
**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 11 SEPTEMBER 2019
REPORTS OF COMMITTEES**

1. NARROMINE SHOWGROUND AND RACECOURSE COMMITTEE

The report to and minutes of the Narromine Showground and Racecourse Committee meeting held at the Council Chambers on Thursday 15 August 2019 are attached (**see Attachment No. 1**).

RECOMMENDATION

The report of the Narromine Showground and Racecourse Committee and the recommendations from the minutes of 15 August 2019 be adopted.

2. TRANGIE SHOWGROUND AND RACECOURSE COMMITTEE

The report to and minutes of the Trangie Showground and Racecourse Committee meeting held at the Trangie Showground on Thursday 29 August 2019 are attached (**see Attachment No. 2**).

RECOMMENDATION

The report of the Trangie Showground and Racecourse Committee and the recommendations from the minutes of 29 August 2019 be adopted.

3. RURAL FIRE SERVICE LIAISON COMMITTEE

The minutes of the Rural Fire Service Liaison Committee meeting held at the Council Chambers on Monday 5 August 2019 are attached (**see Attachment No. 3**).

RECOMMENDATION

The report of the Rural Fire Service Liaison Committee and the recommendations from the minutes of 5 August 2019 be adopted.

4. LOCAL EMERGENCY MANAGEMENT COMMITTEE

The minutes of the Local Emergency Management Committee meeting held at Alkane Resources Tomingley on Thursday 8 August 2019 are attached (**see Attachment No. 4**).

RECOMMENDATION

The report of the Local Emergency Management Committee and the recommendations from the minutes of 8 August 2019 be adopted.

**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 15 AUGUST 2019**

PRESENT: Cr Dawn Collins (Chair), Cr Les Lambert (Narromine Shire Council, Kelly McCutcheon (Narromine Shire Council), Libby Dennis (Narromine Turf Club), Dr Robert Kirby (Narromine Turf Club), Bill Gibbs (Narromine Show Society) Nick Powell (Narromine Show Society), Sally Packham (Narromine Pony Club), Claire Gill (Narromine Pony Club), and Lesley-Ann Roberts (Minute Taker).

1. WELCOME

The Chair welcomed those present and declared the meeting open at 3.05 pm.

2. APOLOGIES

RECOMMENDED Cr Lambert/B Gibbs that the apologies of Craig Roberts and Phil Johnston (Director, Community and Economic Development) be accepted.

3. DECLARATION/CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDED Cr Lambert/C Gill that the minutes of the previous meeting held on 16 May 2019 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

- Various items in need of attention were discussed and it was noted, CRMs have been logged for these items.

ACTION UNDERWAY: Council attending to these items

- B Gibbs queried the responsibility for the maintenance of the Narromine Showground?
- The Chair outlined that Council assists for large scale events such as the Agricultural Show however, thereafter it is expected the Clubs are responsible for general upkeep and maintenance.
- L Dennis queried whether Council were going to level the ground around the White Cattle Yards with additional gravel so that this area can be utilised for additional parking? It was noted, that Council would investigate this option.

Council to investigate

- B Gibbs noted a water leak near the women's toilets at the Show Society pavilion

ACTION UNDERWAY: Council attending to this item.

RECOMMENDED C Gill/N Powell that the information be noted.

**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 15 AUGUST 2019**

**6. REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE
Cont'd.**

2) Work Health and Safety

RECOMMENDED Cr Lambert/N Powell that the information be noted.

3) Bookings

RECOMMENDED L Dennis/Cr Lambert that the information be noted.

4) Financial Report

Discussion was had regarding the financial report as presented.

RECOMMENDED Cr Lambert/B Gibbs that the Financial Report as presented be adopted.

5) Directors Report

RECOMMENDED C Gill/S Packham that the information be noted.

6) Show Jumps Progress Report

RECOMMENDED Cr Lambert/N Powell that the information be noted.

7. GENERAL BUSINESS

a) Showground Front Entrance (signage, trees + painting)

Discussion was had regarding signage options at the front entrance to the Narromine Showground.

It was noted, signage should be consistent, to ensure a uniform aesthetic.

RECOMMENDED Cr Lambert/B Gibbs that

1. Council staff establish a suitable signage design for consideration at the next Showground meeting, that incorporates all three (3) Narromine Showground user groups;
2. In the interim, the three (3) user groups discuss this option with their Committees respectively.

b) Trees

RECOMMENDED Dr Kirkby/B Gibbs that the trees at the Narromine Showground be inspected as a matter of work health and safety and be tidied up prior to the Narromine Agricultural Show.

**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 15 AUGUST 2019**

7. GENERAL BUSINESS Cont'd.

c) Show Jumping

Discussion was had regarding the water system in the centre of the Racecourse at Narromine Showground.

It was suggested that the Narromine Agricultural Show Society send an email to Director, Community and Economic Development to ensure that Council is aware.

