebration, including site layout, projector usage, speakers etc.
- The Committee concurred with the quote and agreed wireless equipment would simplify the workload and reduce hazards with minimal cords etc.

RECOMMENDED Crs Lambert/Munro that the Committee allow for \$652 budget provision for hiring of audio equipment for the Australia Day Celebration.

5. EVENT PLAN

a) Marketing

It was noted, following this Committee meeting, promotional material would be arranged including invitations that are to be sent out to various dignitaries and advertising for stallholders.

b) Venue and Decorations

The following information was advised to the Committee:

- Dundas Park has been booked for Saturday, 26 January 2019.
- An additional flagpole has been installed at the Park and thus two (2) flag bearers would be required for the flag raising ceremony.
- Council will arrange with Recreational Services Supervisor regarding the placement of the Australia Day banner outside Council Pools.
- LED Board will promote the Australia Day Celebration.
- Bunting is available for decorations around the trees at Dundas Park.

c) Ambassador

It was noted, that the Australia Day Ambassador Program is behind schedule and Council are awaiting the application process for an Australia Day Ambassador to open, so that Council can put forward an application as for an Ambassador to attend the Celebration in Narromine.

d) 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.

e) Catering - Breakfast Barbecue

It was noted, following this meeting, Council is to commence liaison with sponsors regarding catering for the Australia Day breakfast.

f) Cake

It was agreed that the Committee contact Brenno's Hotbake to bake a large sponge cake and place the cake topper on the cake.

It is to be advised whether a cake board would be required for the cake to be placed on.

g) Entertainment

It was agreed, Council would contact Sing Australia and invite them to sing at the Celebration.

It was noted, the watermelons are to be acquired through the sponsors who would provide items for the breakfast.

5. EVENT PLAN Contd.

h) Welcome to Country and Flag Raising

It was noted, as per Council's Memorandum of Understanding, Council are required to liaise with Local Aboriginal Lands Council, in relation to all matters regarding Welcome to Country and Flag raising.

It was agreed that Council would approach Local Aboriginal Lands Council to seek their involvement in the Australia Day Celebrations.

i) Giveaways

To be arranged.

j) Photography

Lesley-Ann Roberts to take photos on the day.

k) Selling of Merchandise

The Committee to arrange a central spot for buying and selling of merchandise; Council would have a market umbrella available to assist with shade for the tables.

6. GENERAL BUSINESS

Nil

7. NEXT MEETING

The next meeting of the Narromine Australia Day Committee will be held on Monday, 19 November 2018 in Council's Chambers commencing at 4.30 pm.

There being no further business, the meeting closed at 5.12 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 15 October 2018.

CHAIR

PRESENT: Cr Dawn Collins (Chair, Narromine Shire Council), David Vant (Roads & Maritime Services), Luke Trudgett (Acting Sergeant, Orana Mid-Western Police District, NSW Police), Mick Bell (Acting Director, Infrastructure and Engineering Services, Narromine Shire Council), Jane Redden (General Manager, Narromine Shire Council, Cr Rob McCutcheon (Local Member Representative Dubbo) and Sarah Masonwells (Minute Secretary).

1. WELCOME

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

2. APOLOGIES

Nil

3. MINUTES OF THE PREVIOUS MEETING

RECOMMENDED David Vant/Luke Trudgett that the Minutes of the previous meeting of the Local Traffic Committee held on 6 August 2018 be accepted as a true and accurate record of that meeting.

4. BUSINESS ARISING FROM THE MINUTES

- Item 4, Business Arising from the Minutes, Item 4, Business Arising from Previous Minutes – 2) Pedestrian Crossing Dandaloo Street

David Vant advised due to the pedestrian crossing not being on the carriageway, the responsibility is not on the RMS and is Council's responsibility. Acting Director, Infrastructure and Engineering Services will liaise with RMS before proceeding with work on the crossing.

- Item 4, Business Arising from the Minutes, Item 4, General Business – 3) RMS Training Workshops for Special Events

David Vant advised he has a meeting with Council's Economic Development and Communications Officer at the conclusion of the Local Traffic Committee Meeting regarding holding the above workshops.

- Item 4, Business Arising from the Minutes, Item 7, General Business – 3) Taxi Rank Relocation

Acting Director, Infrastructure and Engineering Services advised, discussion to be had in item 7, general business.

5. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST

Nil

6. REPORT TO LOCAL TRAFFIC COMMITTEE

1) DEVELOPMENT APPLICATION 2018/55 – ROADSIDE ADVERTISING SIGNAGE FOR
NARROMINE AVIATION MUSEUM AND INFORMATION CENTRE

RECOMMENDED Cr Rob McCutcheon/David Vant that approval be granted to the Narromine Aviation Museum, as described in the application.

2) TRANGIE SHOWGROUND ROAD SIGNAGE.

David Vant raised concerns over the signage proposal. Discussion was had in regard to the background of the application. The Acting Director, Infrastructure and Engineering Services advised that Council had upgraded and sealed the road and although no accidents had been recorded, Council are wanting to prevent any.

David Vant suggested arrow and advisory speed signs, and/or reflective markers be installed as a progressive step rather than the last step option of the reduce speed sign.

Acting Director, Infrastructure and Engineering Services asked that David Vant liaise with Manager Engineering Services regarding the matter at the conclusion of the Local Traffic Committee Meeting.

RECOMMENDED Cr Rob McCutcheon/ David Vant that amendments be made to the application and that Council then continue to liaise with the RMS regarding the correct signage to erect.

3) APPLICATION FOR A BLACK DOG RIDE

RECOMMENDED Luke Trudgett/Cr Rob McCutcheon that approval be granted for the Black Dog Ride, as described in the application.

7. GENERAL BUSINESS

1) Truck Stop Trangie

Cr Rob McCutcheon raised the issue of having no access signage at the Truck Stop at Trangie. David Vant advised, RMS had received a proposal for particular signs that had been refused, and to date the RMS haven't seen another proposal.

The Acting Director, Infrastructure and Engineering Services will liaise with Manager Engineering Services regarding signs needed. Davis Vant advised, if the signs went through the development stage, Council are able to resolve this issue without being brought through another Local Traffic Committee Meeting.

2) Traffic Manildra St – Mitchell Highway Intersection

Cr Rob McCutcheon raised concerns regarding the Manildra St – Mitchell Highway intersection. Discussion was had regarding the dangers of this intersection mainly due to it being offset/not being a true cross roads intersection. The Acting Director, Infrastructure and Engineering

7. GENERAL BUSINESS Cont'd.

Services advised that Council had received a draft report from Arcadis regarding the Tomingley to Eumungerie Freight Corridor Upgrade, and this intersection is part of the heavy vehicle bypass. Also, the Acting Director, Infrastructure and Engineering Services had an onsite meeting at the intersection with RMS to discuss the dangers and issues and if feasible, moving forward with smaller treatments to make the intersection safer.

3) Taxi Rank Relocation

The Acting Director, Infrastructure and Engineering explained, after discussion with the USMC (taxi owner), the new proposed site was identified as the ideal location due to location of the supermarket, as this provides for the main clientele. The Chair again raised concerns of safety issues regarding this site due to it being congested at peak times. Discussion was had, it was decided two sites were proposed. These being, one bay over to the northern side from current taxi rank position, or outside the NAB on Dandaloo St.

RECOMMENDED Cr Dawn Collins/Cr Rob McCutcheon the Acting Director, Infrastructure and Engineering meet with the USMC to discuss the new proposed sites and report back to the Local Traffic Committee.

