
**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 8 JULY 2020
REPORTS OF COMMITTEES**

1. REPORT OF ECONOMIC DEVELOPMENT GROUP COMMITTEE

The report and minutes of the Economic Development Group Committee Meeting held on 24 June 2020 at the Narromine Shire Council Chambers are attached (**See Attachment No. 1**).

RECOMMENDATION

That the report of the Economic Development Group Committee and the recommendations from the minutes of 24 June 2020 be adopted.

2. REPORT OF RURAL FIRE SERVICE LIAISON COMMITTEE

The minutes of the Rural Fire Service Liaison Committee meeting held at the Council Chambers on Thursday 25 June 2020 are attached (**see Attachment No. 2**).

RECOMMENDATION

That the report of the Rural Fire Service Liaison Committee meeting and the recommendations from the minutes of 25 June 2020 be adopted.

**MINUTES OF THE ECONOMIC DEVELOPMENT GROUP COMMITTEE MEETING HELD IN
COUNCIL'S CHAMBERS ON WEDNESDAY 24 June 2020**

PRESENT: Jane Redden (Narromine Shire Council, General Manager), Cr Mark Munro, Cr Lyn Jablonski, Phil Johnston (Director Community and Economic Development), Tracy McIntyre, Jodi Browning, David Cliffe, Peter Kierath, Phil Macinnes, Robert Handsaker, Alison Attwater, Andrew Cayzer, Kelly McCutcheon (Minute Secretary).

1. WELCOME

Cr Mark Munro welcomed those present and declared the meeting open at 5:00pm.

2. APOLOGIES: Cr Craig Davies, Susie Rae and Kerry Roberts

RECOMMENDED Peter Kierath / Phil Macinnes that the apologies be accepted.

3. DECLARATION / CONFLICT OF INTEREST:

Nil

4. PREVIOUS MINUTES

RECOMMENDED Peter Kierath / Tracey McIntyre that the minutes of the previous meeting of the Economic Development Group held on 2 December be accepted as a true and accurate record of that meeting with the amendment of Phil Macinnes being present.

5. BUSINESS ARISING FROM MINUTES

Nil

6. REPORT TO ECONOMIC DEVELOPMENT GROUP

The Chair introduced Director Community and Economic Development to give an overview of the Report to the Economic Development Group.

RECOMMENDED Andrew Cayzer / Robert Handsaker that the information in regards to the updates be noted.

7. NARROMINE REGION BUSINESS STIMULUS PLAN

The Chair introduced Director Community and Economic Development to give an overview of the proposed Narromine Region Business Stimulus Plan. A number of actions were highlighted that can commence immediately including;

- Continue to address shop vacancies through consultation
- Invite local real estate agents to promote and sell available Council Developed land within the Region
- Develop the Localised Digital Business Community Platform to encourage Business to Business communication and showcase the regions capacity
- Enhance Council's Community Connection through the development of Community Consultation in the Region. **The first Community Consultation is scheduled for Wednesday 8 July from 10am – 2pm at the Trangie Library.**
- Continuation of the Grow Workshops

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- Develop a marketing strategy for the sale of Skypark Estate and Narromine Aviation Business Park.

Director Community and Economic Development detailed that once the plan is finalised and endorsed, Council will be seeking State Government support to carry out the remaining actions.

The Economic Development Group provided feedback to the proposed plan which included;

- Partnering with sporting groups, schools and major visitor attractions to improve the shop front façade
- Investigate broad marketing options including editorial in The Australian when promoting SkyPark Estate and the Narromine Aviation Business Park.
- Ensure signage referring to Skypark is updated
- Investigate options to install new signage at both Skypark and Narromine Aviation Business Park promoting the opportunities.

The Group congratulated Council for the recent development of SkyPark and the Narromine Aviation Business Park. Both projects have been in the planning stages for over 10 years and the release of the land will be a great benefit to the Narromine Region.

RECOMMENDED Andrew Cayzer / Robert Handsaker that the information in regards to the plan be noted.

8. SOCIAL PLAN:

The Chair introduced Director Community and Economic Development to give an overview of the Social Plan. Director Community and Economic Development detailed that the first meeting for the new subgroup is to be confirmed and has been delayed due to COVID-19. The first meeting will involve prioritising the Social Plan.

Cr Craft will be replacing Cr Everingham on the subgroup and will be joining the Economic Development Group in the future.