RECOMMENDED N Powell/C Gill that the Show Society investigate the feasibility of re-establishing the water system in the Centre of the Narromine Racecourse, to provide additional moisture in the current drought conditions, for the show jumping event at the Narromine Agricultural Show.

d) Multi-Purpose Facility

Discussion was had regarding an enclosed multi-purpose area suitable for all user groups and that the Committee source funding opportunities for this.

It was noted to review ways to cross the Racecourse without damaging or impairing the track.

It was further noted, that the multi-purpose area wouldn't be higher than a cattle rail thus not impairing visibility across the track.

RECOMMENDED Dr Kirkby/C Gill that the Committee investigate a fenced multi-purpose area in the centre of the Racecourse.

6. NEXT MEETING

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

There being no further business, the meeting closed at 3.46pm.

The minutes (pages 1-3) were confirmed on _____ 2019 and are a true and accurate record of proceedings of the meeting held on 15 August 2019.

CHAIR

**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE
MEETING TO BE HELD AT NARROMINE SHIRE COUNCIL ON THURSDAY, 15 AUGUST 2019**

1. FOLLOW UP ITEMS

- a) 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.

COMPLETED: Narromine Turf Club

- b) 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 UNDERWAY: Narromine Turf Club

- c) The power point in Les Gibson pavilion on the western side needs to be fixed.

ACTION UNDERWAY: Council to engage an electrician

- d) The centre of the racetrack at Narromine Showgrounds to be slashed prior to the Narromine Show.

ACTION UNDERWAY: Request made

- e) Clean up near white cattle yards to be arranged.

ACTION UNDERWAY: Request made

- f) General tidy up near the temporary round yards at the Narromine Showground.

ACTION UNDERWAY: Request made

- g) General tidy up of the Narromine Showgrounds near the poultry shed and pavilion (near front entrance) prior to the Narromine Show.

ACTION UNDERWAY: Council investigating this item

RECOMMENDATION

That the information be noted.

2. WORK HEALTH AND SAFETY ISSUES

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

RECOMMENDATION

For consideration.

**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE
MEETING TO BE HELD AT NARROMINE SHIRE COUNCIL ON THURSDAY, 15 AUGUST 2019**

3. BOOKINGS

Since the last meeting in May 2019, there has been one (1) function at the Showground. There are six (6) forward bookings for the next four (4) months up to December 2019. Details of these and future bookings are provided under separate cover for privacy reasons.

NARROMINE SHOWGROUND BOOKINGS AS AT 8 AUGUST 2019	
NAME	EVENT DATE
2019	
	11 March 2019
	28 March 2019
	13 April 2019
	20 April 2019
	29 April 2019
	27 - 31 May 2019
	11 August 2019
	30-31 August 2019
	28 - 29 September 2019
	19 October 2019
	28 November 2019
	5 December 2019

RECOMMENDATION

That the information be noted.

3. 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.

**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE
MEETING TO BE HELD AT NARROMINE SHIRE COUNCIL ON THURSDAY, 15 AUGUST 2019**

4. DIRECTOR'S REPORT

Thank you to all stakeholders and members of this Advisory committee for their input in the last three (3) months. It has been a very busy quarter.

Compliments to the Pony Club for their application for My Community Project; we wish you all the best with your application and thanks for your efforts and commitment to improving the grounds for your Club. I also note that the solar panels have been finalized as part of the Drought Communities Programme.

Thanks to all for the removal of the White Cattle Yards. Council has now removed the excess material left behind, in preparation for the Gold Cup on scheduled for Sunday, 11 August 2019.

The Show Society is readily preparing for the Narromine Show and Council will provide to a general tidy up. A number of activities have been made final over the past several weeks.

The Development Application for the Turf Club tractor shed has been finalized over the last several weeks, with works underway.

RECOMMENDATION

That the information be noted.

5. SHOW JUMPS PROGRESS REPORT

Following the last Showground Meeting held on Thursday, 6 May 2019, it was agreed that the Narromine Showground and Racecourse Reserve fund contribute up to \$16,000 towards the purchase of show jumps and a storage trailer to house the jumps.

Since the last Showground meeting, the show jumps have been ordered and the deposit has been paid. In addition, the wing and structures will be finished and painted shortly.

Although a considerable portion of the jumps will be completed soon, the jump rail will not be completed in time for the Narromine Show. The rail will be borrowed from an alternate source. Progress is however, underway for completion of jumps.

RECOMMENDATION

That the information be noted.

