

1. NARROMINE FLOODPLAIN MANAGEMENT COMMITTEE

The report to and minutes of the Narromine Floodplain Management Committee Meeting held on 3 February 2020 at the Narromine Shire Council Chambers are attached (*See Attachment No. 1*).

**RECOMMENDATION**

That the report of the Narromine Floodplain Management Committee and the recommendations from the minutes of 3 February 2020 be adopted.

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2. LOCAL EMERGENCY MANAGEMENT COMMITTEE

The minutes of the Local Emergency Management Committee Meeting held on 13 February 2020 at the Narromine Shire Emergency Services Complex are attached (*See Attachment No. 2*).

**RECOMMENDATION**

That the report of the Local Emergency Management Committee and the recommendations from the minutes of 13 February 2020 be adopted.

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3. NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE

The report to and minutes of the Narromine Showground and Racecourse Advisory Committee Meeting held on 20 February 2020 at the Narromine Shire Council Chambers are attached (*See Attachment No. 3*).

**RECOMMENDATION**

That the report of the Narromine Showground and Racecourse Advisory Committee and the recommendations from the minutes of 20 February 2020 be adopted.

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4. TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE

The report to and minutes of the Trangie Showground and Racecourse Advisory Committee Meeting held on 27 February 2020 at the Trangie Showground are attached (*See Attachment No. 4*).

**RECOMMENDATION**

That the report of the Trangie Showground and Racecourse Advisory Committee and the recommendations from the minutes of 27 February 2020 be adopted.

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**MINUTES OF THE NARROMINE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD AT  
COUNCIL CHAMBERS ON TUESDAY 3 FEBRUARY 2020**

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**PRESENT:** Narromine Shire Council: Cr Colin Hamilton (Chair), Mrs Jane Redden (General Manager), Andre Pretorius (Director Infrastructure and Engineering Services), Graham Millgate (Local Emergency Management Officer) Sam Basha (Trainee Town Planner), Community/Business Representatives: Mayor Cr Craig Davies, Cr Rob McCutcheon, Scott Button (Lyll & Associates), Debbie Love (Office of Environment and Heritage), Mr George Mack, Mr Mike Bennett, Brigid Rice (NSW State Emergency Service Area Commander), Mr Robert Handsaker, Mr Jack Cooper; and Sarah Masonwells (Minute Taker).

## **1. WELCOME**

The Chair welcomed those present and declared the meeting open at 2.10pm.

## **2. APOLOGIES**

**RECOMMENDED** Cr McCutcheon/ Robert Handsaker that the apologies of Mr Ivan Rivas Acosta (Office of Environment and Heritage), Craig Ronan (NSW State Emergency Service), Mr Robert Heywood, Mr Bob Treseder, David Monk (SES) be accepted.

## **3. MINUTES OF THE PREVIOUS MEETING**

**RECOMMENDED** CR Davies/Mike Bennett that the minutes of the previous meeting held on 16 April 2019 be accepted as a true and accurate record of the meeting with the following amendment, that Mr Mike Bennett be an addition as present.

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

- Nil

## **5. REPORT TO FLOODPLAIN MANAGEMENT COMMITTEE**

Director Infrastructure and Engineering Services spoke to his report and noted the following point in particular:

- The attachment of the Community Questionnaire is in draft format only and may be amended depending on the outcome of the meeting.

Scott Button began his presentation noting the following points in particular:

- This Inception Meeting will cover what is the Narromine Flood Risk Management Plan
- What has been the process thus far.
- The evolution of the recommendations, community consultations etc.
- What are the requirements for this study.
- The feedback from the community from the Community consultation process will go back to Lyll and Associates for assessment.

**Cr Davies:** queried whether Council is still working on 15.1m level from the 2013 study?

**Scott Button:** advised that Council was and that historic flood data shows that the 1955 year flood was a one in 200 year flood.

**Cr Davies:** queried at what height along Warren Road does the river break?

**Scott Button:** advised he would have to check the data.

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**MINUTES OF THE NARROMINE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD AT  
COUNCIL CHAMBERS ON TUESDAY 3 FEBRUARY 2020**

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**5. REPORT TO FLOODPLAIN COMMITTEE CONT.**

Discussion was had regarding Webbs Siding.

**Cr McCutcheon:** queried, if the 1955 flood level was applied to the data would it allow the water to flow out at Webbs Siding?

**Scott Button:** noted, he can run the data. The costs of the culverts would be significant and it would not be advised to rely on the culverts, as they could easily be jeopardised by debris etc. A Cost Benefit Analyses is required to determine if there would be any benefit if additional culverts are provided at Webbs Siding.

**Robert Handsaker:** noted, the 2010 flood level came within 400mm from reaching floor level in Crossley Drive, it would have breached town first before Webbs Siding.

Discussion ensued regarding the Hydraulic roughness of the channel bank.

**George Mack:** The 55 flood was at 14.66m. Originally this was the 1 in 100 year flood. Why is the flood level in town 15.1m? Also, Webbs Siding should be higher.

**Scott Button:** noted, the Hydraulic model was used for the estimates of flow. He can run the Hydraulic model until it hits the 1955 flood if needed.

**Cr McCutcheon:** noted, we need data to see the water flow through Webbs Siding.

**Robert Handsaker:** Under the current levee we have now, where would it breach?

**Scott Button:** At the low point in River Drive and at the town cowl.

**Scott Button:** If we put the levee in front of the houses we are increasing the level of water flowing into town

**General Manager:** noted the Warren Road residents are upset about being 'river side' once the levee is built.

**Debbie Love:** queried, how many houses will be on the 'river side' on Warren Road?

**Cr McCutcheon:** noted, around 20 houses would be affected on Warren Road

**George Mack:** noted the Committee Members and community members need to be satisfied with the final levee decision.

**Scott Button:** noted the following:

Third party impacts need to be weighed up

The committee needs community acceptance

An engineered gap in the levee at the golf course is not favoured

Inland rail will not have an impact

Taking away the water on the western side of Warren Road is in option HA

The questionnaire should be sent out ASAP

**Sam Basher and Robert Handsaker left the meeting at 4:05pm.**

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**MINUTES OF THE NARROMINE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD AT  
COUNCIL CHAMBERS ON TUESDAY 3 FEBRUARY 2020**

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**5. REPORT TO FLOODPLAIN COMMITTEE CONT.**

**Scott Button:** noted, he could go through the process of looking into an embankment failure at Webbs Siding to compare post levee with no embankment and see if there is any increase in flood levels.

**Director Infrastructure and Engineering Services:** questioned should we model a bigger flood to help make a decision between options B and HA?

**Scott Button:** Modelling options B and HA with what engineering works would mitigate third party related impacts. He would need 2 months to get a briefing note out.

It was noted the progression of next steps will be as follows:

- 1 Finalising the Floodplain Risk Management Plan
- 2 The committee need indicative timeframes, with the Levee being the main aim
- 3 Seek to address all concerns from the community
- 4 Look at the following scenarios blockages and culverts at Webbs Siding and a gap in the levee at Warren Road
- 5 In regards to the 1 in 100 year flood, it has been suggested that a Viaduct study be conducted along the section of the railway at Webbs Siding
- 6 Any comments on the questionnaire to be sent to Scott Button

There being no further business the meeting closed at 5.05 pm.

The minutes (pages 1- 3) were confirmed at a meeting held on 2020 and are a full and accurate record of the meeting held on 3 February 2020.

**CHAIR**

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**REPORT TO FLOODPLAIN MANAGEMENT COMMITTEE MEETING TO  
BE HELD AT NARROMINE SHIRE COUNCIL ON MONDAY, 3 FEBRUARY 2020**

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**1. INCEPTION MEETING FOR THE NARROMINE FLOOD RISK MANAGEMENT PLAN AND STUDY**

**Introduction**

The Narromine Shire Council has received financial support from the State Floodplain Management program, managed by the Office of Environment and Heritage, to undertake and review a flood investigation of Narromine.

The primary objective of the New South Wales Government's Flood Prone Land Policy is to reduce the impact of flooding and flood liability on individual owners and occupiers of flood prone property, and to reduce private and public losses resulting from floods, utilising ecologically positive methods wherever possible. The previous Flood Risk Management Plan was conducted in 2009 and is now outdated.