9. GENERAL BUSINESS

The Chair invited general business from the Group;

- The **toilet at the Golf Club** is being utilised by Truck drivers on the bypass from Tomingley to Eumungerie. The Golf Club is concerned about the public health issues and transmission of COVID-19. The Golf Club has requested that Council include the Golf Club toilet in the regular cleaning schedule to help reduce the potential spread of COVID-19 locally. The Economic Development Group suggested Council investigate options to install a public toilet and truck stop along Eumungerie Road. Council detailed that the new truck stop being developed at Tomingley could assist in reducing the overall use of the Golf Club toilet. A request was presented to Council to investigate the opportunity for a public toilet and shower facility at the current trailer transfer station at the Narromine Saleyards.

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- **Improved directional signage** to be installed along Mitchell Highway to direct visitors into the Narromine Aerodrome. Council detailed that this will be included in the Narromine Aerodrome Landscape Plan being developed.
- **Dappo Road development** includes 16 large residential lots ranging from 2000m² – 3000m². The lots are being developed to continue to provide variation in land within the Narromine Region.
- **Feedlot** progress is well advanced with necessary planning and development consent to follow. The Feedlot would initially take 40,000 head of cattle and employ around 70 people.
- **Inland Rail** continues to progress with narrowing of the corridor to be presented towards the end of the year. It is anticipated that the project will require a significant local workforce for three to four years.
- **Corporate and Visitor Website** be audited to ensure all information is up to date, particularly community event information. An issue was raised in regards to information presented on Wikipedia however this information can be updated at any time, by anyone and should not be considered credible information.
- **Copper Mine Exploration** is currently underway in Trangie
- **Tomingley Gold Mine** has an approved DA to extend the mine life as well as expand operations (mostly underground)
- **COVID-19 Information** – Business within the Region are concerned that Council has not been proactive during the pandemic in terms of sharing peak body information, Council confirmed that a number of emails were sent to businesses suggesting they contact their peak bodies to ensure they were following necessary protocols. It was explained that Council are not the regulators however Council will continue to assist businesses in remaining/becoming COVID safe.
- **Narromine Show** will be progressing under a strict COVID-19 Safe Action Plan. At this stage restrictions are limited to improved social distancing and cashless operations.

10. NEXT MEETING

The next meeting of the Economic Development Group Committee will be held on 16 September 2020, commencing at 5.00 pm at Narromine Shire Council.

There being no further business, the meeting closed at 6.05pm.

The minutes (pages 1-3) were confirmed on _____ 2020 and are a true and accurate record of proceedings of the meeting held on 24 June 2020.

CHAIR

**REPORT TO ECONOMIC DEVELOPMENT GROUP COMMITTEE MEETING TO BE HELD AT
THE NARROMIINE COUNCIL CHAMBERS ON WEDNESDAY 24 JUNE 2020**

1 ECONOMIC DEVELOPMENT COMMITTEE SUB GROUP UPDATES

Due to COVID-19 no sub-committee group meetings were held. It is proposed that the Council continues to meet with the Economic Development Group quarterly and schedules meetings with the sub-committees as required.

RECOMMENDATION:

That the information be noted.

2 DIRECTOR'S REPORT – ECONOMIC DEVELOPMENT UPDATE

Due to COVID-19 a number of priorities have been delayed, however we are now back on track with events and programs being rescheduled.

Progress over the past 6 months includes;

- The development of the updated Narromine Region visitors guide – currently in the final stages of editing.
- Rescheduling of Ausfly to 8 – 10 April 2021
- Rescheduling of Dolly Festival to 16 – 17 April 2021
- Development of the Draft Narromine Region Business Stimulus
- Development of the Draft River Precinct Plan
- Sky Park Residential Estate Development
- Narromine Aviation Business Park Development
- Develop of the HubNSpoke Coworking Space
- Ongoing event support
- Installation of updated entrance signage
- Destination marketing

Much of this work is ongoing with actions being carried out and programs being further developed during the year. While COVID-19 has put a hold on all events, Council supported a number of events early in the year, in particular Australia Day, NSW Swimming Carnival and Dolly Festival. As restrictions continue to ease, event organisers are encouraged to contact Council to discuss what support is available.

Council has also been successful in a number of grants and funding programs which have seen an increase in works commencing in the Region.