4) 40km Speed Limit in CBD and Dandaloo St - Nymagee St Intersection

The Acting Director, Infrastructure and Engineering advised, looking into older records, different options were put forward to the RMS in 2008 regarding implementing a 40km speed limit within the CBD and changing the Nymagee St - Dandaloo St intersection. Discussions were had, with the option of no right turn from both east and west sides of Nymagee St at this intersection, and the closing of the turning bays, which is involved in the planning of the main st beautification project.

David Vant advised a traffic study be completed, traffic and pedestrian counts be completed, also looking into the SIDRA - Intersection Modelling Program.

It was advised, Acting Director, Infrastructure and Engineering Services continue to liaise with David Vant and proceed with traffic study and counts, also look into the SIDRA program.

5) St Augustines Parking

The General Manager advised concerns regarding safety issues when dropping children off at St Augustines.

David Vant advised Council to contact the Safety Around Schools Project Officer, RMS regarding safer options for all schools.

8. NEXT MEETING

The next Meeting of the Local Traffic Committee will be held on Monday, 3 December 2018 commencing at 9.30 am in the Narromine Shire Council Chambers.

Attachment No 3

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD AT THE NARROMINE SHIRE
COUNCIL CHAMBERS ON MONDAY 8 OCTOBER 2018

There being no further business, the meeting closed at 10.43 am.

The Minutes (pages 1 -4) were confirmed on _____, 2018 and are a full and accurate record of proceedings of the meeting held on 8 October 2018.

CHAIR

1. DEVELOPMENT APPLICATION 2018/55 - ROADSIDE ADVERTISING SIGNAGE FOR
NARROMINE AVIATION MUSEUM AND INFORMATION CENTRE

Introduction

This report seeks the Committee's concurrence for Six (6) freestanding advertising signs as shown in *Attachment 1* to be placed within a number of locations proposed to promote the Narromine Aviation Museum and Information Centre.

Background

Council received a Development Application on 14 August 2018 for Advertising Signage within various Council owned land or within various Road Reserves. The application is presented to the Local Traffic Committee for concurrence prior to determination of the development application.

In summary, the proposed locations include:

- Sign 1 - At the entry to the Narromine Aerodrome within the property boundary, off the Mitchell Highway (sign proposed 2.4m x 2.4m).
- Sign 2 - On the Mitchell Highway / Burraway Street within the informal truck stop area opposite the Shell Service Station (sign proposed 1.5m x 3.3m).
- Sign 3 - Within the road reserve off The McGrane Way adjacent to the Wetlands (sign proposed 1.5m x 3.3m).
- Sign 4 - Within the Aerodrome along Warren Road, adjacent to the irrigation channel (sign proposed 1.5m x 3.3m).
- Sign 5 - Within the road reserve of Culling Street on the Rotary Park side, opposite the Narromine High School (sign proposed 1.5m x 3.3m).
- Sign 6 - Within the road reserve of Derribong Ave, at the end of the Algalah Street intersection (sign proposed 1.5m x 3.3m).

Aerial photos of the proposed locations for the signage placement described above is also provided in *Attachment 2*.

Issues

The primary issues associated with the signage, particularly those located on the Road Reserves includes driver distraction when attempting to read the content of the sign and also placement of the signage to ensure that vision is not impaired and road safety is maintained. Based on the suggested locations however, it is not anticipated that significant adverse traffic impacts would result from the proposed signage and the scale and content of the signage is consistent with the requirements of State Environmental Planning Policy No. 64 - Advertising and Signage. Additionally, it is expected that Council will enter into a maintenance agreement with the applicant for the signage into the future.

RECOMMENDATION

That concurrence be granted for the proposed advertising signage to be placed within the locations outlined in *Attachment 2* as proposed under Development Application 2018/55.

2. TRANGIE SHOWGROUND ROAD SIGNAGE.

Introduction

This report seeks the Committee's approval to reduce the speed on the Trangie Showground Road at the intersection with Westbury Road via the erection of Reduce Speed (G9-9) signage.

Background

In the 2015-2016 Financial Year, Narromine Shire Council received grant funding to upgrade the Trangie Showground Road.

The upgrades included, but were not limited to:

- Carriageway;
- Pavement;
- and bitumen seal;

This work began at the intersection with Narromine Street and extended around approximately 300m onto Westbury Road.

Issues

Due to the sealing of the road and radius of the curve that exists at the intersection of Trangie Showground Road and Westbury Road, the intersection poses a risk due to the increased speed of vehicles due to the road seal.

It is proposed that size B Reduce Speed be erected as per Appendix B – Warning Signs from the excerpt of Trangie Showground Delineation Design Report. The extract can be seen in Attachment No. 3 which shows the location of the Reduce Speed Signage from the code G9-9.

RECOMMENDATION

That approval is granted for Council to Reduce the Speed on Trangie Showground Road along with the other delineation at the site of Trangie Showground Road and Westbury Road by erecting size B Reduce Speed signage.

3. APPLICATION FOR A BLACK DOG RIDE

Introduction

This report seeks the Committee's approval for the Black Dog Ride to hold a Black Dog Ride.

Background

Council has received a request from the Black Dog Ride to hold a Black Dog Ride on the 17 March, 2019. The ride will start and finish in Dubbo, travelling through Narromine and Mungery.

The Annual 1 Day Ride for the Black Dog Ride is held to raise awareness of depression and suicide prevention.

It will be held in more than 40 locations across Australia, consecutively on March 17, 2019.

Council has received the completed Special Event Guide, Traffic Management Plan, Certificate of Currency and Route Map from the event organiser provided in Attachment No. 4.

Issues

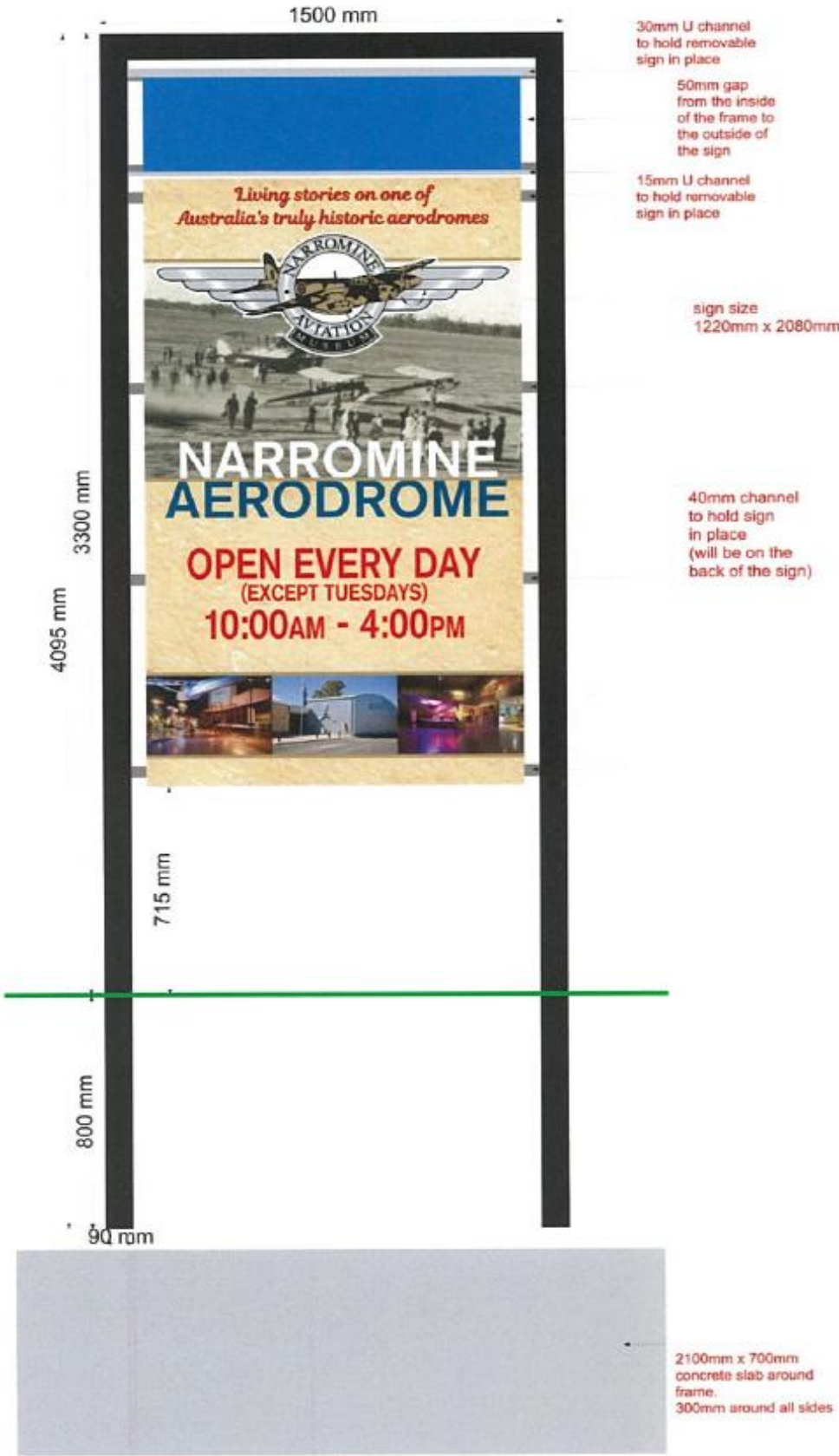
It is anticipated the Black Dog Ride will meet the requirements of the application.