**Background**

The Floodplain Management Committee at its April 2019 meeting recommended: ***"Cr Davies/Tony Barlow that Option Ha be the recommended alignment for the proposed levee to minimise impacts (such as potential flooding and aesthetic) for residents along Warren Road, subject to further engineering advice regarding Webbs Siding."*** This was subsequently endorsed by Council in May 2019, since it was previously excluded in other studies.

The Flood Risk Management project will review the existing flood risk management study and plan, which differs in its intent from those of Lyall and Associates, to enable an understanding of the impacts and changes in flood behaviour due to physical alteration of catchment characteristics such as construction of flood mitigation works or extensive new development in the catchment. It also involves reviewing existing recommended management measures as well as testing and investigating practical, feasible and economic management measures to treat existing, future and residual risk. The revised floodplain risk management study will provide a basis for informing the development of a new floodplain risk management plan.

Feasible options to manage the flood risk in Narromine will be reviewed and a plan developed, incorporating risk management options deemed appropriate for the town.

In brief, the project will consider the options / impacts of:

- A breakout flow through a set of railroad culverts approximately 5 km upstream of Narromine (flow through Webbs Siding Rd to Backwater Cowal) including a costing (engineers estimate) for a culvert/bridge at that location to ensure that the breakout flow occurs in the flood event that reduces the flood heights in town. This was excluded from all previous studies.
- The impact of the new railway line (Inland Rail) which is planned to cross the highway and Macquarie River in the vicinity of Webbs Siding. Please note that the alignment of this railway line has not been confirmed yet and a railway corridor can be provided during the initial stages of this project. It is anticipated that an alignment will be announced towards mid to late 2020. This was excluded from the previous flood study.

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Director, Infrastructure and Engineering Services Report to the Floodplain Management Committee Meeting of 3 February 2020

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**REPORT TO FLOODPLAIN MANAGEMENT COMMITTEE MEETING TO  
BE HELD AT NARROMINE SHIRE COUNCIL ON MONDAY, 3 FEBRUARY 2020**

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**1. INCEPTION MEETING FOR THE NARROMINE FLOOD RISK MANAGEMENT PLAN AND STUDY CONT.**

- Provide advice on land-use planning.
- Community consultation.
- Hydrological and hydraulic modelling.

Previous studies and levee alignments and impacts will be considered in the development of the Flood Risk Management Plan.

A DRAFT Community Newsletter and Questionnaire has been attached for review and comment (**Attachment 1.**) It is noted that Figure 1 illustrates the extent of the 1 in 100 year flood pre levee. The levee alignment on Figure 1 is Option Ha as per Council Resolution No. 2019/097.

A presentation will be given by Council's consultants during the meeting that will show preliminary findings of the flood study.

**RECOMMENDATION**

1. That the information in the report be noted.
2. That contents in the Community Newsletter and Questionnaire be considered and changes from this Committee be included, prior to distribution.

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

# Review of the Narromine Floodplain Risk Management Study and Plan



## To Residents and Business Owners of Narromine:

Narromine Shire Council has engaged consultants to undertake a review of the *Narromine Floodplain Risk Management Study and Plan* which was prepared for the township in 2009. The purpose of the review is to assist Council in refining strategic plans for mitigating and managing the effects of existing flood risk (associated with existing development on flood prone land), future flood risk (associated with any new development on flood prone land) and continuing flood risk (the risk remaining in both existing and future development areas after floodplain risk management measures are implemented).

The review is jointly funded by Council and the NSW Department of Planning, Industry and Environment and aims to build community resilience towards flooding through informing better planning of development, emergency management and community awareness. Council has established a Floodplain Risk Management Committee which is comprised of relevant Council members, state government agencies and community representatives.

The review will utilise the results of the recently completed *Narromine River Bank Levee Feasibility Study* which was completed in 2013. **Figure 1** attached shows the indicative extent of the 1 in 100 year flood on the Macquarie River at Narromine under present day conditions as defined by this study.

A brief summary of the floodplain risk management measures which form the *Narromine Floodplain Risk Management Plan* (2009), including their estimated cost is provided below, while an electronic copy of the *Narromine Floodplain Risk Management Study and Plan* (2009) and *Narromine River Bank Levee Feasibility Study* (2013) can be found on Council's website at [www.narromine.nsw.gov.au](http://www.narromine.nsw.gov.au).

## Have Your Say on Floodplain Risk Management

An important first step in the review process is to re-appraise what flood related issues are important to the community. The attached **questionnaire** has been provided to residents and businesses to assist the Consultants in gathering this important information. **The questionnaire may also be completed online via Council's website at [www.narromine.nsw.gov.au](http://www.narromine.nsw.gov.au).** All information provided will remain confidential and for use in this study only. Please return the completed questionnaire in the reply paid envelope provided by **Friday 20 March 2020**.

Contact: Narromine Shire Council

Andre Pretorius | Director Infrastructure & Engineering Services

Phone: (02) 6889 9999

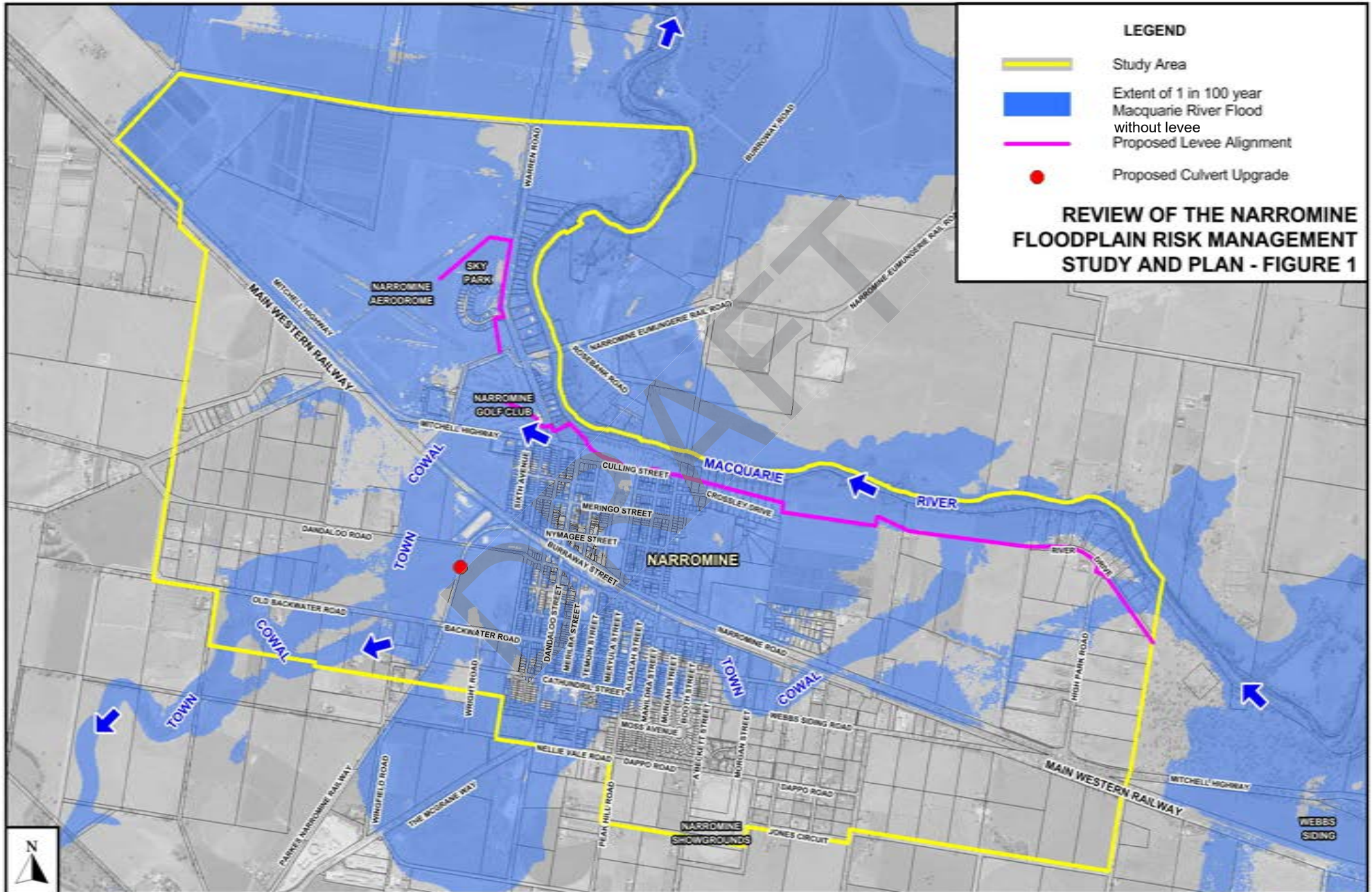
Email: [floodplain@narromine.nsw.gov.au](mailto:floodplain@narromine.nsw.gov.au)

