
**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 26 JUNE 2024
REPORTS OF COMMITTEES**

1. REPORT OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE

The minutes of the Audit Risk and Improvement Committee meeting held on 17 June 2024 at the Narromine Shire Council Chambers are attached, together with the Legislative Compliance Policy and Procurement Policy (**See Attachment No. 1**).

The revised policies have been reviewed by the Audit Risk and Improvement Committee and are now presented to Council for endorsement.

RECOMMENDATION

1. That the report of the Audit Risk and Improvement Committee and the recommendations from the minutes of the Meeting held on 17 June 2024 be adopted.
2. That the Legislative Compliance Policy and Procurement Policy be adopted.

2. REPORT OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE

The report to and minutes of the Tomingley Advancement Association Committee Meeting held on Monday 27 May 2024 at the Tomingley Memorial Hall are attached (**See Attachment No. 2**).

RECOMMENDATION

That the report of the Tomingley Advancement Association Committee and the recommendations from the minutes of the Meeting held on 27 May 2024 be adopted.

3. REPORT OF THE LOCAL TRAFFIC COMMITTEE

The report to and minutes of the Local Traffic Committee Meeting held on 3 June 2024 at the Narromine Shire Council Chambers are attached (**See Attachment No. 3**).

RECOMMENDATION

That the report of the Local Traffic Committee and the recommendations from the minutes of the Meeting held on 3 June 2024 be adopted.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 17 JUNE 2024**

PRESENT: Grahame Marchant (Chair) – Independent External Member, Cr Adine Hoey NSC, Jane Redden - General Manager NSC, Barry Bonthuys - Director Finance & Corporate Strategy NSC, Marion Truscott - Director Governance NSC and Rowena Burke (Minute Taker)

Via Teams – Ross Earl – Independent External Member, Liz Jeremy – Independent External Member, Paul Quealey – Lambourne Partners, Tracy Wang – Audit Office of NSW, Renee Meimaroglou – Audit Office of NSW

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the Narromine Shire Council Audit Risk and Improvement Committee meeting and declared the meeting open at 10.01am.

There were no apologies.

2. DISCLOSURES OF INTEREST

Nil.

3. CONFIRMATION OF PREVIOUS MINUTES – 11 MARCH 2024

RECOMMENDED Liz Jeremy/Ross Earl that the Minutes of the Narromine Shire Council Audit Risk and Improvement Committee Meeting held on 11 March 2024 be adopted as a true and correct record of the meeting.

4. EXTERNAL AUDIT

Y/E 23 Final Management Letter

Y/E 23 Final Management Letter has not been issued by the NSW Audit Office. The NSW Audit Office will follow this up.

Y/E 24 Interim Management Letter

The NSW Audit Office advised they were onsite to conduct the interim audit. No high-risk items have been identified, and the review should be completed by the next meeting.

RECOMMENDED Ross Earl/Liz Jeremy that the Committee notes the update from the NSW Audit Office regarding the progress of the Y/E 24 Interim Audit, and action to follow up on the issue of the Y/E 23 Financial Management Letter.

Tracy Wang – Audit Office of NSW left the meeting at 10.16am.

MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 17 JUNE 2024

5. RISK MANAGEMENT**5.1 Insurance Arrangements**

RECOMMENDED Liz Jeremy/Ross Earl that the Committee notes the report on Council's Insurance Arrangements for the 2024/2025 financial year and considers the spread of insurance classes is adequate.

6. COMPLIANCE**6.1 Legislative Compliance Framework Review**

RECOMMENDED Ross Earl/Liz Jeremy

1. That the Committee endorses the draft Legislative Compliance Policy for adoption by Council, subject to the review date being reduced from 4 years to 2 years.
2. That the Committee notes the report on the legislative compliance framework and advises the adequacy and effectiveness of Council's Legislative Compliance Framework.

Paul Quealey - Lambourne Partners joined the meeting at 10.35 am

7. INTERNAL AUDIT**7.1 Completed Audit Reviews**

Paul Quealey gave an overview of the findings on the internal audit reviews on Development applications and Consents and Staff Attraction and Retention. The completed audit reviews included management responses and the agreed action plans.

RECOMMENDED Ross Earl/Liz Jeremy that the Committee accept the reviews and endorses management actions to be undertaken.

7.2 Upcoming Audit Reviews

The upcoming audit reviews will be on Payroll and Customer Service. Paul Quealey advised the committee that the arrangements are being made to undertake the field work required, with draft reports to be completed in July.

Paul Quealey – Lambourne Partners left the meeting at 11.08 am.