RECOMMENDATION

That approval be granted to the Applicant to hold a Black Dog Ride commencing on 17 March, 2019 as described in the application, subject to conditions attached therein.


Mick Bell
Acting Director Infrastructure and Engineering Services

Attachment 1: Signage Elevations and Content
Signage 1.5m x 3.3m



Signage 2.4m x 2.4m (Aerodrome Entry Only)

Living stories on one of Australia's truly historic aerodromes



NARROMINE AERODROME

OPEN EVERY DAY 10:00AM - 4:00PM
(EXCEPT TUESDAYS)



Attachment 2: Signage Proposed Locations

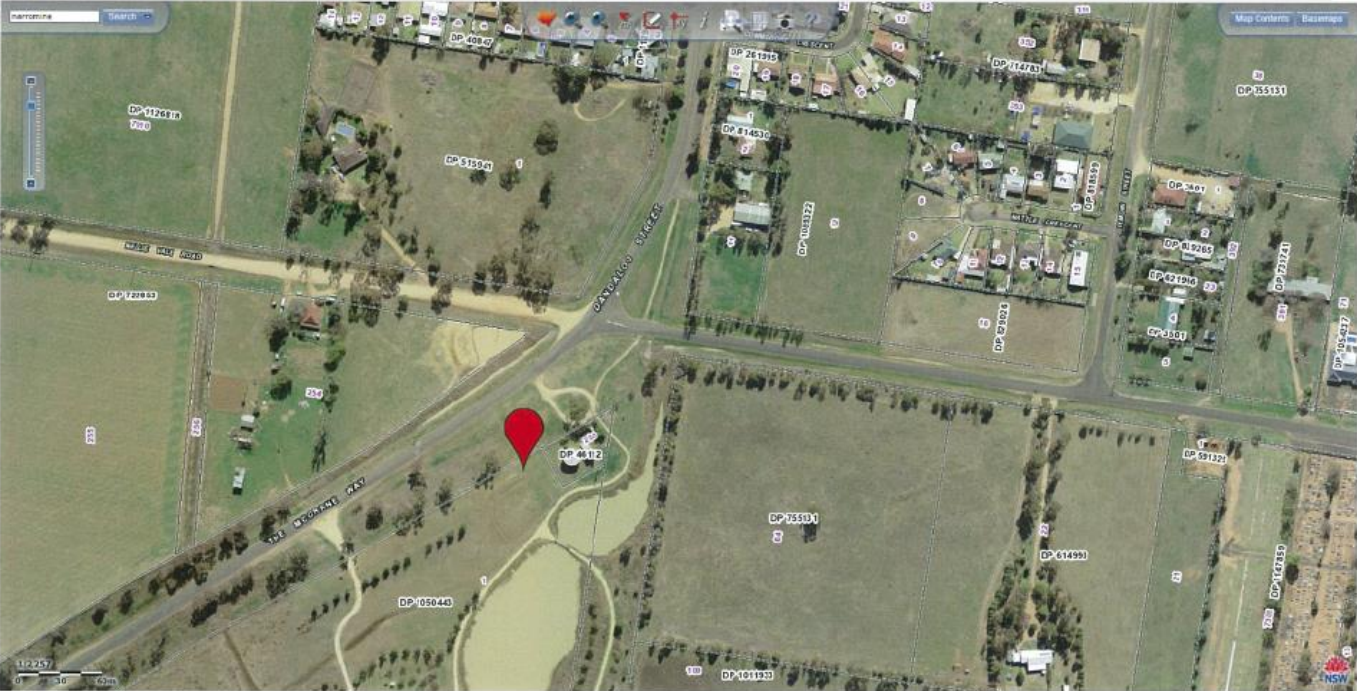
Sign 1 Location: entry to Aerodrome from Mitchell Highway