## Floodplain Management Measures Forming the *Narromine Floodplain Risk Management Plan (2009)*

Option	Estimated Cost	Priority Assigned to Implementation of Measure	Status of Measure
PM1 – Implement the recommended development controls based on <i>draft Flood Policy for development in urban areas</i> .	Council staff's Cost	High	Implemented Chapter 6A of DCP
RM1 – Ensure flood data in this <i>Floodplain Risk Management Study and draft Plan</i> is available to NSW SES for inclusion in flood emergency response.	Council and NSW SES Costs	High	Implemented
RM2 – Implement flood awareness and education program for residents and owners of commercial and industrial developments.	NSW SES and Property/Business Owner Costs	High	Implemented
FM1 – Feasibility Study of river bank levee. <sup>(1,2)</sup>	\$80,000 <sup>(1)</sup>	High	Completed
FM2 – Preparation of detailed design and construction of levee (dependent on the results of the above study).	\$1.6 Million <sup>(3)</sup>	Medium	Yet to be commenced
FM3 – Feasibility Study of upgrading the hydraulic capacity of culverts beneath the Parkes Narromine Railway. <sup>(4)</sup>	\$50,000 <sup>(3)</sup>	Medium	Yet to be commenced
FM4 – Prepare detailed design and construct culvert works (scheme is dependent on the results of the above study and whether river bank levee scheme is implemented. The river levee would reduce ponding upstream of the railway and possibly reduce the need for improved culverts). <sup>(4)</sup>	\$0.8 Million <sup>(3)</sup>	Medium	Yet to be commenced
<b>Total Cost of Implementing Flood Mitigation Measures FM1, FM2, FM3 and FM4</b>	<b>\$2.53 Million<sup>(3)</sup></b>		

1. FM1 was completed in 2013. The results of the study are presented in *Narromine River Bank Levee Feasibility Study (2013)*
2. Scope of floodplain risk management measure refined as part of *Narromine River Bank Levee Feasibility Study (2013)* and the *Narromine Town Levee Concept Design (2016)*. **Figure 1** shows the currently proposed alignment of the river bank levee.
3. Following the adoption of the revised Plan, Narromine Shire Council can seek funding from the NSW State Government under its Floodplain Management Program to cover the majority of the cost of implementing the recommended set of measures.
4. Refer **Figure 1** for location of the proposed upgraded culverts.





# Review of the Narromine Floodplain Risk Management Study and Plan

## Community Questionnaire

This Questionnaire is part of the *Review of the Narromine Floodplain Risk Management Study and Plan*, which is currently being undertaken by Narromine Shire Council with the financial support of the NSW Department of Planning, Industry and Environment. Your responses to the questionnaire will help us determine the flood issues that are important to you.

Please return your completed Questionnaire in the reply paid envelope provided by **Friday 20 March 2020**. No postage stamp is required. All information provided will remain confidential and for use in this study only. If you have misplaced the supplied envelope or wish to send an additional submission the address is:

Narromine Shire Council  
PO Box 115  
NARROMINE NSW 2821

1. Your name (optional): \_\_\_\_\_

Address: \_\_\_\_\_

### About your property

2. Please tick as appropriate:

- I am a resident
- I am a business owner
- Other (please specify \_\_\_\_\_)

3. How long have you been at this address?

- 1 year to 5 years
- 5 years to 20 years
- More than 20 years (... years)

4. What is your property?

- House
- Villa/Townhouse
- Unit/Flat/Apartment
- Vacant land
- Industrial unit in larger complex
- Stand alone warehouse or factory
- Shop
- Community building
- Other (\_\_\_\_\_)

### Your flood experience

(If flooding has affected your property – Go to Q5  
If not, but flooding has affected you in other ways – Go to Q9  
If you have not been affected by flooding – Go to Q12)

5. Do you have any information about flooding at the property?

- Yes
- No

If yes, what information do you have?

- Own experience
- Flood levels from Council
- Information from NSW SES
- Photographs
- Other (\_\_\_\_\_)

6. Have you ever experienced flooding, either as a result of the river breaking its banks or due to shallow overland flow through the property?

- Yes - River break out
- Yes - Shallow overland flow
- No

If yes, which floods?

- December 2010
- August 1990
- Other (\_\_\_\_\_)

**7. In the biggest flood you have experienced, was the property flooded above floor level of the main building?**

- No                       Yes

If yes, what was the depth of water over the floor?

\_\_\_\_\_

What year? \_\_\_\_\_

**8. During the biggest flood, what was damaged by floodwaters?**

(Tick one or more boxes)

- No damage occurred
- Vehicles
- Garden, yard, paddocks
- Garage, shed
- Electrical equipment, machinery, tools
- Stock and other goods
- Carpet, furniture, fittings and/or office equipment
- Your premises (paint, structurally, etc)
- Other part of your property

Please specify \_\_\_\_\_

**9. As a result of the biggest flood, did you experience any problems during or after the flood?**

(Tick one or more boxes)

- No problems experienced
- Loss of business / trade
- Restricted access / can't get to work
- Higher insurance premiums
- Considered selling/moving

**10. During the biggest flood, what was the approximate cost to you (at the time) from the damage caused by the flood?**

\$ \_\_\_\_\_

**11. In this biggest flood, did you receive any warning, and if so, from where?**

(Tick one or more boxes)

- No warning whatsoever
- TV
- Radio
- Own observations
- Police
- NSW SES
- Neighbours, relatives or friends
- Other (\_\_\_\_\_)

**Your attitudes to Council's development controls**

**12. Please rank the following development types according to which you think are the most important to protect from floods (1=highest priority to 4=least priority)**

Development Type	Rank
Commercial/Business	
Residential	
Vulnerable residential development (e.g. aged persons accommodation)	
Essential community facilities (e.g. schools, evacuation centres)	

**13. What notifications do you consider Council should give about the potential flood affectation of individual properties?**

(Tick one or more boxes)

- Advise every resident and property owner on a regular basis of the known potential flood threat
- Advise only those who enquire to Council about the known potential flood threat
- Advise prospective purchasers of property of the known potential flood threat.
- Provide no notifications
- Other (\_\_\_\_\_)

**14. What level of control do you consider Council should place on new development to minimise flood-related risks?**

(Tick only one box)

(In addition to being favoured by the Community, these options would also need to comply with legislation)

- Prohibit all new development on land with any potential to flood
- Prohibit all new development only in those locations that would be extremely hazardous to persons or property due to the depth and/or velocity of floodwaters, or evacuation difficulties
- Place restrictions on developments which reduce the potential for flood damage (e.g. minimum floor level controls or the use of flood compatible building materials)
- Advise of the flood risks, but allow the individual a choice as to whether they develop or not, provided steps are taken to minimise potential flood risks
- Provide no advice regarding the potential flood risks or measures that could minimise those risks

**Your opinions on floodplain risk management measures**

**15. The Narromine Floodplain Risk Management Study and Plan (2009) included three measures which have yet to be implemented by Council. Do you consider that these options should be included in the updated Plan?**

For each of the options listed, please indicate "yes" or "no" to indicate if you favour the option. Please leave blank if undecided.

Option	Yes	No
FM2 – Preparation of detailed design and construction of levee (dependent on the results of the above study).		
FM3 – Feasibility Study of upgrading the hydraulic capacity of culverts beneath the Parkes Narromine Railway.		
FM4 – Prepare detailed design and construct culvert works (scheme is dependent on the results of the above study and whether river bank levee scheme is implemented. The river levee would reduce ponding upstream of the railway and possibly reduce the need for improved culverts).		

**16. Below is a list of other possible options that may be looked at to try to minimise the effects of flooding in the study area.**

This list is not in any order of importance and there may be other options that you think should be considered. For each of the options listed, please indicate "yes" or "no" to indicate if you favour the option. Please leave blank if undecided.