Phil Johnston
Director Community and Economic Development

2019-2020		USER CHARGES											TOTAL	
DATE	DETAILS	INCOME	FEES			CONTRIBUTIONS				INTEREST	OTHER INCOME	TOTAL INCOME		
			COTTAGE RENT	OTHER FACILITIES	STABLES	TURF CLUB	NME SHOW SOCIETY	NME SHIRE	SUNDRIES					
1/07/2019	Cottage Rent		485.60									485.60		
5/07/2019	[REDACTED] (Credit Note)			(323.64)								(323.64)		
26/07/2019	Narronine Turf Club - Lease Horse Stables				260.00							260.00		
26/07/2019	Narronine Turf Club - Lease Cattle Pavilion				175.30							175.30		
26/07/2019	Narronine Turf Club - Lease Horse Stables				175.30							175.30		
26/07/2019	[REDACTED]				175.30							175.30		
26/07/2019	Narronine Show Society						1,089.09					1,089.09		
26/07/2019	[REDACTED]		475.60				1,200.00					1,200.00		
1/08/2019	Cottage Rent			331.82								331.82		
6/08/2019	[REDACTED]			331.82								331.82		
6/08/2019	[REDACTED]											331.82		
	TOTAL		961.20	340.00	961.20	1,200.00	1,089.09	0.00	0.00	0.00	0.00	4,551.49		

**Narromine Showground and Racecourse
Advisory Committee
Statement of Working Funds
As at 07/08/2019**

Balance Brought Forward as at 01/07/19	121,783.56
Add Receipts	4,551.49
Less Payments	<u>(10,000.00)</u>
Balance of Working Funds 07/08/2019	<u>116,335.05</u>
Security Bonds Held	<u>554.00</u>
Reconciled Balance	<u>116,889.05</u>
Check:	-

Balance Sheet Check:

Reconciled Bank Balance 1 July 2019	121,783.56
Profit Year to Date	<u>(5,448.51)</u>
Reconciled Working Funds Balance 7/08/2019	<u>116,335.05</u>
Plus Security Bonds Held	554.00
Reconciled Balance (from GL)	116,889.05
Check:	-

Narromine Showground and Racecourse Advisory Committee

Statement of Income & Expenditure Period Ending 07/08/2019

INCOME

Contributions		
Narromine Turf Club	1,200.00	
Narromine Show Society	1,089.09	
Narromine Shire	-	
Sundry	-	
		2,289.09
Fees		
Cottage Rent	961.20	
Other Facilities	340.00	
Stables	961.20	
		2,262.40
Other Income		
Grant - Amenities Building	-	
Loan - Amenities Building	-	
Interest		
		-
		4,551.49
TOTAL INCOME		4,551.49

EXPENDITURE

Vandalism Repairs	-	
Cleaning	-	
Electricity	-	
Insurance - Excess	-	
Insurance	0.00	
Repairs & Maintenance		
Buildings / Fixtures	-	
Grounds	-	
Plant	10,000.00	
Turf	-	
House Repairs	-	
Toilets	-	10,000.00
Rates & Water	-	
Wages & Security	-	
Sundry	-	
		10,000.00
TOTAL EXPENDITURE		10,000.00
PROFIT/(LOSS) YEAR TO DATE	-	5,448.51
ADJUSTED PROFIT/(LOSS) YEAR TO DATE	-	5,448.51

**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 29 AUGUST 2019**

PRESENT: Cr Dawn Collins (Chair), Mayor Cr Craig Davies, Phil Johnston (Director, Community and Economic Development, Narromine Shire Council), Wayne Foster (Trangie Pony Club), Terrie Milgate (Trangie Action Group), Jay Milgate (Trangie Golden Oldies) and Lesley-Ann Roberts (Minute Taker).

1. WELCOME

The Chair welcomed those present and declared the meeting open at 3.10 pm.

2. APOLOGIES

RECOMMENDED Cr Davies/T Milgate that the apologies of Lottie McCutcheon (Macquarie Picnic Race Club), Andy McKinnon (Trangie Jockey Club), Kim Ferrari (Trangie Jockey Club) and Jo Milgate (Trangie Pony Club) be accepted.

3. DECLARATION/CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDED Cr Davies/ Wayne Foster that the minutes of the previous meeting held on 28 February 2019 be accepted as a true and accurate record of the meeting.

5. BUSINESS ARISING FROM THE MINUTES

It was noted, the dangerous trees have recently been pruned.

6. REPORT TO TSRAC

1) Follow Up Items

- a) It was advised that the cleaning contract is still under review and once established, should alleviate a few issues with cleaning before and after events.
- b) It was advised that both decks will need to be replaced and it is likely a contractor will be engaged to undertake these repairs in due course.
- c) It was advised that the rotted fascia requiring a coat of paint will likely be completed by a contractor in due course.

RECOMMENDED Cr Davies/Wayne Foster that the information be noted.

2) Work Health and Safety

RECOMMENDED Cr Davies/Terrie Milgate that the information be noted.

3) Bookings

RECOMMENDED Cr Davies/ Wayne Foster that the information be noted.

4) Financial Report

Council to investigate bonds held as reflected in the Financial Report.

RECOMMENDED Wayne Foster/Cr Davies that the Financial Report as presented be adopted.

**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 29 AUGUST 2019**

7. GENERAL BUSINESS

a) Lighting

RECOMMENDED Terrie Milgate/Cr Davies that Council progress to the next stage of procurement in purchasing additional lighting for Trangie Showground as prioritised by the Committee.

b) Maintenance

RECOMMENDED Terrie Milgate/Cr Davies that Council investigate the following items at the Trangie Showground:

- Laying of new turf at the Trangie Showground
- Procuring a new sound system
- The cost to repair the old toilets for large scale events

8. NEXT MEETING

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

There being no further business, the meeting closed at 3.37pm.