Sign 2 Location: Burraway Street / Mitchell Highway truck stop



Sign 3 Location: The McGrane Way

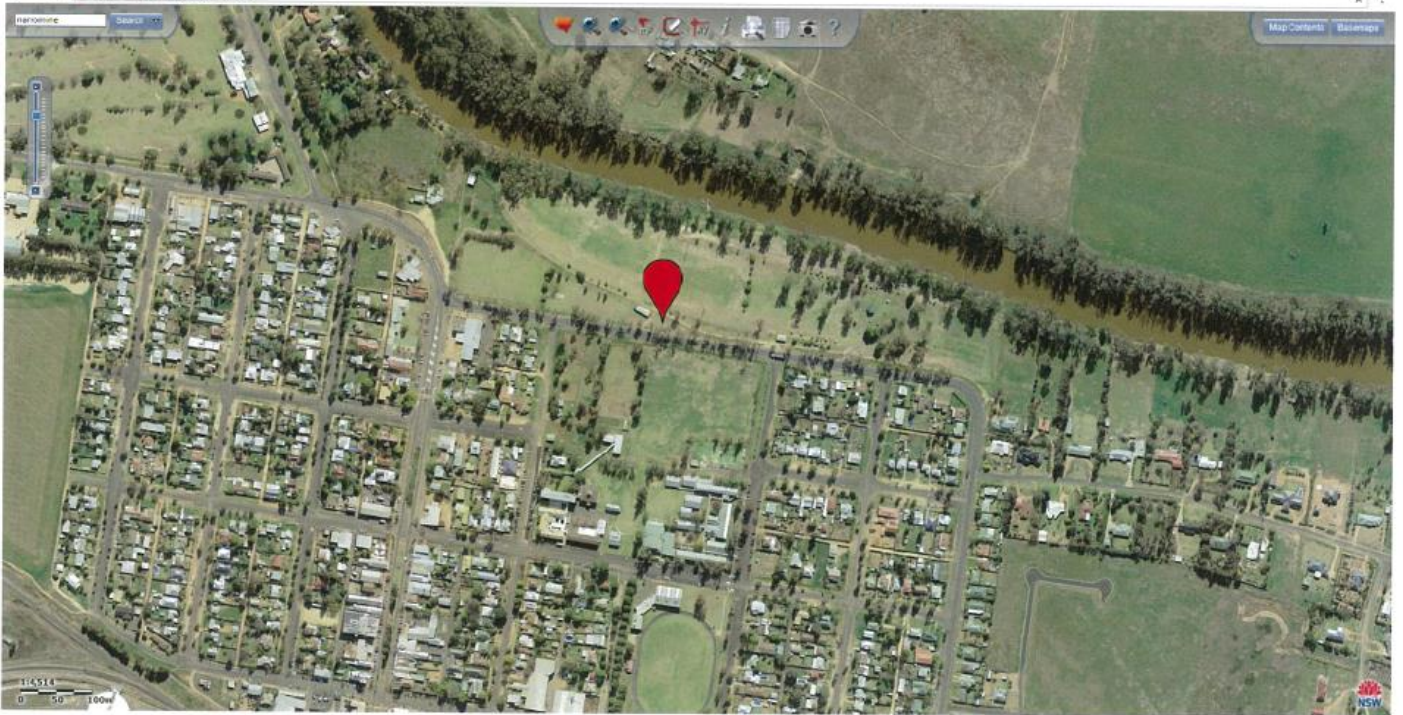


Sign 4 Location: Warren Road



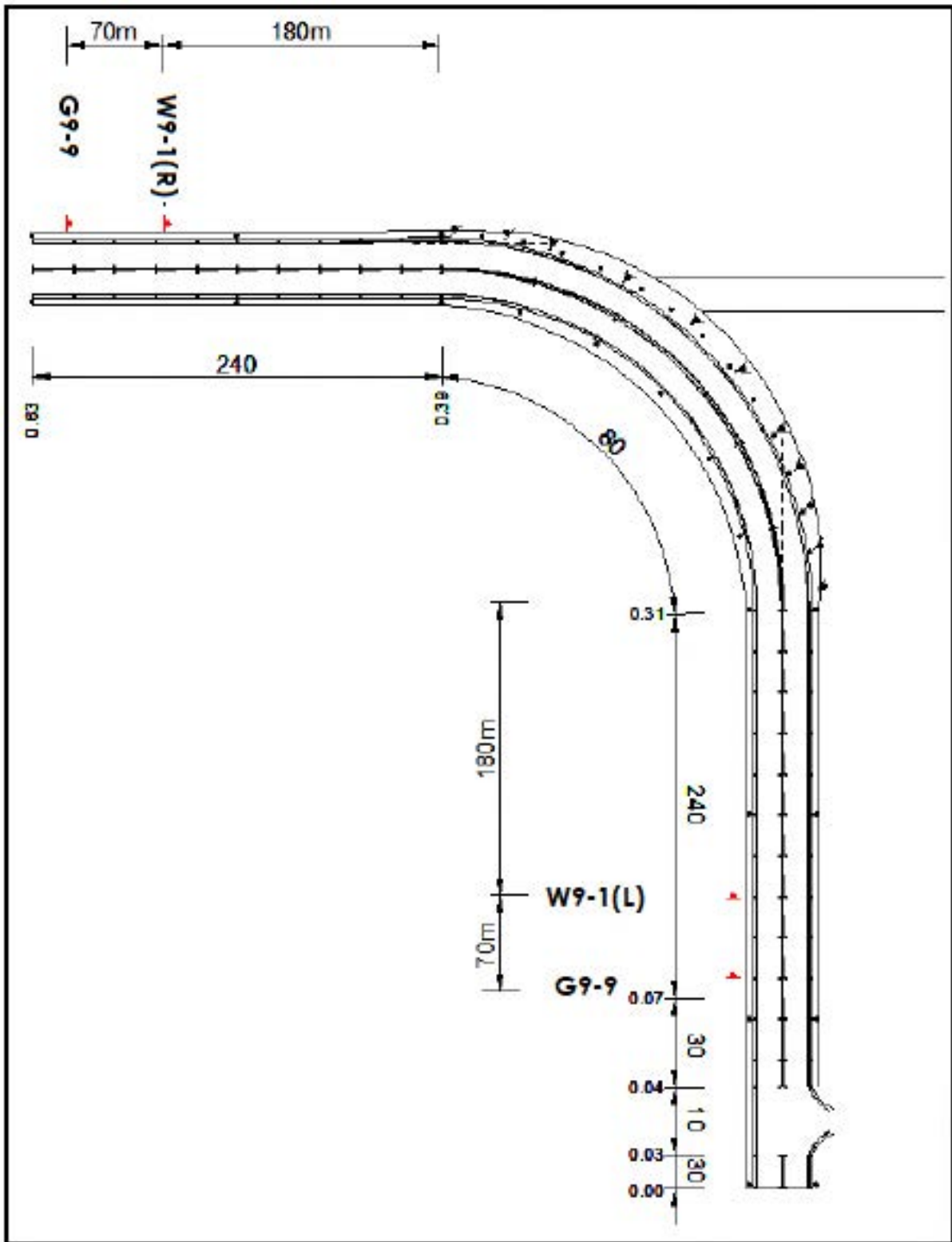
Attachment No 3

Sign 5 Location: Culling Street, Rotary Park side



Sign 6 Location: Derribong Ave, end of Algalah Street





Attachment No. 4

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

I.1 Event summary

Event Name: Black Dog Ride - Dubbo 1 Dayer. (BDR).....

Event Location: Dubbo.....

Event Date: 17-3-2019 Event Start Time: 10:00AM..... Event Finish Time: 2:00PM.....

Event Setup Start Time: 0700AM..... Event Packdown Finish Time: 1000AM.....

Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * [REDACTED].....

Phone: [REDACTED]..... Fax:..... Mobile:..... E-mail: [REDACTED].....

Event Management Company (if applicable) Black Dog Ride.....

Phone [REDACTED]..... Fax:..... Mobile:..... E-mail:.....

Police Dubbo.....

Phone: [REDACTED]..... Fax:..... Mobile:..... E-mail:.....

Council..... [REDACTED].....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Roads & Traffic Authority (if Class 1) N/A.....

Phone:..... Fax:..... Mobile:..... E-mail:.....

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

I.3 Brief description of the event (one paragraph)

The Annual 1 Day ride for the Black Dog Ride (BDR).
 It is held to raise awareness of depression and suicide prevention.
 It will be held in more than 40 locations across Australia this year, consecutively on the 17th March 2019.
 We held hugely successful events in March 2014, '15, '16, '17 & '18, raising awareness in the community and much needed funds for local mental health agency projects. We have had an average of 230 participants and 200 bikes each year.

2 RISK MANAGEMENT - TRAFFIC

<div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 10px; height: 100%; background-color: red; margin-bottom: 2px;"></div> <div style="width: 10px; height: 100%; background-color: yellow; margin-bottom: 2px;"></div> <div style="width: 10px; height: 100%; background-color: green;"></div> </div>	CLASS 1	CLASS 2	CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input checked="" type="checkbox"/>	Risk assessment plan (or plans) attached		
	2.2 Public Liability Insurance			
	<input checked="" type="checkbox"/>	Public liability insurance arranged. Certificate of currency attached.		
	2.3 Police			
	<input checked="" type="checkbox"/>	Police written approval obtained		
	2.4 Fire Brigades and Ambulance			
	<input type="checkbox"/>	Fire brigades notified		
<input checked="" type="checkbox"/>	Ambulance notified			