- Drought Communities Program - \$1,000,000
 - o Facilities Maintenance Grants
 - o Social Events and Dolly Festival
 - o Riverbus Roadside Pick-up
 - o Mainstreet Beautification
 - o Dog Park
 - o Aerodrome upgrades including lighting
 - o Narromine Showground refurbishments
 - o Oval Lighting at Noel Powell and Payten Oval
 - o Aquatic Wheelchair at Narromine Aquatic Centre
 - o Cemetery improvements
 - o Trangie Footpath and ramp improvements
 - o Trangie Playground upgrades

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- Irrigation at Trangie Showground
- Stronger Country Communities Fund - \$750,000
 - Cale Oval and Apex Park Upgrades
 - Trangie and Tomingley Screenscape and sporting precinct upgrades
 - Dundas Park Playground Upgrades
- Club Grants - \$130,000
 - Apex Park upgrades
- NSW Community War Memorials Fund - \$10,000
 - Electrical Upgrades to Trangie Soldiers' Memorial Hall
- Crown Reserves Improvement Fund –
 - Electrical Upgrades at Trangie Showground
- Building Better Regions Fund - \$1,000,000
 - Dappo Road Development and Over 55's Residential Expansion
- Regional Airports Program - \$419,750
 - Installation of pilot activated lighting on the taxiway and at the holding point, installation of fencing and an illuminated wind indicator

RECOMMENDATION:

That the information be noted.

2 NEXT MEETING

The next EDG Committee Meetings planned for the remainder of 2020 is as follows, commencing at 5pm at Narromine Shire Council Chambers:

- Wednesday, 16th September 2020
- Wednesday, 2nd December 2020

RECOMMENDATION:

That the information be noted.

Phil Johnston

Director Community and Economic Development

**MINUTES OF THE RURAL FIRE SERVICE LIAISON COMMITTEE MEETING HELD AT THE
NARROMINE SHIRE COUNCIL CHAMBERS ON THURSDAY 25 JUNE 2020**

PRESENT:

Cr Colin Hamilton	Chair, Councillor, NSC
Cr Robert McCutcheon	Councillor, NSC
Lyndon Wieland	Orana NSW Rural Fire Service
André Pretorius	Director Infrastructure and Engineering Services, NSC
Andy Mackinnon	Narromine Rural Fire Service
Robert Hunt	Narromine Rural Fire Service
Bron Waters	Orana NSW Rural Fire Service
Sarah Masonwells	Minute Taker, NSC

1. WELCOME

The Chair welcomed those present and declared the meeting open at 10.33am.

2. APOLOGIES

Nil

Cr Robert McCutcheon entered the meeting at 10:37am

3. MINUTES OF THE PREVIOUS MEETING

RECOMMENDED Cr McCutcheon/Director Infrastructure and Engineering Services that the minutes of the previous meeting held on 5 August 2019 be accepted as a true and accurate record of the meeting.

4. BUSINESS ARISING FROM THE MINUTES

- Weemabah Sheds estimated time of completion is the end of July
- Hazard reduction has been completed after the confirmation of approval was received with claims still to be sent through to RFS
- Due to the drought, there was not a lot of hazard reduction work completed. Hazard reduction needs to be completed before the fire season begins and claims need to be in to RFS before the end of the financial year
- Council requires confirmation of approval before hazard reduction can commence. The delay of confirmation this year was due to a change in Council's application due to the drought

5. SCHEDULE THREE REPORT

Lyndon Wieland tabled the June 2020 Overview (**see Attachment No. 1**) and Quarterly Performance Report (**see Attachment No. 2**) and summarized the following contents:

- It is important treasury funds are spent on fire sheds etc. per financial year
- André Pretorius spoke regarding the timeline of Weemabah Shed build and the sequence of events that delayed the project
- Lyndon Wieland added Mark Pickford and André Pretorius to work together to have the next three or four new shed builds ready to go, including the lease agreement with the land holder and the DA approval

**MINUTES OF THE RURAL FIRE SERVICE LIAISON COMMITTEE MEETING HELD AT THE
NARROMINE SHIRE COUNCIL CHAMBERS ON THURSDAY 25 JUNE 2020**

RECOMMENDED Lyndon Wieland/Cr McCutcheon that the June 2020 Overview and Quarterly Performance Report as presented to the meeting be accepted.

6. GENERAL BUSINESS

- Andy Mackinnon queried why the RFS shed builds are not done by local builders, as they have suggested their quotes would be cheaper. Discussion was had regarding the tender process and the requirements of Council during this process. Sarah Masonwells will contact Andy Mackinnon regarding local contractors being on Council's preferred contractor list
- A discussion was had regarding the 2017 hazard reduction included grading fire breaks on some stock routes. Would Council be willing to do this again this year, due to the season and a lot of growth? Bron Waters said the State Mitigation Service through the RFS is in the process of finalising extra strategic breaks by widening already planned hazard reductions by a further 4m with the Posi-Track
- Bron Waters will be acting manager while Lyndon Wieland is on leave

7. 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 11.35am.