8. INTERNAL CONTROLS**8.1 Implementation of Recommendations/Corrective Actions**

The committee noted the implementation of progress towards the Integrated Water Cycle Management Plan and considered that this item can now be removed from the action list.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 17 JUNE 2024**

9. FINANCIAL MANAGEMENT**9.1 Quarterly Budget Review Statement as at 31 March 2024**

Director Finance and Corporate Strategy provided an overview of Quarterly Budget Review.

A summary report is to be provided to the Committee, highlighting key areas of change within the Budget Review.

RECOMMENDED Ross Earl/Liz Jeremy that the Committee notes the report; with future Quarterly Budget Review Statements to include actuals, and a summary report highlighting key areas of change.

9.2 Pro Forma Financial Statements – Accounting Policies and Disclosures

RECOMMENDED Liz Jeremy/Ross Earl that the Committee notes the Pro Forma Financial Statements and advises that the key accounting policies and disclosures should be included in the Pro Forma.

10. GOVERNANCE**10.1 Policy Status and Review Update**

RECOMMENDED Liz Jeremy/Ross Earl that the Committee notes the status of Council's Corporate Policies.

10.2 Procurement of Goods and Services Policy and Procedure

RECOMMENDED Liz Jeremy/Ross Earl that the Committee note the report regarding the review and update of Council's Procurement of Goods and Services Policy and Procedure.

10.3 Office of Local Government Circulars

RECOMMENDED Liz Jeremy/Ross Earl that the Committee notes Council's progress with the implementation of the Office of Local Government Circulars.

10.4 Conflict of Interest Declarations

RECOMMENDED Liz Jeremy/Ross Earl that the Committee notes the report and the status of the Conflicts of Interest Declarations Register.

10.5 Audit Risk and Improvement Committee Annual Workplan

The Committee considered the items for inclusion at the October meeting. No changes were made to the workplan.

RECOMMENDATION Liz Jeremy/Ross Earl that the Annual Workplan be accepted.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 17 JUNE 2024**

11. STRATEGIC PLANNING

11.1 Draft Integrated Planning and Reporting Documentation

RECOMMENDED Liz Jeremy/Ross Earl that the Committee notes the report and advises the adequacy and effectiveness of Council's IP&R processes.

12. SERVICE REVIEWS AND BUSINESS IMPROVEMENT

12.1 Improvement Notices and Prohibition Orders

RECOMMENDED Ross Earl/Liz Jeremy

1. That the Committee notes the report and the proposed actions to be undertaken.
2. That the proposed actions be included in the Implementation of Recommendations/Corrective Actions list.

13. PERFORMANCE DATA AND MEASUREMENT

13.1 OLG Comparative Data

The Committee requested a report highlighting any areas of concern within the data to be presented to the Committee in a summary report.

14. GENERAL BUSINESS

Director Governance left the meeting room.

It was noted that an internal audit co-ordinator from the staff to be appointed by 1 July 2024.

RECOMMENDED Liz Jeremy/Ross Earl that the Director of Governance be appointed to the position of Internal Audit Co-Ordinator with a further report to be presented to the Committee advising the management of potential conflicts.

Director Governance returned to the meeting room.

The Chair advised that the Committee needs to consider the recommendations the Committee makes, with a view to providing further advice to Council.

15. CONFIRMATION OF DATE OF NEXT MEETING

The next Audit Risk and Improvement Committee meeting will be held on Monday, 14 October 2024 commencing at 10.00am.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 17 JUNE 2024**

16. CONCLUSION OF MEETING

The Chair thanked all members for attending.

There being no further business the meeting concluded at 12.13 pm.

The Minutes (pages 1 to 5) were confirmed at a meeting held on the

day of _____ 2024, and are a full and accurate record of proceedings

of the meeting held on 17 June 2024.

CHAIR



LEGISLATIVE COMPLIANCE POLICY

Document Version Control

Version No	Prepared By	Date Adopted	Review Date
1.0	Director Governance	9 December 2020 Resolution No 2020/283	December 2024
2.0	Director Governance		June 2026

1. POLICY STATEMENT

Council is committed to ensuring that it complies with all applicable laws and regulations, and that it strives to meeting the requirements of those standards and codes of practice that apply to its day to day activities and responsibilities.

2. PURPOSE

The policy provides a strategic and consistent approach to establishing and promoting a good governance culture, ensuring that Council meets its compliance obligations in a proactive, timely and transparent manner.