Option	Yes	No
Management of riparian vegetation to provide flood mitigation, stability, aesthetic and habitat benefits.		
Widening of watercourses.		
Removal of floodplain obstructions.		
Improve the stormwater system within the town area.		
Voluntary scheme to purchase residential property in high hazard areas.		
Provide funding or subsidies to raise houses above major flood level in low hazard areas.		
Specify additional controls on future development in flood-liable areas.		
Improve flood warning and evacuation procedures both before and during a flood.		
Provide a Planning Certificate to purchasers in flood prone areas, stating that the property is flood affected.		

**Other Information**

**17. What do you think is the best way for us to get input and feedback from the local community about the results and proposals from this study?** (Tick one or more boxes)

- Council's website
- Articles in local newspaper
- Through Council's Floodplain Management Committee
- Other (please specify) \_\_\_\_\_

**18. If you wish us to contact you so you can provide further information, please provide your details below:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Best time to call is \_\_\_\_\_

Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

***Who can I contact for further information?***

**Narromine Shire Council**  
Andre Pretorius | Director Infrastructure & Engineering Services  
Phone: (02) 6889 9999  
Email: floodplain@narromine.nsw.gov.au

Copies of this Questionnaire can be obtained from: [www.narromine.nsw.gov.au](http://www.narromine.nsw.gov.au)

**COMMENTS**

***Please write any additional comments here:***

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**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,  
13 FEBRUARY 2020 AT NARROMINE SHIRE EMERGENCY SERVICES COMPLEX**

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**PRESENT:** Graham Millgate (Chair and LEMO), Acting Sergeant Mick Wiegold (LEOCON, NSW Police Orana), Paul Stephens (NSW Police Orana), Sam Reid (NSW SES, Narromine), Andre Pretorius (Director, Infrastructure and Engineering Services, NSC), Stephen Knight (NSW Fire and Rescue), Peter Treseder (NSW Fire and Rescue), Robyn Douglas (Timbreebongie House), Mark Pickford (NSW Rural Fire Service), Jason Gavenlock (Local Land Services) and Sarah Masonwells (Minute Taker).

**1. WELCOME**

The Chair welcomed those present, and declared the meeting open at 9:37 am.

The chair made a special mention to members in regards to the recent loss of long-time member Tony Barlow.

**2. APOLOGIES**

**RECOMMENDED** by consensus that the apologies of Kel Wise (REMO, NSW Police), Jacob Mill (Volunteer Rescue Association), Wade Haines (NSW Fire and Rescue), Gary Barber (NSW Fire and Rescue), Cr Craig Davies (Mayor, NSC), Lyndon Wieland (NSW Rural Fire Service), Julie Kirk (Narromine Health Service), David Monk (NSW State Emergency Service), Ken Bermingham (Tomingley Gold Operations), Ewen Jones (NSW Fire and Rescue), Anthony McEachern, (Volunteer Rescue Association), Adam Wixx (NSW Fire and Rescue), Bron Waters (NSW Rural Fire Service), Brigid Rice (SES Deputy Zone Commander), Sanu Thekkumpurath (Narromine Heath Service) and James Hammond (NSW Ambulance Service) be accepted.

**3. CONFIRMATION OF MINUTES**

**RECOMMENDED** by consensus that the Minutes of the meeting held on 14 November 2019 are a true and accurate record of the meeting.

**4. BUSINESS ARISING**

- Nil

**5. CORRESPONDENCE**

- February 2020 REMO Report was circulated via email by Kel Wise
- The SOPS was circulated via email by the chair

**6. CONTACT LIST**

- The contact list was circulated and updated

**7. AGENCY REPORTS**

**a) NSW State Emergency Service (SES) Macquarie Region (Sam Reid)**

- Two (2) new recruits since last meeting

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**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,  
13 FEBRUARY 2020 AT NARROMINE SHIRE EMERGENCY SERVICES COMPLEX**

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**7. AGENCY REPORTS CONTINUED**

**b) NSW Ambulance Service**

- Nil

**c) NSW Fire and Rescue (Stephen Knight)**

- Kept busy since October with volunteers going to bush fire areas
- Joint training between RFS and Fire and Rescue has been well received. A joint training exercise in Narromine to be investigated
- New radios being rolled out shortly
- There were a few call outs due to the dust setting alarms off

**d) Narromine Volunteer Rescue Association (Graham Millgate)**

- 11 current members. These include three (3) swift water rescue operators
- Two (2) boats available
- Have attended four (4) incidents since last meeting

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

- Bron Waters is the new District Coordinator – Operational Officer
- Local land holders will receive water back, if requested taken for fighting fires. This will be through the Local Land Services
- Prevention mitigation – Hazard reduction will be on the agenda - Community protection plans
- Guy Saddler is the new LMD Officer
- As a result of the bush fires new volunteers are wanting to join
- The Weemabah Station build is well underway
- Process AED upgrade
- 32 incidents since last meeting with the majority of those being trees alight
- With two new staff members, back to fully staffed

**f) NSW Police Orana – Narromine (Acting Sergeant Mick Wiegold)**

- Lost an officer who took a transfer to Newcastle
- Rural crime has been better
- Still dealing with theft and graffiti
- Proactive patrols have been positive with less crime
- Trangie Races were good
- Dolly Parton Festival is in April 2020
- Inland Rail theft has ceased for the time being

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

- Attending fires organising fodder drops and stock etc
- Enquiries for stock on the road

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**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,  
13 FEBRUARY 2020 AT NARROMINE SHIRE EMERGENCY SERVICES COMPLEX**

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**7. AGENCY REPORTS CONTINUED**

**h) Narromine Shire Council (André Pretorius, Director Infrastructure and Engineering)**

- Unsealed roads to continue to be monitored
- Pavement failure due to the storms near Oaks Bridge on Tony McGrane Way will be monitored
- The Narromine flood plain risk management plan should be completed in the next 12 months and will be presented to the committee

**i) Timbreebongie House (Robyn Douglas)**

- Nothing to report
- Ewen Jones (NSW Fire and Rescue) has attended and discussed evacuation points etc.

**j) Tomingley Gold Operations**

- Nil

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

**8. RESCUE SUB COMMITTEE**

- Acting Sergeant Mick Wiegold confirmed the meeting was held at 9am prior to the Local Emergency Management Committee Meeting

**9. REMO REPORT**

- In Kel Wise's absence Graham Millgate tabled the February 2020 REMO report (**Attachment No.1**) which had previously been circulated via email
- As always, people are encouraged to attend courses on offer

**10. GENERAL BUSINESS**

- LLS have contacted pig owners regarding being proactive with swine flu
- SOPS was circulated via email. It was updated with help from with Stuart Davies
- Mark Pickford questioned the SOPS Risk Matrix. After a discussion it was decided to be correct
- Separate room required for EMC with a Liaison person between the two
- **Sam Reid left the meeting at 10:07am**
- EOC exercise run and exercise
- Need to have the land lines still available

**11. NEXT MEETING**

The next Local Emergency Management Committee Meeting will be held on **Thursday, 14 May 2020**, 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.



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**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,  
13 FEBRUARY 2020 AT NARROMINE SHIRE EMERGENCY SERVICES COMPLEX**

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There being no further business, the meeting closed at 10:11am.

The minutes (pages 1 – 4) were confirmed at a meeting held on 2020 and are a full and accurate of the meeting held on 13 February 2020.

**Chair**

## **REMO Report to Central West LEMCs – February 2020**

### **1) Operational Information**

#### **NSW Bushfire Activity**

The size and scope of the NSW Bushfires has seen some unprecedented activities in the Emergency Management arrangements and their application. These include:

- Declarations of a State of Emergency, with powers delegated to the Commissioner NSW Rural Fire Service,
- 140 Days plus of continuous operations for the RFS, with similar times of support provided by the ESOs and Functional Areas
- On 4 January 2020 the Governor General issued a callout “Operation BUSHFIRE ASSIST 2019-2020” which has resulted in the deployment of ADF personnel to assist the civil authorities with bushfire related and immediate relief activities. As this operation has progressed ADF personnel are now assisting communities and LGAs with recovery activities. These activities are limited to the skill sets available within ADF personnel. Each affected State has established a Joint Recovery Task Force (JRTF) to administer, assess and coordinate activities and requests for assistance.
- This event has also seen the abandonment of the previously established OEM Recovery structures and the establishment of the NSW Disaster Recovery Office (DRO). To coordinate activities escalated by functional areas or Local Committees.