The minutes (pages 1-2) were confirmed on _____ 2020 and are a true and accurate record of proceedings of the meeting held on 25 June 2020.

CHAIR.



MEMORANDUM

To	Orana Liaison		
From:	Orana Manager		
Subject:	June Report		
Date:	16/06/2020	File No.	Type File No.

End of Financial Year Report Overview

- › Council HR Due to the lack of vegetation during Spring last year very little road side slashing accrued.
- › Rural Fire Service HR programs ongoing Bron is currently working with brigades within high risk areas to action when conditions are more favourable.
- › 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
- › 59 of 60 Brigade AGMs attended by staff
- › WHS validated Site Management plans developed 47 of 47 completed
- › All RFS facilities have RCD installed 46 of 46
- › Station Build project managers need to ensure projects are completed within time frames allocated.

Attachment No. 2

QUARTERLY PERFORMANCE REPORT											
Region West		QTR		March		June		Financial Year		2019/20	
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)	Q3 TARGET (Date, number or %)	*	†	RFS 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	Complete by Q2	1	1	100%	Completed	Completed			
A1.1.2	Enhance leadership and operational capability of NSW RFS members	Minimum of one joint training activity undertaken between RFS and FRNSW in accordance with relevant district MAA/MOU	Minimum 1 per District by Q4	4	4	100%	Completed	Completed			
A1.1.3	Enhance leadership and operational capability of NSW RFS members	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	5	5	100%	On Target	On Target	Operational Priorities	High operational activity	All staff had many days of out of area IMT
A1.1.4	Enhance leadership and operational capability of NSW RFS members	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	2	4	50%	On Target	On Target	Operational Priorities	High operational activity	Priority item for 4th quarter a lot of rain has been received over the Orana area and works will be ongoing when conditions are better.
A1.2.1	Comply with data requirements for operational corporate systems	BIRS reports validated (90%)	90%	455	456	100%	On Target	On Target			
A1.2.2	Comply with data requirements for operational corporate systems	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 provide a brief to Region on current dispatch processes	Complete by Q4	1	1	1	Completed	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	Completed			
A2.1.2	Enhance fire trail networks	Number of Districts that have a BFMC endorsed FAFT plan in accordance with the published schedule	Complete by Q4	1	1	100%	Completed	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	40	55	73%	On Target	On Target	Operational Priorities	Conditions too wet	Undertake HRs when conditions allow
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	0	#DIV/0!	On Target	On Target	Operational Priorities	Insufficient of fuel due to drought to undertake HRs	Undertake HRs when conditions allow
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	1	2	1	On Target	On Target			
A3.1.3	Training adequately planned	All training plans endorsed by the District Manager by Q3 annually	100% by Q3	1	1	100%	Completed	Completed			
A3.1.4	Training adequately planned	Increase number of volunteers with IMT qualifications	Number	26	0	#REF!	On Target	On Target	Operational Priorities		
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	55	30	183%	On Target	On Target			
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	2	250%	On Target	On Target			

Attachment No. 2

QUARTERLY PERFORMANCE REPORT											
Region West		Orana		QTR		March		June		Financial Year 2019/20	
BP Reference	INITIATIVE/PROGRAM/ACTIVITY (What are we doing to achieve the Corporate Objective)	SPECIFIC OUTCOME (What do we expect to achieve through this initiative)	Q3 TARGET (Date, number or %)	*	Y	KPI or Milestone Result	STATUS	OVERALL INITIATIVE STATUS (Overall and Governance)	REASON BEHIND	WHAT HAPPENED (include any issues)	CORRECTIVE ACTION
A3.3.2	Effective consultation contributes to achievement of corporate objectives	Minimum of four SMT meetings held per year	Minimum 4 per District by Q4	3	1	300%	Completed	Completed	Operational Priorities	High operational activity and COVID19	Seek alternative methods of communications such as email and skype
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	Completed	Operational Priorities	High operational activity and COVID19	To be discussed with Brigades at AGM's during quarter and undertake with those interested
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	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	Completed			
A4.2.3	Comply with HSW legislation for Districts and Brigades for the continuous improvement of District safety initiatives	All Brigade WHS validated Site Management plans are reviewed annually and are current	Review complete by Q4	47	47	100%	On Target	On Target	Operational Priorities		Data collected but not on G/ Drive to date
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	Completed			
A4.3.2	Implement planned program for station/FCC builds	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	1	1	100%	Completed	Completed			
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	145	145	100%	On Target	On Target			
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%	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	2	2	100%	On Target	On Target			
A5.2.2	Actively engage with Local Government	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%	On Target	On Target			