3. DEFINITIONS

Council	Narromine Shire Council
Compliance	Adhering to the requirements of the laws, industry and organisational standards and codes, Council policies and plans, principles of good governance and accepted community and ethical standards
Compliance Obligation	A requirement specified by laws, regulations, codes and organisation standards
Executive Leadership Team	General Manager, Directors, Executive Manager Human Resources
Legislative Compliance Register	A record maintained by the Director Governance used to identify Council's compliance obligations and to assess the risk, impact and likelihood of non-compliance with these obligations
Legislative Compliance Checklist	A record maintained by the Director Governance to monitor compliance with legislative obligations
Non-Compliance	Refers to an act or an omission, which causes Council to fail to meet its compliance obligations
Responsible Officer	An employee who has been assigned responsibility for specified compliance obligations

4. SCOPE

This policy applies to all Councillors, staff, contractors and volunteers.

5. PRINCIPLES

- Council ~~will~~ identifies relevant requirements of Commonwealth and State legislation, regulations, codes and Australian Standards that govern its operations.
- Council ~~will~~ identifies a responsible officer/s for legislative compliance obligations. The information ~~will be~~ is compiled in a Legislative Compliance Register. The register ~~will be~~ is risk rated according to Council's Enterprise Risk

Management Policy, and legislative compliance obligations ~~will~~ receive a rating.

- Council ~~will~~ utilises NSW Legislative notifications, Office of Local Government Circulars, and various industry subscription notifications to flag changes to legislative obligations to the responsible officer/s.
- The responsible officer/s ~~will~~ ensure any changes are implemented and communicated.
- Employees ~~will be~~ are responsible for identifying and reporting suspected or potential legislative compliance failures.
- Council ~~will~~ monitors compliance with legislative obligations using the Legislative Compliance Checklist.
- Identified non-compliance with legislative obligations ~~will be~~ is reported to the ~~Internal Audit~~ Audit Risk and Improvement Committee.
- Council ~~will~~ regularly reviews the Legislative Compliance Policy and related documents.

6. ROLES AND RESPONSIBILITIES

Legislative compliance is an ongoing responsibility of all Council officers including contractors and volunteers. To ensure organisational compliance: -

Councillors ~~will~~

- Adhere to and comply with all relevant legislation and policies that are endorsed by Council.
- Review and endorse the Legislative Compliance Policy periodically.

~~Internal Audit~~ Audit Risk and Improvement Committee ~~will~~

- Adheres to and complies with all relevant legislation, including Council policies and administrative procedures.
- Reviews the Legislative Compliance Policy periodically.
- Evaluates the adequacy and effectiveness of ~~controls in responding to compliance with laws, regulations and policies~~ Council's compliance framework
- ~~Provide recommendations for any reporting on compliance, including any identified areas of non-compliance or breaches~~
- Acts as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (e.g. NSW government agencies, Commonwealth government agencies, insurance bodies).

Executive Leadership Team will

- Adheres to and comply with all relevant legislation, including Council policies and administrative procedures
- Encourages behaviours that create a positive compliance culture
- Supports implementation to better identify, monitor and report on compliance obligations
- Reports on any areas of identified non-compliance and ensures corrective action is taken

General Manager will

- ~~Be~~ Is responsible for organisational compliance, ensuring a framework is in place and providing Councillors and staff with the necessary information and training to fulfil their compliance obligations and reduce the organisation's risk of non-compliance
- Investigates and reports any breaches of identified non-compliance to the Director Governance

Director Governance will

- ~~Be~~ Is responsible for managing the implementation and ongoing coordination of the Legislative Compliance Register and Checklist, ensuring all responsible officers fulfil their compliance obligations
- ~~Be~~ Is responsible for applying risk ratings to individual compliance obligations
- Monitors changes to laws and other obligations through NSW Legislation notifications, Office of Local Government circulars, and subscription notifications and advises responsible officers of such
- Reports any areas of identified non-compliance to the ~~Internal~~ Audit Risk and Improvement Committee

Managers and Co-ordinators will

- Adhere to and comply with all relevant legislation and policies and administrative procedures
- Review and provide regular reporting updates on legislative compliance obligations
- Notify the General Manager and Director Governance on any identified areas of non-compliance
- Undertake corrective action to comply in a timely manner

Employees will

- Adhere to and comply with all relevant legislation and policies and administrative procedures
- Report any identified risks of non-compliance or breaches, when they become aware, to their supervisor.

7. POLICY NON-COMPLIANCE

Failure to comply with legislative compliance obligations may result in penalties, fines, adverse findings or breaches resulting in the risk of costly legal action.