The minutes (pages 1-2) were confirmed on _____ 2019 and are a true and accurate record of proceedings of the meeting held on 29 August 2019.

CHAIR

**REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE MEETING TO
BE HELD AT TRANGIE SHOWGROUND ON THURSDAY, 29 AUGUST 2019**

1. FOLLOW UP ITEMS

- a) To arrange bins to be emptied regularly after Showground functions.
- b) Facility cleaned prior to a function.
- c) Both decks outside needs fixing
- d) Rotted fascia; coat of paint required

ACTIONS UNDERWAY: Council to investigate.

- e) Weeds to be addressed

ACTION UNDERWAY: CRM Logged.

RECOMMENDATION

That the information be noted.

2. WORK HEALTH AND SAFETY ISSUES

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

RECOMMENDATION

For consideration.

3. BOOKINGS

Since the last meeting in February, there have been five (5) functions at the Showground. There are five (5) forward bookings for the next four (4) months to December 2019. Details of these and future bookings are provided under separate cover for privacy reasons.

TRANGIE SHOWGROUND BOOKINGS AS AT 19/08/2019	
	15 January 2019
	12 February 2019
	16 February 2019
	22 February 2019
	23 March 2019
	17 April 2019
	27 - 28 April 2019
	3 - 4 August 2019
	16 -17 August 2019
	14-15 September 2019
	26 September 2019
	20 October 2019
	17 November 2019
	15 December 2019
	28 December 2019

RECOMMENDATION

That the information be noted.

**REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE MEETING TO
BE HELD AT TRANGIE SHOWGROUND ON THURSDAY, 29 AUGUST 2019**

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

TRANGIE RACECOURSE ADVISORY COMMITTEE												
2019/2020												
INCOME												
USER CHARGES												
FEES												
CONTRIBUTIONS												
DATE	DETAILS	Privt Func	Other Fac	Stables	Tge Turf Club	Macq Picnic Race	Nme Shire	Sundr	Asset Sale Proceeds	Int	Total Income	
26/07/2019	[REDACTED]			175.30							175.30	
26/07/2019	Trangie Truck & Tractor Show	758.18									758.18	
8/08/2019	Narromine Shire Council Contribution						9,480.00				9480.00	
TOTAL												
		758.18	0.00	175.30	0.00	0.00	9,480.00	0.00	0.00	0.00	10,413.48	

TRANGIE RACECOURSE ADVISORY COMMITTEE																	
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
2019-2020																	
	Expenditure																
1/07/2019	Plumbing												418.00				418.00
21/08/2019	Narramine Shire Council - Rates					236.00											236.00
																	0.00
																	0.00
																	0.00
			0.00	0.00	0.00	0.00	236.00	0.00	0.00	0.00	0.00	0.00	418.00	0.00	0.00	0.00	654.00

**TRANGIE SHOWGROUND RACECOURSE ADVISORY
COMMITTEE**

Bank Reconciliation

As at 22/08/2019

Balance of Bank Account as at 1/7/2019	\$ 15,379.35
Add Receipts	\$ 10,413.48
Less Payments	\$ 654.00

Balance of Working Funds 22/08/2019	\$ 25,138.83
--	---------------------

Bonds Held	\$ 4,069.50
------------	-------------

Sub Total	\$ 29,208.33
-----------	--------------

Reconciled Balance	<u>\$ 29,208.33</u>
--------------------	---------------------

Check:	<u>\$ -</u>
---------------	-------------

Balance Sheet Check:

Reconciled Bank Balance 1 July 2019	\$ 15,379.35
Profit Year to Date	\$ 9,759.48
Security Bonds Held	\$ 4,069.50

Reconciled Bank Balance 22/08/2019	\$ 29,208.33
---	---------------------

Reconciled Balance	<u>\$ 29,208.33</u>
--------------------	---------------------

Check:	\$ -
--------	------

TRANGIE SHOWGROUND RACECOURSE ADVISORY COMMITTEE

Statement of Income & Expenditure Period Ending 22/08/2019

INCOME

Contributions		
Narromine Shire	9,480.00	
Macquarie Picnic Race Club	-	
Trangie Jockey Club	-	
Sundry	-	
		9,480.00
Fees		
Private functions	758.18	
Other Facilities	-	
Stables	175.30	
		933.48
Interest		
	-	
		-
TOTAL INCOME		10,413.48

EXPENDITURE

Bank Fees		-
Cleaning		-
Electricity		-
Insurance		-
Repairs & Maintenance		
Buildings	418.00	
Grounds	-	
Plant	-	
Turf	-	
Racetrack	-	
Toilets	-	
		418.00
Rates & Water		236.00
Interest Loan Dept of Lands - Amenities Block		-
Wages & Security		-
Sundry		-
		-
TOTAL EXPENDITURE		654.00
PROFIT/(LOSS) YEAR TO DATE		9,759.48

**MINUTES OF THE RURAL FIRE SERVICE LIAISON COMMITTEE MEETING HELD AT THE
NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 5 AUGUST 2019**

PRESENT:

Cr Robert McCutcheon	Chair, Councillor, NSC
Superintendent Lyndon Wieland	NSW Rural Fire Service, Orana
District Officer Peter Fothergill	NSW Rural Fire Service, Orana
Neville Roberts	Group Captain, Euromedah Brigade
André Pretorius	Director Infrastructure and Engineering Services, NSC
Sarah Masonwells	Minute Taker

1. WELCOME

The Chair welcomed those present and declared the meeting open at 11.30am.