3 TRAFFIC AND TRANSPORT MANAGEMENT

<div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 10px; height: 100%; background-color: red; margin-bottom: 2px;"></div> <div style="width: 10px; height: 100%; background-color: yellow; margin-bottom: 2px;"></div> <div style="width: 10px; height: 100%; background-color: green;"></div> </div>	CLASS 1	CLASS 2	CLASS 3	3.1 The route or location
	<input checked="" type="checkbox"/>	Map attached		
	3.2 Parking			
	<input checked="" type="checkbox"/>	Parking organised - details attached		
	<input type="checkbox"/>	Parking not required		
	3.3 Construction, traffic calming and traffic generating developments			
	<input type="checkbox"/>	Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached		
	<input checked="" type="checkbox"/>	There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes		
	3.4 Trusts, authorities or Government enterprises			
	<input type="checkbox"/>	This event uses a facility managed by a trust, authority or enterprise; written approval attached		
	<input checked="" type="checkbox"/>	This event does not use a facility managed by a trust, authority or enterprise		
	3.5 Impact on/of Public transport			
	<input type="checkbox"/>	Public transport plans created - details attached		
	<input checked="" type="checkbox"/>	Public transport not impacted or will not impact event		
	3.6 Reopening roads after moving events			
	<input checked="" type="checkbox"/>	This is a moving event - details attached.		
<input type="checkbox"/>	This is a non-moving event.			
3.7 Traffic management requirements unique to this event				
<input type="checkbox"/>	Description of unique traffic management requirements attached			
<input checked="" type="checkbox"/>	There are no unique traffic requirements for this event			
3.8 Contingency plans				
<input type="checkbox"/>	Contingency plans attached			

Class 1	Class 2	3.9 Heavy vehicle impacts
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
		3.10 Special event clearways
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

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

TMP Approved by: Event Organiser Date

7 AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Council Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: RTA Date

* *"Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.*

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1

I (name)
of (address)
on behalf of **Black Dog Ride** (organisation)
notify the Commissioner of Police that
on the **17th** (day) of **March** (month) **2019** (year), it is intended to hold

either:

(a) a public assembly, **not** being a procession, of approximately
..... (number) persons,
which will assemble at (Place)
at approximately am/pm,
and disperse at approximately am/pm.

or

(b) a public assembly, being a procession of approximately
200 to 300 (est. based on 268 in 2014, 240 in 2015, 218 in 2016 and almost 300 in 2017) & 260 in 2018
..... (number) persons,
which will assemble at approximately ~~07:00am/pm~~ and at
approximately ~~09:00am/pm~~ the procession will commence and shall proceed

10:00AM - Macquarie Inn carpark onto Birch Ave (I propose a HWP car at Exit), left onto Wheelers Ln, left onto Whylandra St, left at Cenotaph onto Tullamore/Narromine Rd, right onto Mungery Hall Rd.
11:00AM - Community Morning Tea/Lunch at Mungery Hall
2:00PM - Turn right onto Tullamore/Narromine Rd, turn left onto Bulgandramine Rd, turn left onto Tomingley West Rd, turn right onto Tomingley/Narromine Rd for 200m, turn left onto Dubbo/Peak Hill Rd. Ride ends upon safe arrival of riders into Dubbo town.
(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)

2

The purpose of the proposed assembly is.....

This is the 6th Annual Dubbo 1 Day ride for the Black Dog Ride (BDR).
The 1 Dayer, a short, one day ride in over 40 regions of Australia which draws thousands of motor cycle riders together for one cause - riding to raise awareness of depression and suicide prevention.

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 assembly (*strike out whichever is not applicable*):

(i) There will be Unknown (200-300, est.) (number) of vehicles and/or 0 (number) of floats involved.

The type and dimensions are as follows:

Motorcycles, Trikes, Motor Scooters, back-up vehicle/trailer

(ii) There will be 0 (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:

0

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

N/A

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]

[Redacted]

[Redacted] Postcode.

Telephone No. [Redacted]

6

Signed

Capacity/Title NSW/Dubbo Coordinator, Black Dog Ride

Date 10-6-2018

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control) under OH&S ACT 2000	Advertise Transport Management Arrangements	Liability Insurance	Special Event Heavy Vehicle Detours	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	<ul style="list-style-type: none"> A Class 1 event: <ul style="list-style-type: none"> impacts major traffic and transport systems disrupts the non-event community over a wide area requires the involvement of Police, one or more Councils and the RTA requires a detailed Transport Management Plan requires advertising the event's traffic aspects to a wide audience. A Class 2 event: <ul style="list-style-type: none"> impacts local traffic and transport systems but does not impact major traffic and transport systems disrupts the non-event community in the area around the event but not over a wide area requires the involvement of Police and Local Council requires a detailed Transport Management Plan requires advertising the event's traffic aspects to the local community. 	<ul style="list-style-type: none"> A Class 1 event may: <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve Transport NSW involve the State Rail and State Transit Authorities involve private bus and coach organisations impact the road transport industry require RTA to provide special event clearways require RTA to provide heavy vehicle detour routes require the RTA to adjust traffic signals require RTA to manage Variable Message Signs depending on the nature of the event, invoke the Police "User Pays" policy. A Class 2 event may: <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, invoke the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that affects a principal transport route in Sydney, or an event that reduces the capacity of the main highway through a country town, or a bicycle race that involves the Sydney Harbour Bridge. 	<p>Minimum 4 months from first approach to Council to proposed start date.</p> <p>6 months for vehicle races.</p>	<p>Charges apply where:</p> <p>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p>	<p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p>	<p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>RTA provides quote.</p> <p>Asset rentals: refer to RTA.</p>	<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy. Also RTA if using RTA asset.</p> <p>Certificate of currency required.</p>	<p>RTA arranges if required.</p> <p>RTA provides quote.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>
2	<ul style="list-style-type: none"> A Class 2 event: <ul style="list-style-type: none"> impacts local traffic and transport systems but does not impact major traffic and transport systems disrupts the non-event community in the area around the event but not over a wide area requires the involvement of Police and Local Council requires a detailed Transport Management Plan requires advertising the event's traffic aspects to the local community. 	<ul style="list-style-type: none"> A Class 2 event may: <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, invoke the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway a motor rally on a local country roads. 	<p>Minimum 3 months.</p> <p>3 months for vehicle races.</p>	<p>Charges apply where:</p> <p>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p>	<p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>	<p>RTA arranges if required.</p> <p>RTA provides quote.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>
3	<ul style="list-style-type: none"> A Class 3 event: <ul style="list-style-type: none"> does not impact local or major traffic and transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualifies as Class 3 is never used for vehicle races. 	<ul style="list-style-type: none"> A Class 3 event, depending on Local Council policy, may: <ul style="list-style-type: none"> be conducted on classified or unclassified roads require a simplified Transport Management Plan not be available in all Council areas. depending on the nature of the event, invoke the Police "User Pays" policy. require advertising the event's traffic aspects to the community. 	<p>For example:</p> <ul style="list-style-type: none"> an on-street neighbourhood Christmas party. 	<p>Minimum 6 weeks</p>	<p>Charges apply where:</p> <p>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p>	<p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>Council may require TMP</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>	<p>RTA arranges if required.</p> <p>RTA provides quote.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>
4	<ul style="list-style-type: none"> A Class 4 event is intended for small on street events and: <ul style="list-style-type: none"> requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event does not require RTA or Council consent does not require advertising the event's traffic aspects to the community does not require a TMP does not require the involvement of other Government agencies. 	<ul style="list-style-type: none"> A Class 4 event may: <ul style="list-style-type: none"> be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LACs) cross Local Government Areas (LGAs) require Council and RTA to assist when requested by Police depending on the nature of the event, invoke the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade conducted under Police escort. 	<p>Minimum 1 month</p>	<p>Charges apply where:</p> <p>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p>	<p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p>	<p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>RTA provides quote.</p> <p>Asset rentals: refer to RTA.</p>	<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>	<p>RTA arranges if required.</p> <p>RTA provides quote.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>