Within the Central West Region Recovery operations are underway.

- Local Recovery Committees have been established in Lithgow and Mid-Western LGA's.
- LEOCON's are collating information in the development of Impact Assessments, and
- LEOCON's collating community requests for assistance and determine those applicable and compile a very detailed ADF Request for Assistance Form which is a new documentation process.
- All Agencies have supplied several personnel to out of area events with the bushfire activity across NSW and is expected to continue.

#### **NSW Coronavirus response**

NSW Health is responding to an outbreak of a novel coronavirus (2019-nCoV), first diagnosed in China in December 2019. Information about this new disease is on the NSW Health fact sheet:

<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/novel-coronavirus.aspx>

NSW Health and health professionals are increasing surveillance and reporting measures to ensure cases are managed as quickly as possible.

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

#### **Matters from the Central West Region Emergency Management Committee**

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

A number of LEMC had their CMGs endorsed at the Region Emergency Management Committee at the last meeting December 2019.

There are a few outstanding at present; Coonamble, Mid-Western, Warren, Lachlan

All future CMG's intending to be presented to the REMC for endorsement should be emailed to DPI Ken Harrison: [ken.harrison@dpi.nsw.gov.au](mailto:ken.harrison@dpi.nsw.gov.au) in Word Format to allow for any editing requirements.



### 3) Training and Capability

#### Central West EM Training

The following face to face training courses are available for nomination at [www.emtraining.nsw.gov.au](http://www.emtraining.nsw.gov.au)

Course:	Activity No.:	Date/s	Location
Introduction to Emergency Management	1920/003	4 February 2020	Dubbo
Emergency Operations Centre Concepts	1920/004	5 February 2020	Dubbo
Introduction to Emergency Management	1920/006	25 March 2020	Dubbo
Emergency Operations Centre Concepts	1920/007	26 March 2020	Dubbo

**Please note:** that no matter how long you have been in this industry, The Office of Emergency Management require the completion of the Introduction to Emergency Management course every five year as a pre-requisite for all further face to face training. This is non-negotiable and beyond the REMOs control.

#### 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](http://www.emergency.nsw.gov.au) or directly at [www.emtraining.nsw.gov.au](http://www.emtraining.nsw.gov.au).

#### State EM Training

Course:	Activity No.:	Date/s	Location
Design and Manage Exercises	1920/317	12 - 14 February 2020	Richmond

Proposed Training (not listed on the website yet)

- 25-29 May in Coffs Harbour Design & Manage Exercises.

### 4) Exercises

Walgett LEMC & LRC conducted a Discussion Exercise involving a Stock Truck Roll-over on Thursday the 21 November 2019 despite the lack of attendance from the GLR & RCR agencies. A Final Exercise Report is currently being compiled for the Walgett LEMC & LRC.

### 5) Upcoming Activities / Meetings

The next REMC / RRC meetings will be held on 5 March 2020 at the RFS Canobolas Zone HQ, Orange commencing at 10:30 for RRC and 13:00 for REMC.

### 6) Rescue Committee

#### Matters from the Central West Region Rescue Committee

##### Rescue Agency Call-out Issues

It was determined at the RRC that Insp. Brett Smith is to facilitate a working group early in 2020 to build a case to take to all Communications Centres and Policy makers with regard to eliminating delays in the call-out of rescue resources to MVA's in NSW especially those in rural and remote areas and report back to the next meeting 5 March 2020.

All Rescue Agencies are requested to provide all incident information regarding delayed or didn't receive Rescue Call-outs with the Date, Time, Place and background or Circumstances addressed to Insp. Smith by the end of January 2020 via email through the REMO.

##### Rescue Agency – Q Fever vaccinations

A letter will be sent to the SRB seeking a determination on Q-Fever Vaccinations for all Rescue personnel involved in MVA's that involve mass destruction of animals this may include other PPE requirements. We will keep you informed.

### **Unit Status Information**

SES Zone Commander is to advise all SES Units to provide Unit Status Reports to the Chair of the LRC before each meeting. There were 3 cases where no information was provided all.

### **LRC Minutes & Off-line/On-line notifications**

Some Units are still not filling the Off-line/On-line notification form in correctly if you require assistance please contact your LEOCON or REMO.

Please review: 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.

#### **Kel Wise**

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

#### **Craig Bowra**

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

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**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 20 FEBRUARY 2020**

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**PRESENT:** Cr Dawn Collins (Chair), Cr Les Lambert (Narromine Shire Council), Phil Johnston (Narromine Shire Council), Libby Dennis (Narromine Turf Club), Robert Handsaker (Narromine Turf Club), Greg O Mally (Narromine Turf Club), Sally Packham (Narromine Pony Club), Clare Gill (Narromine Pony Club), and Lesley-Ann Roberts (Minute Taker).

**1. WELCOME**

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

**2. APOLOGIES**

**RECOMMENDED** Cr Lambert/Greg O Mally that the apologies of Dr. Robert Kirkby (Narromine Turf Club), Bill Gibbs (Narromine Show Society) and Nick Powell (Narromine Show Society) be accepted.

**3. DECLARATION/CONFLICT OF INTEREST**

Nil

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

**RECOMMENDED** Libby Dennis/Sally Packham that the minutes of the previous meeting held on 15 August 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**

**RECOMMENDED** Cr Lambert/Libby Dennis that the information be noted.

**2) Work Health and Safety**

- There is a large amount of dust from the bar area
- The Showgrounds are to be cleaned regularly before and after an event
- The wire fence near the round yard and leased stables was pushed out and fixed by Narromine Pony Club prior to an event however, it was noted that it was unsafe for fence to be down.

**RECOMMENDED** Clare Gill/Sally Packham that the information be noted.

**3) Bookings**

- It was noted, the Showground will be used as an accommodation overflow for Dolly Parton Festival.
- It was further noted, there are consecutive bookings the same weekend as Dolly Parton Festival, including Narromine Pony Club who have their Rally Day scheduled; to ensure all those involved are well informed of proceedings to minimise impact.

**RECOMMENDED** Greg O Mally/ Cr Lambert that the information be noted.

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**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 20 FEBRUARY 2020**

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

**4) Financial Report**

Discussion was had regarding the financial report as presented.

The Chair queried the different costs for stables for Narromine Turf Club and why they were different?

Libby Dennis clarified these leases are separate hence the different costs involved.

**RECOMMENDED** Cr Lambert/Greg O Mally that the Financial Report as presented be adopted.

**RECOMMENDED** Cr Lambert/Clare Gill that Council procure a lockable shed to house the newly purchased show jumps.

**RECOMMENDED** Robert Handsaker/Sally Packham that Council utilises Committee funds to procure and install a ceiling fan in Les Gibson Pavilion.

**5) Directors Report**

Director Community and Economic Development spoke to his report.

It was noted, Council is awaiting the outcome from Drought Communities Programme whereby \$62, 000 has been set aside for refurbishment of the Narromine Showground toilet block near the pavilion and bar area.

**RECOMMENDED** Sally Packham/Robert Handsaker that the Director's Report as presented be adopted.

**7. GENERAL BUSINESS**

**a) Signage**

Council is still investigating this item and will report back to the Committee.

**ACTION: Council's Economic Development & Communications Officer to  
action this item in due course.**

**b) Crossing Track**

It was agreed that the user groups work together to arrange a more permanent method to cross the track.

The use of rubber matting across the track was discussed as the preferred method.

It was further noted that User Groups are to liaise with Robert Handsaker if clarification is required for future events.

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**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE  
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 20 FEBRUARY 2020**

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**7. GENERAL BUSINESS Cont'd.**

**c) Bookings – Pony Club Rally Days**

It was noted, scheduled bookings are to be less pressurised when they are booked in advance. Recalling an incident that occurred with mowing at 9 am on a scheduled Pony Club Rally Day.

**8. NEXT MEETING**

The next meeting of the Narromine Showground and Racecourse Advisory Committee will be held on 21 May 2020, commencing at 3.00 pm at the Narromine Shire Council Chambers.

There being no further business, the meeting closed at 3.33pm.

The minutes (pages 1-3) were confirmed on \_\_\_\_\_ 2020 and are a true and accurate record of proceedings of the meeting held on 20 February 2020.

**CHAIR**

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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE  
MEETING TO BE HELD AT NARROMINE SHIRE COUNCIL ON THURSDAY, 20 FEBRUARY  
2020**

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**1. FOLLOW UP ITEMS**

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

**ACTION COMPLETE**

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

**ACTION COMPLETE****RECOMMENDATION**

That the information be noted.