2. APOLOGIES

RECOMMENDED Neville Roberts/Peter Fothergill that the apology of Cr Colin Hamilton be accepted.

3. MINUTES OF THE PREVIOUS MEETING

RECOMMENDED Peter Fothergill/ Neville Roberts that the minutes of the previous meeting held on 17 April 2019 be accepted as a true and accurate record of the meeting with the amendment of Inspector Peter Fothergill to District Office Peter Fothergill.

4. BUSINESS ARISING FROM THE MINUTES

- Station claims for Wyanga have been submitted. There was a short payment for the Wyanga Build. This has now been rectified.
- On cost of only 30% will be paid. There may be a shortfall. The Director Infrastructure and Engineering Services, NSC to follow up.

5. SCHEDULE THREE REPORT

Supt. Wieland tabled the June 2019 Overview (**see Attachment No. 1**) and Quarterly Performance Report (**see Attachment No. 2**) and summarized the following contents:

- Very happy with performance, with 100% in most areas. With a change in management, the criteria changed and is a lot more achievable.
- Training for new recruits can be arranged when requested. Neville Roberts to be contacted to organise.

RECOMMENDED Supt. Wieland/Neville Roberts that the June 2019 and Quarterly Performance Report as presented to the meeting be accepted.

6. FINANCE and STATION BUILDS

- Supt. Wieland noted he has not received the final allocation. This should be received in October.
- Weemabah private land to be transferred to Council, if possible. Process to commence to enable DA. The Director Infrastructure and Engineering Services, NSC to follow up.

**MINUTES OF THE RURAL FIRE SERVICE LIAISON COMMITTEE MEETING HELD AT THE
NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 5 AUGUST 2019**

6. FINANCE and STATION BUILDS CONT.

RECOMMENDED Supt. Wieland/Neville Roberts that the process commence through Council.

7. GENERAL BUSINESS

- The Director Infrastructure and Engineering Services, NSC enquired about water supply. Supt. Wieland referred to a meeting held in Dubbo three weeks ago where they spoke about dry firefighting, where if the weather allows, letting the fire burn out while conducting controlled burns. He also noted that there is a process through DPI/LLS to recover water at no charge to the land owner, Council or RFS.
- The Chair noted water is available through the Trangie and Narromine stock and domestic schemes. Supt. Wieland noted the appropriate people need to be notified. Neville Roberts advised all trucks are fitted out with the correct connections to be able to fill from the hydrants. The Director Infrastructure and Engineering Services, NSC confirmed that there is no general water available through the standpipes. Peter Fothergill stated Cat 6 tankers to be at most fires because of their ability to hold large amounts of water.
- No issues for water supplies at Trangie or Tomingley at this stage
- The Director Infrastructure and Engineering Services, NSC noted that the road construction crew would also be on hand with their Bulk water carriers. These come under the Heavy Plant Contract Register. This will be sent out in August to be updated.
- Supt. Wieland asked as there will be a lack of Hazard Reduction on Roadsides, what other avenues could be used for the allocated Funding for Hazard Reduction Roadside? Neville Roberts noted there are still low amounts of grass on designated roads. Peter Fothergill to look into grading of the table drains along the designated roads to see if this can come under the funding. He will let Council know the outcome.
- Supt. Wieland enquired on booking the Tomingley Picnic Race Grounds, as he would like to organise a Family Fun Day/Family BBQ with money donated from the Rural Fire Association. This would include all surrounding areas.
- The Chair enquired if the RFS would be interested in being involved in the Trangie Truck and Tractor Show on the 17 August 2019. Fire and Rescue are conducting a demonstration. Peter Fothergill to contact Narromine Head Quarters to organise a Cat 6 demonstration and seek community education handouts also.

8. NEXT MEETING

The date for the next meeting is to be advised by NSW RFS Orana.

There being no further business the meeting closed at 12.08pm.

The minutes (pages 1-2) were confirmed on _____ 2019 and are a true and accurate record of proceedings of the meeting held on 5 August 2019.

CHAIR.



MEMORANDUM

To Orana Liaison
From: Orana Manager
Subject: June Report
Date: 08/07/2019

File No. Type File No.