Dubbo 1 Day Ride – 17th March 2019

Risk	Controls	Tasks	Timing	Responsibility
Event Registration, Bike Parking	-Ride to start from Macquarie Inn Carpark. -Traffic Control by others -Riders to follow volunteers' instructions -Registration tables, new & pre-registered	Local Business possibly effected will be contacted prior to event, comments available if requested	Prior to application	██████████. Ride Coordinator DTC for Traffic Control
Site setup and pack up	Macquarie Inn Carpark, under Eastern Verandah	-Setup prior to registration -Pack up after riders leave -Riders to park neatly in carpark, following direction from BDR volunteers	07:00 AM setup 10:00 AM approx. pack up	-BDR volunteers
Traffic flow and rider behaviour on roads	-BDR Rider briefing prior to set-off. -Lead rider, Corner markers and Tail-end Charlie (TEC) to be used.	-Rider briefing prior to start by organisers, incl. local conditions -Lead rider/Police Escort vehicle clearly visible to group. -Corner markers to indicate direction, then re-join before TEC. -TEC to follow all riders, stop to assist where req.	Duration of event	-██████████ - lead rider -Police Escort (if any) -Corner markers - Ulysses riders & BDR volunteers - TEC
Breakdown or accident	-Back-up vehicle with bike trailer available -1 st Aid officer and kit to travel in back-up vehicle -000 to be called if accident	-Basic tools, spare fuel & drinking water to be in back-up vehicle. -Breakdowns to be transported back to nearest town or home, dependant on space available. -All riders responsible for their bikes (registration, insurance, etc.)	Duration of event	- Back-up vehicle driver and 1 st Aid officer
Bike parking/mgt. at lunch event	-Riders to be briefed about restrictions at Mungery Hall community lunch	-Mungery Hall to reserve adequate & appropriate parking for bikes. -Horse events to stop approx. 15min prior to arrival of bikes	Arrival 11:00AM Departure 2:00PM	-██████████ -Mungery Hall/event Committee -riders to park neatly in designated area
Bike Parking at completion of Ride	Completion of ride is when all riders arrive safely in Dubbo.	-Application to DCC for approval as per 2014/15/16/17/18 events -TC by others (DTC)	12:00PM to 4:00PM approx.	-TEC or support vehicle to be notified by any riders not returning to Dubbo

Heavy vehicles and other road users will not be affected any more than if a learner driver/rider or normal Highway traffic.



13 April 2018

Arthur J. Gallagher & Co (Aus) Limited
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Arthur J. Gallagher & Co (Aus) Limited
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To Whom It May Concern

CONFIRMATION OF INSURANCE

We act as Insurance Brokers for Black Dog Ride Australia Limited and others and the purpose of this confirmation is to confirm the currency of the insurance specified below:-

NAME OF INSURED

Black Dog Ride Australia Limited including Voluntary Workers and/or subsidiary and/or related Corporations as defined under Australian Corporations Law and/or financiers for their respective rights, interests, and liabilities or subsidiary and/or related Corporations as defined under Australian Corporations Law and/or financiers for their respective rights, interests and liabilities.

BUSINESS DESCRIPTION

Motorcycle Event to raise awareness of depression and suicide prevention plus fundraising for mental health services

PERIOD OF INSURANCE

31st March 2018 to 30th June 2019 at 4.00pm, Local Standard Time

CLASS OF INSURANCE

Community Association

SITUATION INSURED

15 Kershaw Street, Busselton WA 6280

INTEREST INSURED

All sums which you become legally liable to pay as compensation in respect of:

- a) personal injury
- b) property damage

first occurring during the Period Of Insurance within the Territorial Limits as a result of an occurrence in connection with your business subject to the terms and conditions of the policy wording.

TERRITORIAL LIMITS

Anywhere within the Commonwealth of Australia.



LIMITS OF LIABILITY

Public Liability

\$20,000,000 In respect of any one occurrence during the period of insurance.

Products Liability

\$20,000,000 In respect of all claims during the period of insurance in the aggregate.

Sublimit

Property in your Physical or Legal Control any one occurrence and in the aggregate \$250,000

SPECIAL NOTES REGARDING EVENTS

Your Public Liability policy with Community automatically covers events that comprise less than 250 people where such event is held in commercially operated premises such as a club, restaurant, theatre etc. If you run events that could be described as fetes, fairs, festivals etc., we need to be told about these events prior to their happening so that we can confirm or arrange cover. If you have activities which could be described as high hazard such as but not limited to horse riding, paintball, go karting, skiing, and these activities are not run by a recognised professional organisation/person in that field with their own public liability insurance, you need to tell us prior to commencement of the activity.

Voluntary Workers Personal Accident Covering

Death, injury or disability caused by an injury while Insured Persons are performing authorized voluntary work or while they are traveling to, from or during the voluntary work subject to the terms and conditions of the policy wording.

Insured Person is also extended to mean any employee of the insured for Weekly Benefits only when such employee is not entitled to claim weekly benefits under any other insurance policy.

Sums Insured

Insuring Clause 1: Capital Benefits	\$250,000
<i>Age Limits</i>	
Between 0-18 years	
Capital Benefit 1: Death	\$25,000
Capital Benefits 2 to 35:	as per Table of Benefits
Between 18-75 years	
Capital Benefit 1: Death	\$250,000
Capital Benefits 2 to 35	as per Table of Benefits
75+ years	
Capital Benefit 1 Death:	\$40,000
Capital Benefits 2 to 35:	as per Table of Benefits
<i>Insuring Clause 2</i>	
Loss of Earnings Benefit	
Weekly Benefit	\$1,000
Benefit Period	104 weeks
Excess	7 Days
<i>Insuring Clause 3 Additional Benefits</i>	
1. Modification Expenses up to a maximum	\$15,000
2. Funeral Expenses up to a maximum	\$10,000
3. Home Help (maximum 26 weeks)	\$500 per week
4. Non Medicare Medical Costs	\$10,000
5. Rehabilitation up to a maximum	\$5,000
6. Broken Bones Capital Benefits	up to maximum \$10,000



Arthur J. Gallagher
BUSINESS WITHOUT BARRIERS™

7. Out of Pocket Expenses (including transportation, home tutorial, dependent Children, Coma Benefit, Miscarriage/premature birth, Partner Retraining, Remote Accommodation and Transport and Workplace Trauma) As per Policy

Limit of Liability

Limit of Liability \$1,000,000 In The Aggregate

Volunteers

Maximum Number of Volunteers at Any One Time 1,000

BUSINESS INSURANCE

Fire and Perils

Building	Not Insured
Plant Machinery and Other Contents	\$10,000
Stock	\$25,000
Removal of Debris	Included
Employees, Volunteers and Directors Property (Limited to \$7,500 per person)	\$20,000

Business Interruption

Increased Cost of Working	\$10,000
Indemnity Period	12 Months

Theft

Plant, Machinery and Other Contents	\$10,000
Stock	\$25,000

Money

Any one incident	\$5,000
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GEOGRAPHICAL LIMITS

Anywhere in the Commonwealth of Australia

JURISDICTION

Commonwealth of Australia

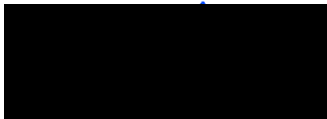
INSURANCE COMPANY:

Community Underwriting on behalf of Berkley Insurance Australia

POLICY NUMBER:

07932

We trust the above is sufficient for your requirements.



Manager – Corporate Services

This Confirmation is issued in lieu of the Insurers standard Policy and represents cover in terms of that Policy, a copy of which is available upon request.