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**2. WORK HEALTH AND SAFETY ISSUES**

Please continue to report maintenance issues as they arise so that they can be actioned. Have any Work Health and Safety Issues arisen for further consideration?

**RECOMMENDATION**

For consideration.

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**3. BOOKINGS**

Since the last meeting in November 2019, there has been two (2) functions at the Showground. There are ten (10) forward bookings for the next three (3) months up to May 2020. Details of these and future bookings are provided under separate cover for privacy reasons.

NARROMINE SHOWGROUND BOOKINGS AS AT 13 FEBRUARY 2020	
NAME	EVENT DATE
	25 January 2020
	16 February 2020
	14 March 2020
	15 March 2020
	21 March 2020
	26 March 2020
	18 April 2020
	19 April 2020
	27 April 2020
	17 May 2020
21 June 2020	
19 July 2020	

**RECOMMENDATION**

That the information be noted.

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**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE  
MEETING TO BE HELD AT NARROMINE SHIRE COUNCIL ON THURSDAY, 20 FEBRUARY  
2020**

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**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.

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**4. DIRECTOR'S REPORT**

Since the last meeting, it has been a quieter time at the Narromine Showground and Racecourse due to the Christmas New Year Break.

Narromine Turf Club held their annual Alan Lloyd Memorial Race Meeting, 162 nominations were received for the 8-race program with over \$176,000 in prize money on offer.

This race meeting was the Turf Club's largest race day for the year, with a total of 113 horses running including the three trials. The Business House TAB is the next race meeting on Thursday 26th March 2020.

Narromine Show Society have applied for funding for the Country Show Sponsorship Package as well as the Regional Agricultural Showground Development Grants Program. We wish them well for these applications.

Narromine Pony Club held their first Rally Day for 2020 On Sunday, 25 January, which saw [REDACTED] visit Narromine Showground before making the trip home to Germany. We wish the Pony Club well for their second Rally Day to be held on Sunday, 16 February 2020.

The upcoming events for the next three months are varied, including regular race meetings and Pony Club Rally days and non-regular, including The Dolly Parton Festival and private functions.

**RECOMMENDATION**

That the information be noted.

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Phil Johnston  
Director Community and Economic Development

Attachment No. 1

NSRAC	INCOME		FEES					USER CHARGES				CONTRIBUTIONS		TOTAL INCOME	
	DATE	DETAILS	REC	COTTAGE RENT	OTHER FACILITIES	STABLES	TURF CLUB	NME SHOW SOCIETY	NME SHIRE	SUNDRIES	OTHER INCOME	INTEREST			
2019-2020	10/07/2019	Cottage Rent		485.00											485.00
	5/07/2019	[REDACTED] Credit Note			(323.64)										(323.64)
	26/07/2019	- Lease Horse Stables				260.00									260.00
	26/07/2019	- Lease Cattle Pavilion				175.30									175.30
	26/07/2019	- Lease Horse Stables				175.30									175.30
	26/07/2019	- Lease Horse Stables				175.30									175.30
	26/07/2019	[REDACTED]						1,089.09							1,089.09
	26/07/2019	[REDACTED]					1,200.00								1,200.00
	1/09/2019	[REDACTED]		475.60											475.60
	6/09/2019	[REDACTED]			331.82										331.82
	6/09/2019	[REDACTED]			331.82										331.82
	9/09/2019	Nanaimo Shire Council Contribution							9,480.00						9,480.00
	26/09/2019	- Lease Horse Stables				260.00									260.00
	26/09/2019	- Lease Cattle Pavilion				175.30									175.30
	26/09/2019	- Lease Horse Stables				175.30									175.30
	26/09/2019	- Lease Horse Stables				175.30									175.30
	30/09/2019	Cottage Rent		479.60											479.60
	24/09/2018	Lease Horse Stables				260.00									260.00
	24/09/2018	Lease Cattle Pavilion				175.30									175.30
	24/09/2018	Lease Horse Stables				175.30									175.30
	24/09/2018	Lease Horse Stables				175.30									175.30
	24/09/2018	[REDACTED] Meeting 19-10-18				175.30									175.30
	24/09/2018	[REDACTED]					1,200.00								1,200.00
	1/10/2018	Cottage Rent		595.60											595.60
	29/10/2019	- Lease Horse Stables				260.00									260.00
	29/10/2019	- Lease Cattle Pavilion				175.30									175.30
	29/10/2019	- Lease Horse Stables				175.30									175.30
	29/10/2019	- Lease Horse Stables				175.30									175.30
	29/10/2019	[REDACTED] Meeting 28-11-18													1,200.00
	1/11/2019	Cottage Rent		355.60											355.60
	7/11/2019	[REDACTED]			331.82										331.82
	26/11/2019	- Lease Horse Stables				260.00									260.00
	26/11/2019	- Lease Cattle Pavilion				175.30									175.30
	26/11/2019	- Lease Horse Stables				175.30									175.30
	26/11/2019	- Lease Horse Stables				175.30									175.30
	26/11/2019	[REDACTED]													475.60
	20/12/2019	Cottage Rent		475.60											475.60
	20/12/2019	Lease Horse Stables				260.00									260.00
	20/12/2019	Lease Cattle Pavilion				175.30									175.30
	20/12/2019	Lease Horse Stables				175.30									175.30
	20/12/2019	Lease Horse Stables				175.30									175.30
	20/12/2019	[REDACTED]													595.60
	31/12/2019	Cottage Rent		595.60											595.60
	28/01/2020	Lease Horse Stables				260.00									260.00
	28/01/2020	Lease Cattle Pavilion				175.30									175.30
	28/01/2020	Lease Horse Stables				175.30									175.30
	28/01/2020	Lease Horse Stables				175.30									175.30
	28/01/2020	[REDACTED]													395.60
	3/02/2020	Cottage Rent		365.60											365.60
	TOTAL			3,828.80	671.82	6,728.40	3,600.00	1,089.09	9,480.00	0.00	0.00	0.00	0.00		25,398.11

NSRAC		EXPENDITURE														
DATE	FOR	CHQ	ELECTRICITY	INSURANCE	VANDILISM REPAIRS	CLEANING	RATES & WATER	WAGES & PLANT	SUNDRY	GROUNDS	PLANT	Insurance Excess	REPAIRS & MAINT BUILDINGS/ FIXTURES/ TURF	HOUSE	TOILETS	TOTAL
2019-2020																
10/07/2019	Supplies _Show Jumps Deposit										10,000.00					10,000.00
21/07/2019	Replaced Roller Door											2,650.00				2,650.00
29/07/2019	Origin Electricity		138.78													138.78
29/07/2019	Origin Electricity		1,854.95													1,854.95
15/08/2019	Council Wages					623.74										623.74
15/08/2019	Council - Plant Usage					525.00										525.00
21/08/2019	Narramine Shire Council - Rates						1,103.60									1,103.60
26/08/2019	Supplies-Show Jumps									21,227.30	5,454.55					21,227.30
12/09/2019	Bitumen Seal Works												21.76			21.76
13/08/2019	Keys Cut															
16/10/2019	Council Stores Issue - Toilet Paper					22.34										22.34
16/10/2019	Council Stores Issue - Hand Paper Towell					18.95										18.95
16/10/2019	Council Stores Issue - Excell 5ltr					38.07										38.07
28/10/2019	Origin Electricity		187.55													187.55
20/11/2019	Narramine Shire Council - Water						55.50									55.50
			2,181.28	-	-	79.36	1,159.10	1,148.74	-	21,227.30	15,454.55	-	2,671.76	-	-	43,922.09

**Narromine Showground and Racecourse  
Advisory Committee  
Statement of Working Funds  
As at 12/02/2020**

Balance Brought Forward as at 01/07/19	120,731.56
Add Receipts	25,398.11
Less Payments	<u>(43,922.09)</u>
<b>Balance of Working Funds 12/02/2020</b>	<u><b>102,207.58</b></u>
Security Bonds Held	<u>526.00</u>
Reconciled Balance	<u>102,733.58</u>
Check:	- 0.00

Balance Sheet Check:

Reconciled Bank Balance 1 July 2019	120,731.56
Profit Year to Date	<u>(18,523.98)</u>
<b>Reconciled Working Funds Balance 12/02/2020</b>	<u><b>102,207.58</b></u>
Plus Security Bonds Held	526.00
Reconciled Balance (from GL)	<b>102,733.58</b>
Check:	-

**Narromine Showground and Racecourse  
Advisory Committee**

**Statement of Income & Expenditure  
Period Ending 12/02/2020**

**INCOME**

<b>Contributions</b>		
Narromine Turf Club	3,600.00	
Narromine Show Society	1,089.09	
Narromine Shire	9,480.00	
Sundry	-	
	<u>                    </u>	14,169.09
<b>Fees</b>		
Cottage Rent	3,828.80	
Other Facilities	671.82	
Stables	6,728.40	
	<u>                    </u>	11,229.02
<b>Other Income</b>		
Grant - Amenities Building	-	
Loan - Amenities Building	-	
Interest	-	
	<u>                    </u>	-
<b>TOTAL INCOME</b>		<b>25,398.11</b>

**EXPENDITURE**

Vandalism Repairs		-
Cleaning		79.36
Electricity		2,181.28
Insurance - Excess		-
Insurance		0.00
<b>Repairs &amp; Maintenance</b>		
Buildings / Fixtures	2,671.76	
Grounds	21,227.30	
Plant	15,454.55	
Turf	-	
House Repairs	-	
Toilets	-	39,353.61
Rates & Water		1,159.10
Wages & Security		1,148.74
Sundry		<u>                    </u>
<b>TOTAL EXPENDITURE</b>		<b>43,922.09</b>
<b>PROFIT/(LOSS) YEAR TO DATE</b>		<b>- 18,523.98</b>
		<u>                    </u>
<b>ADJUSTED PROFIT/(LOSS) YEAR TO DATE</b>		<b>- 18,523.98</b>

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**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING  
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 27 FEBRUARY 2020**

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**PRESENT:** Cr Dawn Collins (Chair), Mayor Cr Craig Davies, Phil Johnston (Director, Community and Economic Development, Narromine Shire Council), Jo Milgate (Trangie Pony Club) Wayne Foster (Trangie Pony Club), Andy McKinnon (Trangie Jockey 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 3.08pm.

**2. APOLOGIES**

**RECOMMENDED** Cr Davies/Andy McKinnon that the apologies of Kim Ferrari (Trangie Jockey Club), Tony Ferrari (Trangie Jockey Club) and Louise Hooper (Trangie Campdraft) be accepted.

**3. DECLARATION/CONFLICT OF INTEREST**

Nil

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

**RECOMMENDED** Wayne Foster/Terrie Milgate that the minutes of the previous meeting held on 29<sup>th</sup> August 2019 be accepted as a true and accurate record of the meeting.

**5. BUSINESS ARISING FROM THE MINUTES**

It was noted, the additional lighting has been installed.

It was further noted, to finalise the scope for the plan of management for the Committee to then further discuss.

**6. REPORT TO TSRAC**

**1) Follow Up Items**

**It was moved** Andy McKinnon/Cr Davies that the information be noted.

Discussion was had regarding the repairs required to the pavilion Roof.

**An amendment was moved** Andy McKinnon/Cr Davies that the information be noted and Council procure suitable methods to repair the pavilion roof.

The amendment became the recommendation, was put to the vote and **CARRIED**.

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**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING  
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 27 FEBRUARY 2020**

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**6. REPORT TO TSRAC Cont'd.**

**2) Work Health and Safety**

- The Shocks and Tingles Incident referred to in **Attachment No. 1 [Item 6) Director's Report]** was noted and Council is following up in this regard.

**ACTION: Council following up with contractors**

- It was noted, in October 2020 there will be a Pony Club Rally Day which is anticipated to attract large crowds.
- It was advised Council will need to investigate a number of areas in this vicinity to ensure the area is prepared for a large-scale event.

**ACTION: Council to investigate site**

- It was suggested that a cover is to be placed over the drain between the main building and the grandstand.

**ACTION: CRM to be logged**

- The doors on Trangie Pavilion are to be inspected as there have been issues with:

- the sliding door on the eastern end
- the frame on door
- The Exit door is not locking or opening out properly on the western end.

**ACTION: CRM to be logged**

- It was noted, the two (2) callers' boxes on racetrack are being repaired by Trangie Jockey Club.

**ACTION Trangie Jockey Club to follow up**

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

**3) Bookings**

**RECOMMENDED** Andy McKinnon/Wayne Foster that the information be noted.

**4) Financial Report**

- Director Community and Economic Development noted that improvements are still to be made with regards to cleaning of the Showground Facility.
- Discussion was had regarding fees and charges and hire fees for race days.
- It was advised that Council set the fees and charges and if there are any discrepancies, Committee members are to make a written submission to Council prior to the fees being adopted; this is around May each year.

**RECOMMENDED** Cr Davies/Andy McKinnon that the Financial Report as presented be adopted.

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**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING  
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 27 FEBRUARY 2020**

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**6. REPORT TO TSRAC Cont'd.**

**5) Directors Report**

**RECOMMENDED** Cr Davies/Andy McKinnon that the Director's Report as presented be adopted.

**6) Showgrounds Safety Upgrades Project**

Director, Community and Economic Developed advised that a scope of works will need to be determined and once confirmed, will follow up with user groups.

**RECOMMENDED** Wayne Foster/Andy McKinnon that the information be noted.

**7. GENERAL BUSINESS**

**a) Lease – Trangie Campdraft Association**

Discussion was had regarding the leased area for the Trangie Campdraft Association.

Director, Community and Economic Development advised that Trangie Campdraft are to provide feedback to Council regarding any issues with their lease.

**ACTION: Trangie Campdraft to contact Council**

**b) Toilet Blocks**

- Discussion was had regarding the old toilets outside Trangie Showground.
- It was noted, two (2) doors have fallen off on the lady's toilet block.
- It was noted, pipes are leaking at the toilet block also.
- Director Community and Economic Development noted that Council have deemed it more feasible to maintain the new toilet block installed as they have determined the usage of an asset overtime and focus on these assets as priority.
- It was noted, the old toilets could be upgraded through an application made through Council's Drought Communities Programme – Extension should funding be successful.
- If the user groups choose to put in an application and are successful, the old toilets could be upgraded through these means.
- It was suggested to install windows/whirlybirds in new toilet block in Trangie Showground to increase ventilation on hot days in particular

**ACTION: Council to investigate**

**c) Power Points**

A request for installation of power points along the fence line was raised.

**ACTION: Council to investigate**

**d) Keys**

It was requested that Committee members receive keys for the Showgrounds.

**ACTION: Council to follow up**



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**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING  
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 27 FEBRUARY 2020**

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**7. GENERAL BUSINESS**

**e) Trangie Truck and Tractor Show - Rubber at Pony Club Arena**

It was noted, in 2019, in preparation for the Trangie Truck and Tractor Show, black rubber was removed from the round yard arena. This area was not utilised on the day however, there is a considerable amount of man power required now to re-establish the rubber.

**8. NEXT MEETING**

The next meeting of the Trangie Showground & Racecourse Advisory Committee will be held on Thursday, 28 May 2020 at 3.00 pm.

There being no further business, the meeting closed at 4.10pm.

The minutes (pages 1-4) were confirmed on \_\_\_\_\_ 2020 and are a true and accurate record of proceedings of the meeting held on 27 February 2020.

**CHAIR**

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REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE MEETING TO  
BE HELD AT TRANGIE SHOWGROUND ON THURSDAY, 27 FEBRUARY 2020

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1. FOLLOW UP ITEMS

- a) Facility cleaned prior to a function; arrange bins to be emptied regularly after Showground functions. Completed: Council to arrange
- b) Both decks outside needs fixing Completed
- c) Weeds to be addressed Completed
- d) Awning flashing to be repaired, facing race track ACTIONS UNDERWAY: Council to investigate.
- e) Loose roofing trim on two buildings, plus rotted fascia; coat of paint required ACTIONS UNDERWAY: Council to investigate.
- f) Water leak at Rodeo Stockyards Completed

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RECOMMENDATION

That the information be noted.

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2. WORK HEALTH AND SAFETY ISSUES

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

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RECOMMENDATION

For consideration.

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3. BOOKINGS

Since the last meeting in August, there have been nine (9) functions at the Showground. There are eleven (11) forward bookings for the next five (5) months to July 2020. Details of these and future bookings are provided under separate cover for privacy reasons.