End of Financial Year Report Overview

- > Council HR expenditure Claimed
- > Rural Fire Service HR programs ongoing
- > Fire investigation's completed and submitted
- > Community Engagement activities completed 4 cadet activities ongoing get ready weekends
- > BIRS reports completed and validated 100%
- > Firefighting appliances roadworthy inspections completed & recorded on SAP EAM 100%
- > Defect notification completed 100%
- > Station & Firefighting Vehicles build programme in place and presented to senior management
- > Staff recreation leave under 210 hours staff all under 210 hours
- > Brigade and Group officer 240 of 240 authorised
- > Long Service awards presented to volunteers
- > 60 of 60 Brigade AGMs attended by staff
- > WHS validated Site Management plans developed 46 of 46 completed
- > All RFS facilities have RCD installed 46 of 46



MEMORANDUM

To Orana Liaison
From: Orana Manager
Subject: June Report
Date: 08/07/2019

File No. Type File No.

End of Financial Year Report Overview

- > Council HR expenditure Claimed
- > Rural Fire Service HR programs ongoing
- > Fire investigation's completed and submitted
- > Community Engagement activities completed 4 cadet activities ongoing get ready weekends
- > BIRS reports completed and validated 100%
- > Firefighting appliances roadworthy inspections completed & recorded on SAP EAM 100%
- > Defect notification completed 100%
- > Station & Firefighting Vehicles build programme in place and presented to senior management
- > Staff recreation leave under 210 hours staff all under 210 hours
- > Brigade and Group officer 240 of 240 authorised
- > Long Service awards presented to volunteers
- > 60 of 60 Brigade AGMs attended by staff
- > WHS validated Site Management plans developed 46 of 46 completed
- > All RFS facilities have RCD installed 46 of 46

Attachment No. 2

QUARTERLY PERFORMANCE REPORT									
Region West									
Oceania									
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			Financial Year			CORRECTIVE ACTION
			Q4 TARGET (Date, number or %)	x	y	Q4 or Milestone Result	STATUS	OVERALL INITIATIVE STATUS (schedule and deliverables)	
June									
2019/20									
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	Complete by Q2	1	1	100%	Completed		
A1.1.2	0	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	8	100%	Completed		
A1.1.3	0	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	15	15	100%	Completed		
A1.1.4	0	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	9	9	100%	Completed		
A1.2.1	Comply with data requirements for operational corporate systems	BIRS reports validated (90%)	90%	100%		#DIV/0!	Completed		
A1.2.2	0	All ICAM level 2 investigations with a draft completed within one month of being allocated	100%	100%		#DIV/0!	Completed		
A1.3.1	Increase understanding of current dispatch practices	Each District to provide a brief to Region on current dispatch processes	Complete by Q4	1	1	1	Completed		
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	Complete by Q4	2	2	2	Completed		
A2.1.2	0	Number of Districts that have a BEMC endorsed FAFT plan in accordance with the published schedule	Complete by Q4	1	1	100%	Completed		
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	5	100%	Completed		
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	3		#DIV/0!	Completed		
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	9		9	Completed		
A3.1.3	0	All training plans endorsed by the District Manager by Q3 annually	100% by Q3	1	1	100%	Completed		
A3.1.4	0	Increase number of volunteers with IMT qualifications	Number	26		#DIV/0!	Completed		

Attachment No. 2

QUARTERLY PERFORMANCE REPORT										
Region West										
Orana										
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		June		Financial Year		CORRECTIVE ACTION	
			Q1 TARGET (Date, number or %)	x	y	KPI or Milestone Result	STATUS	OVERALL INITIATIVE STATUS (schedule and deliverables)		REASON FOR LAG
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	40	40	100%	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	5	5	100%	Completed			
A3.3.2	0	Minimum of four SMT meetings held per year	Minimum 4 per District by Q4	4	4	100%	Completed			
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	2	2	100%	Completed			
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%	Completed			
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%	Completed			
A4.2.3	0	All Brigade WHS validated Site Management plans are reviewed annually and are current	Review complete by Q4	completed		#VALUE!	Completed			
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%	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	2	3	67%	On Target		Council slow to manage project	
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	completed		#VALUE!	Completed			
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%	100%		#DIV/0!	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	5	5	100%	Completed			
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	2	2	100%	Completed			

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,
8 AUGUST 2019 AT ALKANE RESOURCES TOMINGLEY**

PRESENT: Graham Millgate (Chair and LEMO), Inspector Dan Skelly (Dept. LEOCON, NSW Police Orana), Jacob Mill (Volunteer Rescue Association), Joseph Parker (NSW SES, Narromine), Sam Reid (NSW SES, Narromine), Andre Pretorius (Director, Infrastructure and Engineering Services, NSC), Ewen Jones (NSW Fire and Rescue), Stephen Knight (NSW Fire and Rescue), Ken Bermingham (Tomingley Gold Operations), Robbie Owens (ROJO Emergency & Safety Training), Jason Moffitt (NSW Ambulance Service), Robyn Douglas (Timbrebongie House), Jason Gavenlock (Local Land Services) and Sarah Masonwells (Minute Taker).

1. WELCOME

The Chair welcomed those present, and declared the meeting open at 9:32 am.