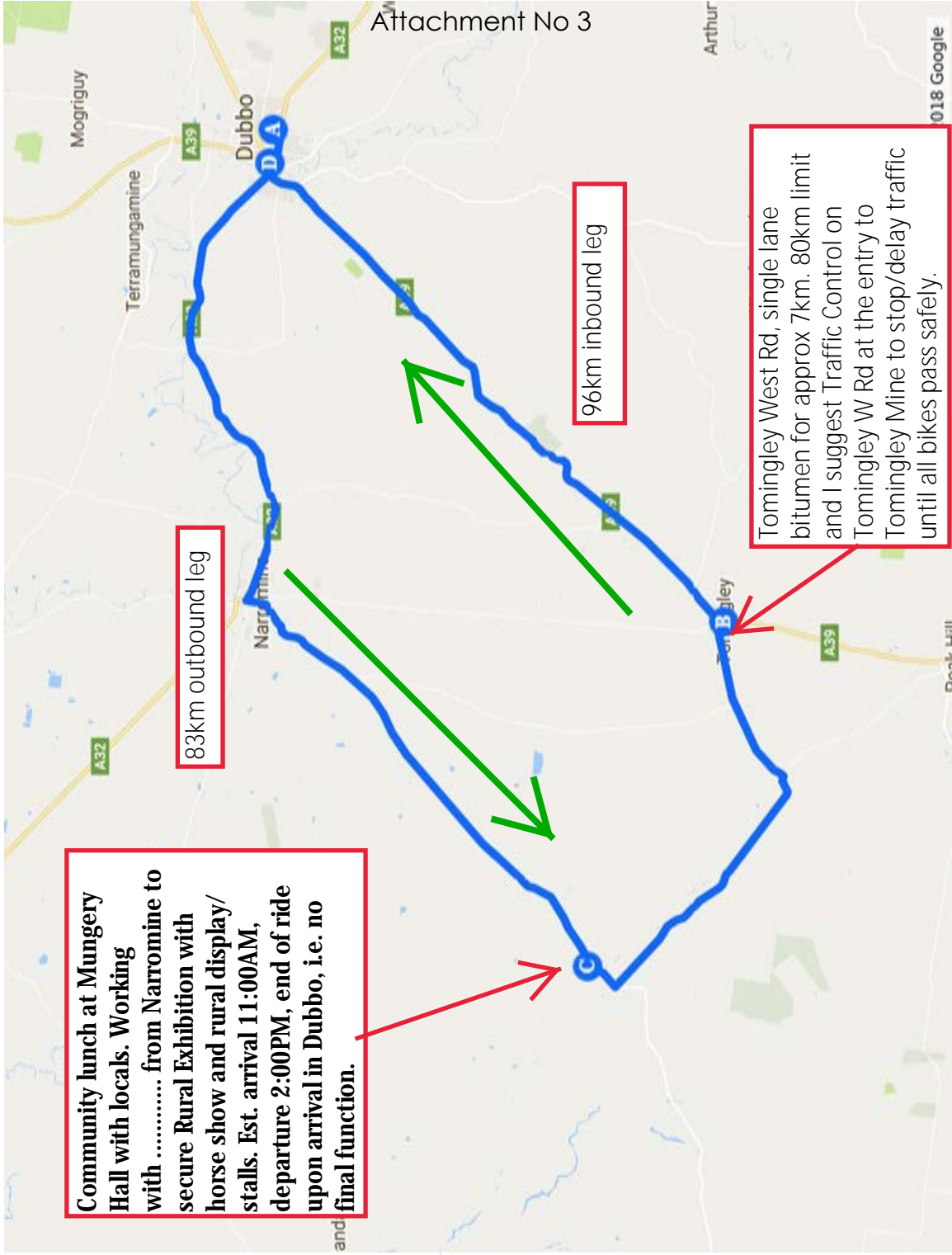
E. & O. E.

Dubbo Black Dog Ride 1 Dayer - 2019

176km, 2hr - 2019

- A** Macquarie Inn, Birch Avenue, Dubbo, New South Wales
- B** Tomingley NSW
- C** Narramine NSW 2821, Australia
- D** 175 Brisbane St, Dubbo NSW 2830, Australia

Start Point - Macquarie Inn Dubbo.
End Point - Safe arrival back in Dubbo



**MINUTES OF THE RURAL FIRE SERVICE LIAISON COMMITTEE MEETING HELD AT THE
NARROMINE SHIRE COUNCIL BOARDROOM ON TUESDAY 30 OCTOBER 2018**

PRESENT:

Cr Colin Hamilton	Chair, Councillor, NSC
Superintendent Lyndon Wieland	NSW Rural Fire Service, Orana
Inspector Bob Conran	NSW Rural Fire Service, Orana
Neville Roberts	Group Captain, Euromedah Brigade
Mick Bell	Manager Community Facilities, NSC
Sarah Masonwells	Minute Secretary

1. WELCOME

The Chair welcomed those present and declared the meeting open at 10.00 am.

2. APOLOGIES

RECOMMENDED Neville Roberts/Supt Wieland that the apology of Rob Hunt (Volunteer Representative) be accepted.

3. MINUTES OF THE PREVIOUS MEETING

RECOMMENDED Neville Roberts/Supt Wieland that the minutes of the previous meeting held on 17 July 2018 be accepted as a true and accurate record of the meeting.

4. BUSINESS ARISING FROM THE MINUTES

Item 6, INFRASTRUCTURE – STATION BUILDS

- Wyanga Station build is almost finalised. The solar power has been installed, with electrician to connect the power. Road works and table drain upgrade complete.
- Manager Community Facilities to get final invoice to Supt Wieland as soon as possible.

Item 7, GENERAL BUSINESS

- Manager Community Facilities queried again that no notification of chemical reduction had been received. Supt Wieland advised a list of estimated works were sent to Council.

5. SCHEDULE THREE REPORT

Supt. Wieland tabled the Quarterly Performance Report (**see Attachment No. 1**) and September 2018 Overview (**see Attachment No. 2**).

RECOMMENDED Supt Wieland/Neville Roberts that the Quarterly Performance Report and September 2018 Overview as presented to the meeting be accepted.

6. INFRASTRUCTURE – STATION BUILDS

Supt Wieland suggested for future builds, monthly meetings be in place from the start of the tender process, right through to finalisation, with communication lines open at all times.

Under no circumstances are RFS Orana staff members to be in contact with contractors.

**MINUTES OF THE RURAL FIRE SERVICE LIAISON COMMITTEE MEETING HELD AT THE
NARROMINE SHIRE COUNCIL BOARDROOM ON TUESDAY 30 OCTOBER 2018**

7. GENERAL BUSINESS

1) Neville Roberts would like roadside hazard reduction to commence ASAP, prior to harvest.

2) Manager Community Facilities noted the portal is now open,

Supt Wieland and Manager Community Facilities to liaise to have estimates in before Christmas.

3) Discussion was had regarding a new toilet at Bundemar Shed.

All new sheds being built must have a concrete floor, a toilet and a shower. Toilets must have disabled access.

\$60,000 has been allocated for these additions; Manager Community Facilities to acquire quotes. Supt Wieland noted that the sheds are also used for debriefing after any incidents and need the facilities to be up to standard.

RECOMMENDED Neville Roberts/Supt Wieland that the RFS Liaison Committee look to use the \$60,000 to install 2 to 3 toilets depending on cost, with Bundemar and Frost sheds to be a priority.

4) The Bush Fire Management Committee Meeting (BFMC) is on 22 November. Brief of bushfire trail maps for Sappa Bulga and Spring Creek completed.

5) Inspector Conran requested if assistance is needed from Council during the upcoming fire season, who is the best contact. Manager Community Facilities suggested Graham Milgate (Local Emergency Management Officer) to be contacted during business hours, with the on call manager to take the call after hours, as previous contact, Director, Infrastructure and Engineering Services no longer works at Council.

6) Supt Wieland suggested Manager Community Facilities check to see if the RFS has an updated heavy plant rates and fees and what heavy plant Council have available for the RFS to hire.