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REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE MEETING TO  
BE HELD AT TRANGIE SHOWGROUND ON THURSDAY, 27 FEBRUARY 2020

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## 3. BOOKINGS CONT'D.

TRANGIE SHOWGROUND BOOKINGS AS AT 20 FEBRUARY 2020	
2019	
	8 September 2019
	26 September 2019
	20 October 2019
	17 November 2019
	15 December 2019
	29 December 2019
2020	
	16 January 2020
	19 January 2020
	16 February 2020
	6 March 2020
	15 March 2020
	21 March 2020
	28 March 2020
	4 April 2020
	11 - 12 April 2020
	19 April 2020
	17 May 2020
	6 June 2020
	21 June 2020
	19 July 2020

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RECOMMENDATION

That the information be noted.

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## 4. FINANCIAL REPORT

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

RECOMMENDATION

That the Financial Report as presented be adopted.

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REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE MEETING TO  
BE HELD AT TRANGIE SHOWGROUND ON THURSDAY, 27 FEBRUARY 2020

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5. **DIRECTOR'S REPORT** CONT'D.

Welcome to the first Committee meeting for 2020 and a busy start to the year where the Showground has already seen significant events.

Council engaged contractors to install additional lighting which has now been installed and completed prior to Macquarie Picnic Races.

Council has installed a new irrigation system at Trangie Showground. Although damaged by a user group, the system has now been repaired by the original installer, back to its original state. In addition, Council will undertake further upgrades to the irrigation. We are hopeful this will assist the turf in this vicinity to be better cared for.

Council has been made aware of a shocks and tingles incident at Trangie Showground and has been advised by Essential Energy that the Showground electrical network will need to be upgraded. Council will investigate this and report back to the Committee regarding future works however, this item will need to be made a priority to ensure the entire Showground is well maintained for future events.

**RECOMMENDATION**

That the Director's Report as presented be adopted.

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5. SHOWGROUNDS SAFETY UPGRADE PROJECT

Department of Planning, Industry and Environment, Crown Lands recently conducted a safety audit at Trangie Showground and Racecourse.

Crown Lands have advised Council of the Showgrounds Safety Upgrade project, explaining how the project is focussed on the high and very high safety risk items identified from the condition inspections carried out earlier in the year. Two high risk items were identified and put forward to Narromine Shire Council to be actioned that is, the Rodeo Stockyards and the Commentators Tower.

a) Rodeo Stockyards

The rodeo stockyards were inspected. No evidence was found of unsound structure to the yards. The chutes were in poor condition but Council advised these were not used. It was agreed that no work was required as a part of the Showgrounds Safety Upgrade project.

Council advised that should any works be required, (e.g. if the chutes were proposed to be used) then these works will be arranged through the Council works department.

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REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE MEETING TO  
BE HELD AT TRANGIE SHOWGROUND ON THURSDAY, 27 FEBRUARY 2020

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5. SHOWGROUNDS SAFETY UPGRADE PROJECT CONT'D.

b) Commentators Tower

The commentators tower was inspected. In addition to the corroded structure, it was found that the method of restricting unauthorised access was by the lowest flight of stairs being removable.

The lowest flight of stairs is steel framed, is lying on the ground and needs to be manually lifted into place. This creates a manual handling, pinch and fall very high safety risk.

Action Items

It was agreed that the following works be included in the contractor's scope:

- Repair/replace corroded structural elements and apply a protective coating.
- Permanently fix the lower flight of access stairs with fencing and a lockable gate to restrict unauthorised access.
- Provide additional structural support to the intermediate landing above the lowest step of the lower flight.

RECOMMENDATION

That the information be noted.

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Phil Johnston  
Director Community and Economic Development

**Attachment No. 1**

TRANGLIE RACECOURSE ADVISORY COMMITTEE												
2019/2020												
INCOME												
USER CHARGES												
FEES												
CONTRIBUTIONS												
DATE	DETAILS	REC	Privt Func	Other Fac	Stables	Turf Club	Macq Picnic Race	Nme Shire	Sundr	Asset Sale Proceeds	Int	Total Income
26/07/2019	Hire				175.30							175.30
26/07/2019			758.18									758.18
8/08/2019	Narramine Shire Council Contribution							9,480.00				9,480.00
26/08/2019	Hire				175.30							175.30
27/08/2019	Refund Hire Fee		- 379.09									-379.09
23/09/2019				597.27								597.27
24/09/2019	Hire				175.30							175.30
29/10/2019	Hire				175.30							175.30
26/11/2019							1,200.00					1,200.00
26/11/2019	Hire				175.30							175.30
20/12/2019	Hire				175.30							175.30
10/01/2020	Hire		389.09									389.09
10/01/2020	Hire -		389.09									389.09
28/01/2020	Hire				175.30							175.30
7/02/2020	Repair Irrigation								1,665.00			1,665.00
14/02/2020	Hire -		389.09									389.09
14/02/2020	Hire -		389.09									389.09
14/02/2020	Hire -		379.09									379.09
<b>TOTAL</b>												
			2,314.54	597.27	1,227.10	0.00	1,200.00	9,480.00	1,665.00	0.00	0.00	<b>16,483.91</b>

TRANGLIE RACECOURSE ADVISORY COMMITTEE																	
2019-2020																	
Expenditure																	
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
1/07/2019	Plumbing												418.00				418.00
21/08/2019	Narromine Shire Council - Rates					236.00							(418.00)				236.00
1/07/2019	Plumbing																(418.00)
27/09/2019	Origin Electricity		868.00														868.00
20/11/2019	Narromine Shire Council - Water					6.45											6.45
28/11/2019											895.31						895.31
11/12/2019	Additional Lighting												3,580.00				3,580.00
23/12/2019	Cleaning					1,380.00											1,380.00
8/01/2020	Origin Electricity		867.55														867.55
18/01/2020	Narromine Shire Council - Water					58.05											58.05
			1,735.55	0.00	0.00	1,380.00	300.50	0.00	0.00	0.00	895.31	0.00	3,580.00	0.00	0.00	0.00	7,891.36

**TRANGIE SHOWGROUND RACECOURSE ADVISORY  
COMMITTEE  
Bank Reconciliation  
As at 18/02/2020**

Balance of Bank Account as at 1/7/2019	\$ 15,379.35
Add Receipts	\$ 16,483.91
Less Payments	\$ 7,891.36
	<hr/>
<b>Balance of Working Funds 18/02/2020</b>	<b>\$ 23,971.90</b>
	<hr/>
Bonds Held	\$ 5,055.50
Sub Total	\$ 29,027.40
Reconciled Balance	<b>\$ 29,027.40</b>
<b>Check:</b>	<b>\$ -</b>

Balance Sheet Check:

Reconciled Bank Balance 1 July 2019	\$ 15,379.35
Profit Year to Date	\$ 8,592.55
Security Bonds Held	\$ 5,055.50
	<hr/>
<b>Reconciled Bank Balance 18/02/2020</b>	<b>\$ 29,027.40</b>
	<hr/>
Reconciled Balance	<b>\$ 29,027.40</b>
Check:	\$ -



## TRANGIE SHOWGROUND RACECOURSE ADVISORY COMMITTEE

### Statement of Income & Expenditure Period Ending 18/02/2020

#### INCOME

Contributions		
Narromine Shire	9,480.00	
Macquarie Picnic Race Club	1,200.00	
Trangie Jockey Club	-	
Sundry	1,665.00	
	12,345.00	
Fees		
Private functions	2,314.54	
Other Facilities	597.27	
Stables	1,227.10	
	4,138.91	
Interest		
	-	
	-	
<b>TOTAL INCOME</b>		<b>16,483.91</b>

#### EXPENDITURE

Bank Fees		-
Cleaning		1,380.00
Electricity		1,735.55
Insurance		-
Repairs & Maintenance		
Buildings	3,580.00	
Grounds	895.31	
Plant	-	
Turf	-	
Racetrack	-	
Toilets	-	
		4,475.31
Rates & Water		300.50
Interest Loan Dept of Lands - Amentities Block		-
Wages & Security		-
Sundry		-
		<b>7,891.36</b>
<b>TOTAL EXPENDITURE</b>		<b>7,891.36</b>
<b>PROFIT/(LOSS) YEAR TO DATE</b>		<b>8,592.55</b>