2. APOLOGIES

RECOMMENDED by consensus that the apologies of Jane Redden (General Manager, NSC), Cr Craig Davies (Mayor, NSC), Kel Wise (REMO, NSW Police), Wade Haines (NSW Fire and Rescue), Gary Barber (NSW Fire and Rescue), Lyndon Wieland (NSW Rural Fire Service), David Monk (NSW State Emergency Service), Adam Wixx (NSW Fire and Rescue), Peter Treseder (NSW Fire and Rescue, Narromine), and Sergeant Mick Smith (LEOCON, NSW Police Orana) be accepted.

3. CONFIRMATION OF MINUTES

RECOMMENDED by consensus that the Minutes of the meeting held on 9 May 2019 are a true and accurate record of the meeting.

4. BUSINESS ARISING

- Nil

5. CORRESPONDENCE

- June 2019 REMO Report was circulated via email by Kel Wise

6. CONTACT LIST

- The contact list was circulated and updated

7. AGENCY REPORTS

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

- 1 call out to Trangie for storm damage since last meeting
- The SES Narromine have 10 members and 1 new recruit
- New Deputy Zone Commander Bridgett Rice has been appointed

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,
8 AUGUST 2019 AT ALKANE RESOURCES TOMINGLEY**

7. AGENCY REPORTS CONTINUED

b) NSW Ambulance Service (Jason Moffitt)

- No real change
- 348 jobs since last meeting
- Conducted a training day with the fire brigade on the 17 June, running through equipment including spine boards and lifting device.
- Neck braces now only used with midline tenderness

c) NSW Fire and Rescue (Stephen Knight)

- Australasian Road Rescue Games was a great weekend with practical experience along with the competition. Competitors only had 30 minutes to complete the real life scenario rescues
- Attended a briefing with RFS. Water shortages are a concern coming into the warmer months. The priority still remains life and property, in that order
- A bulk road tanker for water use is now based at the Warren depot
- RFS will be using dry firefighting method more often this coming season
- BA Semi – Training around the zone
- Fire and Rescue have 8 drones to use at incidents. This was very useful at the Brewarrina fire recently, with the Police also using the vision. Just to be mindful of the use of private drones

d) Narromine Volunteer Rescue Association (Jacob Mill)

- 1 callout since last meeting to an accident in between Narromine and Trangie
- Held training in conjunction with the NSW Ambulance in June 2019
- Audit coming up in September 2019
- New Uniform order is out. The uniform will be navy blue pants with a green shirt with reflective stripes

e) NSW Rural Fire Service (NSW RFS)

- Nil

f) NSW Police Orana – Narromine (Inspector Dan Skelly)

- Lockup keeper Constable commencing in early September at Narromine
- Mick Smith will be working from Wellington
- Local homeless person has been in Narromine. The Homeless Policy states they are not able to move them on if they are not in danger of themselves or others
- RCI Rural crime investigators Narromine Trangie Warren very busy with a few operations underway following a few leads

g) Local Land Services LLS (Jason Gavenlock)

- Drought getting worse
- Cattle will not be put on the railway Narromine to Warren

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,
8 AUGUST 2019 AT ALKANE RESOURCES TOMINGLEY**

7. AGENCY REPORTS CONTINUED

g) Local Land Services LLS (Jason Gavenlock) continued

- There is continually stock on the roads illegally in these desperate times
- A Trangie resident continues to have 10 cows and calves and 1 bull on the roads with no permit. LLS will work in with Council to rectify this issue due to safety concerns. He has been previously issued with fines.

h) Narromine Shire Council (Andre Pretorius Director, Infrastructure and Engineering Services, NSC)

- Vandalism continues at ovals
- The bores in Narromine have had a sharp fall in water levels
- Drinking water only through standpipes with general security water being withdrawn
- 20,000L water tanker available for fires etc.
- Council has received funding to complete a Floodplain Risk Management taking around 14 months to complete

i) Timbregongie House (Robyn Douglas)

- Emergency services to meet at Timbregongie to organise an evacuation plan. Robyn Douglas to liaise with Graham Milgate to set a date
- In the Emergency Response Plan there needs to be a Trigger as to when to start the evacuation

j) Tomingley Gold Operations (Ken Bermingham)

- 1 incident was reported since last meeting. Restricted work injury requiring 6 stiches
- 6 training sessions are being held every month. 18 staff are going through training in Cert 3 in Mine Emergency Response Rescue
- Working at heights and first aid training have been completed. With other training commencing shortly
- With new staff, site teams have been training on how emergency response processes work
- Robbie Owens is reviewing all plans, including a review on the CMG for the mines with the first draft ready. This will be sent out to members for review
- As there isn't an Emergency Response Officer on every shift, site radios will be fitted with an emergency button and a welfare check conducted at night. This is approximately 1 month away from being implemented
- Underground tour and bbq lunch to follow meeting

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

8. RESCUE SUB COMMITTEE

- Inspector Dan Skelly confirmed the meeting was held at 9am prior to the Local Emergency Management Committee Meeting

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,
8 AUGUST 2019 AT ALKANE RESOURCES TOMINGLEY**

9. REMO REPORT

- In Kel Wise's absence Graham Milgate tabled the July 2019 REMO report **(Attachment No.1)** which had previously been circulated via email
- Consider the training days available. Attend these courses if possible
- All CMG's to be reviewed and tabled at next meeting

10. GENERAL BUSINESS

- Joseph Parker noted he has enlisted in the military, so this may be his last meeting. All Members wished Joseph all the best
- Ewen Jones suggested a combined Christmas Party be held this year

11. NEXT MEETING

The next Local Emergency Management Committee Meeting will be held on **Thursday, 14 November 2019**, commencing at 9.30 am; to be preceded by a Rescue Sub Committee Meeting commencing at 9.00 am, to be held at the Narromine Shire Emergency Services Complex.