7) Talk around who has low loaders available to get dozers and graders to fires. Council have one as do McCutcheon's who are on the contractors list.

8. NEXT MEETING

The date for the next meeting to be February 2019, with final date to be advised by NSW RFS Orana.

There being no further business the meeting closed at 10.42 am.

The minutes (pages 1-2) were confirmed on _____ 2018 and are a true and accurate record of proceedings of the meeting held on 30 October 2018.

CHAIR.



MEMORANDUM

To Orana Liaison
From: Orana Manager
Subject: June Report
Date: 05/10/2018 **File No.** Type File No.

September 2018 Report Overview

- › Council HR \$45,633.
- › Station Builds only Toilet for Bundemar
- › Tanker Servicing Completed
- › Tomingley & Weemabah Still outstanding staff are following up
- › Station inspection underway.
- › BIRS reports 90% completed and validated
- › Fire season started 1st October
- › Rural Fire Service Hazard Reduction be on hold until 1st April 2019
- › 40 Long Service awards presented to volunteers
- › 2 senior management meetings held to date
- › Orana Group officer election's completed.

Attachment No.2

QUARTERLY PERFORMANCE REPORT										
Region West					Financial Year					
Orana					2018/19					
QTR	Q1 TARGET (Date, number or %)	Q2	Q3	Q4	KPI or Milestone Result	STATUS	OVERALL INITIATIVE STATUS (Schedule and deliverables)	REASON/BEHIND	WHAT HAPPENED (include any issues)	CORRECTIVE ACTION
A1.1.1	Enhance leadership and operational capability of NSW RFS members	Minimum of one multi-agency incident management exercise conducted at each District by 1 October annually	0	1	0%	On Target	On Target	Resourcing (human)	Staff need to take leave to ensure fatigue management is in plac.	Working with Forbes FCC have an exercise
A1.1.2	Minimum of one joint training activity undertaken between RFS and FRNSW in accordance with relevant district MAA/MOU	Minimum 1 per District by Q4	8	1	800%	Completed	Completed			
A1.1.3	Each District to undertake an operational quick decision exercising (ITASC, FTASC, Emergency Logistics, Planning). Complete five (5) sessions a quarter	Minimum 5 per District per Quarter	3	5	60%	On Target	On Target	Resourcing (human)	Finding it hard to have all staff in office due to other work priorities.	As staff complete other duties we will ensure to have five sessions per quarter.
A1.1.4	Undertake gap analysis of completion and approval of pre-planning requirements for hazard reduction activities - gap analysis to be completed by end of Q2	Complete by Q2	N/D		#VALUE!					
A1.2.1	Comply with data requirements for operational corporate systems	BIRS reports validated (90%)	95	90	106%	On Target	On Target			
A1.2.2	All ICAM level 2 investigations with a draft completed within one month of being allocated	100%	0	0	#DIV/0!	On Target	On Target			
A1.3.1	Increase understanding of current dispatch practices	Each District to provided a brief to Region on current dispatch processes	N/D	N/D	N/D	On Target	On Target			
A2.1.1	Enhance fire trail networks	Number of Districts that have held a FAFT workshop in accordance with the published schedule, including volunteer consultation	N/D	N/D	N/D	On Target	On Target			
A2.1.2	Number of Districts that have a BFMC endorsed FAFT plan in accordance with the published schedule	Complete by Q4	N/D	N/D	#VALUE!	On Target	On Target			
A2.2.1	Ensure completion of District Bush Fire Risk Management Plan annual works program	Percentage of the District BFRMP annual proposed works plan completed (IE Those proposed works in BRIMS against those completed)	80% by Q4	5	0%	On Target	On Target	External factors	Weather conditions	Review weather conditions in March 2018
A2.5.1	Formalise inclusion of smoke management in HR planning	Engage FBANS for HRs that will impact communities (Number of times FBANS engaged year to date)	Number	0	#DIV/0!	On Target	On Target			
A3.1.1	Training adequately planned	Number of members with PBS qualification increased (target two (2) members per District signed off annually)	Minimum 2 per District by Q4	N/D	N/D	On Target	On Target			
A3.1.3	All training plans endorsed by the District Manager by Q3 annually	100% by Q3	N/D	N/D	#VALUE!	On Target	On Target			
A3.1.4	Increase number of volunteers with IMT qualifications	Number	20		#DIV/0!	On Target	On Target			
A3.2.1	Members are publicly recognised for their outstanding contribution to the NSW RFS	Number of eligible members presented with long service awards in current financial year (min 30 per District)	Minimum 30 per District by Q4	30	133%	Completed	Completed			
A3.3.1	Effective consultation contributes to achievement of corporate objectives	Minimum of two Captains meetings held per year	Minimum 2 per District by Q4	2	150%	On Target	On Target			

2.1

QUARTERLY PERFORMANCE REPORT											
Region West										Financial Year	
Orana										2018/19	
BP Reference	INITIATIVE/PROGRAM/ACTIVITY (What are we doing to achieve the Corporate Objective)	EXPECTED OUTCOME (What do we expect to achieve through this initiative)	QTR			September			CORRECTIVE ACTION		
			Q1 TARGET (Date, number or %)	x	y	KPI or Milestone Result	STATUS	REASON BEHIND		WHAT HAPPENED (include any issues)	
A3.3.2.0	Minimum of four SMT meetings held per year	Minimum of four SMT meetings held per year	Minimum 4 per District by Q4	2	4	4	50%	On Target	On Target		
A3.4.1	Promote organisational diversity through inclusive and flexible membership ensuring volunteer culture remains core to our business now and in the future (response, capability, recruitment, retention, training, mentoring)	Number of brigades that have undertaken a brigade health check with the assistance of District staff in line with recruitment and retention kit (target two (2) checks per year undertaken per District)	Minimum 2 per District by Q4	NYD	NYD	NYD	#VALUE!				
A4.1.1	Ensure fire fighting appliances are inspected in accordance with the requirements of the Rural Fires Act	All District annual fire fighting appliances roadworthy inspection recorded on SAP EAM	100%	145	145	100%	100%	On Target	On Target		
A4.2.2	Comply with HSW legislation for Districts and Brigades for the continuous improvement of District safety initiatives	All non-compliant mezzanines permanently restricted (other than sign) where ongoing use of mezzanine is not desired	100%	4	4	100%	100%				
A4.2.3.0		All Brigade WHS validated Site Management plans are reviewed annually and are current	Review complete by Q4	NYD	NYD	NYD	#VALUE!				
A4.3.1	Implement planned program for station/FCC builds	Three year planned Stations/FCC build program to be reviewed by end of Q1 annually	Complete by Q1	1	1	100%	100%	Completed	Completed		
A4.3.2.0		Complete stations/FCC building works in line with approved project proposal and budget allocation (individual projects to be listed in DM work plans)	Complete by Q4	NYD	NYD	NYD	#VALUE!				
A4.4.1	Complete implementation of SAP EAM (fleet first priority)	Review SAP EAM data and highlight identified issues with Engineering to ensure fleet data is as up to date and accurate as possible	Complete by Q3	NYD	NYD	NYD	#VALUE!				
A5.1.1	Comply with professional development and work plan framework	All current staff (established ongoing roles) have a work plan developed and agreed with their Manager	100%	7	7	100%	100%	Completed	Completed		
A5.2.1	Actively engage with Local Government	Minimum of two District Liaison Committee meetings held per committee per year	Minimum 2 per District by Q4	NYD	NYD	NYD	#VALUE!				
A5.2.2.0		Minimum of two meetings held between Council General Manager/Mayor and District Manager to ensure key stakeholder engagement	Minimum 2 per District by Q4	NYD	NYD	NYD	#VALUE!				