There being no further business, the meeting closed at 10:32am.

The minutes (pages 1 – 4) were confirmed at a meeting held on 2019 and are a full and accurate of the meeting held on 8 August 2019.

Chair



REMO Report to Central West LEMCs – August 2019

1) **Operational Information**

There has been no significant operational activity within Region.

2) **Plans, Planning and Information**

Matters from the Central West Region Emergency Management Committee

Endorsement Process for local EMPlan Reviews, CMG Reviews and new CMGs

Committee Chairs and LEMOs were sent a Memorandum on 18 June 2019 outlining the process for Local EMPlan reviews, CMG reviews and new CMGs created. In summary, the procedures are:

- **Local EMPlan Parts 1,2 & 3 Review:**
Where changes are administrative or updates to community profile, there is no requirement to submit the EMPlan to the REMC for endorsement.
- **CMG Review:**
Where changes are administrative to align changes to organisation names etc there is no requirement to submit the CMG to the REMC for endorsement.
- **NEW CMG:**
Where a new CMG has been created, e.g. Transport Accidents involving Animals, these WILL need to be submitted for REMC endorsement.

OEM - Emergency Management Symposium

The Office of Emergency Management are proposing to conduct a 1-day Emergency management Symposium in September or October 2019 in Dubbo. A similar event was held in Sydney in September 2018 and included addresses from the SEOCON and Executive Director of OEM. If you have ideas for topics or things you wish to know about, please let us know e.g. The decline of Volunteerism.

CMG: Transport Accidents involving Animals

These should have been completed by now and endorsed by the LEMC for inclusion into the Local EMPlans. As per the above, these will now be required to be submitted for endorsement at REMC level. LEMOs are required to submit these to you REMO for inclusion in the next REMC meeting on 5 September

3) **Training and Capability**

LEMC's have been sent the 2019 -20 Central West Emergency Management Calendar on 18/06/2019

Central West EM Training

The following face to face training courses has been approved by OEM and are now available to be nominated for online at www.emergency.nsw.gov.au

Course:	Activity No.:	Date/s	Location
Introduction to Emergency Management	1920/001	22 October 2019	Bathurst
Emergency Operations Centre Concepts	1920/002	23 October 2019	Bathurst
Managing Evacuations	1920/005	29&30 October 2019	Bathurst
Introduction to Emergency Management	1920/003	4 February 2020	Dubbo
Emergency Operations Centre Concepts	1920/004	5 February 2020	Dubbo

New OEM Training Website

The Office of Emergency Management has developed a new EM training website, so those who access the website will find a different look and feel to it. It is accessible from www.emergency.nsw.gov.au or directly at www.emtraining.nsw.gov.au .



4) **Exercises**

Narromine LEMC & LRC are conducting a Discussion Exercise involving a Stock Truck Roll-over on Saturday the 7 September 2019. If you would like to attend, please contact Graham Millgate.

5) **Upcoming Activities / Meetings**

The next REMC / RRC meetings will be held on 5 September 2019 at the RFS Canobolas Zone FCC in Orange commencing at 10:30 for Rescue and 13:00 for REMC.

6) **Rescue Committee**

Matters from the Central West Region Rescue Committee

LRC Minutes & Off-line/On-line notifications

Local Rescue Committee Chairs were sent a Memorandum D/2019/541748 on 19 June 2019 outlining;

- When Rescue Units are to use the SRB Online/Offline Notification Form,
- Highlighting the correct way to fill out the form in relation to GLR and RCR as they are two different competencies, GLR is the higher-level accreditation and both should **not** be ticked at the same time.
- Using the correct LRC Minute Template – Version 6.0,
- Providing advice to Agencies to fill out Section 7 correctly, and
- Requesting LRC Chairs to ensure the Minutes are sent to REMO's within 2 weeks.

Please Note: if your Minutes have inadequate information recorded in it, please understand that this has significant implications for the Region Rescue Committee to ensure compliance with the State Rescue Board regarding;

- Alternative Rescue Unit Arrangements,
- Joint Response Arrangements,
- Dual Call-out Arrangements, or
- Unit De-accreditation comes into question.

Photographic images at rescue scenes

Once again, this matter has been subject to a complaint. All committee members are to remind personnel of their obligations in the State Rescue Policy Ver. 4 regarding this.

Kel Wise
Regional Emergency Management Officer
Central West Emergency Management Region
(North)
Mobile : 0419 412 228
Email: 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