8. RELATED DOCUMENTS

- Code of Conduct and Procedures
- ~~Enterprise~~ Risk Management Policy
- Legislative Compliance Register
- Legislative Compliance Checklist
- Delegations Register
- Procurement Policy



PROCUREMENT OF GOODS AND SERVICES POLICY

Document controls

Council	Narromine Shire Council				
Document title	Procurement of Goods and Services Policy				
Document NO	TBC	Issue	5.0	Date	
Document Controller	Director Finance & Corporate Strategy				

PROCUREMENT OF GOODS AND SERVICES POLICY

1. POLICY OBJECTIVE

This Policy outlines the principles under which Narromine Shire Council (Council) makes procurement decisions and conducts procurement activities.

Council is committed to the competitive provision of services which meet best practice standards as a key organisational value. Council endeavours to guarantee procurement, disposal and contract management practices comply with legislative requirements and are conducted ethically achieving probity, fairness and transparency throughout the process.

Council's procurement activities will achieve best value for money in the expenditure of public funds.

2. SCOPE

This Policy applies to procurement processes and activities for and on behalf of Council and applies to Councillors, Council employees including temporary and contract employees, contractors and consultants whilst engaged by Council.

The scope of this Policy begins when Council determines that procurement is required and ends when the procurement is delivered and payment settled.

3. POLICY STATEMENT

Council is committed to providing a Procurement system that complies with the requirements of the *Local Government Act 1993 (NSW)*, the *Local Government (General) Regulations 2021 (NSW)*. All employees, contractors and consultants involved in procurement activities will work in accordance with *Council's Statement of Business Ethics Statement, Code of Conduct Policy and Procedures, Fraud Control Policy, and Risk Management Policy*.

4. PROCUREMENT POLICY FRAMEWORK

The *NSW Government Procurement Policy Framework | NSW Treasury* sets out the policy and operating framework for the NSW public sector procurement system, and provides a single source of guidance of the rules for procurement. The fundamental objective of the Framework is to ensure that government procurement activities achieve best value for money in supporting the delivery of government services.

5. PRINCIPLES

5.1 Value for Money

Procurement must demonstrate how value for money is achieved regardless of the method of procurement. Value for money considers a range of factors such as quality, reliability, fit for purpose, service and support, as well as initial and ongoing costs. Achieving value for money does not always mean that the 'highest quality' good or service is selected. A lower cost option still appropriate to quality requirements may be appropriate where Council has limited funds available for a particular procurement. Value for money is achieved when the 'right size' procurement solution is selected to meet Council's needs.

5.2 Ethical Behaviour

It is expected Council employees responsible for procurement will act to ensure the best value for money reasonably available is obtained and they behave ethically. Ethical behaviour embraces the principles of honesty and fairness, accountability and transparency, avoiding conflicts of interest, and compliance with laws and regulations. Practices that are anticompetitive or confer an improper advantage to one party over another must be avoided.

5.3 Open & Effective Competition

Council recognises the commercial and economic benefits of open and effective competition and is committed to impartial and open procurement processes that encourages healthy competition.

5.4 Work Health & Safety, and Risk Management

In compliance with Work Health & Safety legislation, Council will consider the impact on the health and safety of employees and the community when procuring goods and services.

5.5 Local Preference Policy

Council is committed to supporting the local economy and enhancing the capabilities of local business and industry. Council will give consideration to the actual and potential benefits to the local economy when sourcing goods and services whilst maintaining value for money.

Local preference is defined as a preference given to local suppliers and contractors with a permanent office and staff located with the Narromine Shire.

5.6 Sustainability & Environmental Protection

Council will consider sustainable practices and environmental principles to procurement without compromising value for money by adopting the following standards:

- purchase only when a product or service is necessary
- consider products that reduce waste, or are recyclable, or reusable
- eliminate toxic products that are harmful to human health and ecosystems
- reduce greenhouse emissions
- achieve biodiversity and habitat protection.

5.7 Modern Slavery

Council commits to complying with its obligation under the *Modern Slavery Act 2018 (NSW)* and any other Modern Slavery legislation that may come into effect.

5.8 Conflict of Interest

Council employees will disclose conflicts of interest in accordance with Council's *Code of Conduct Policy and Procedures*.

6. MONETARY THRESHOLDS

- Council will apply the following threshold levels for the provision of goods and services, including the carrying out of work:

Local Preference Score*	Value of Goods & Services (GST included)	Number of Quotations (written)	Procurement Method
	< \$50	n/a	Petty Cash
	<\$5,000	n/a	Credit card
10%	< \$15,000	1*	Purchase Order with terms and Conditions
5%	≥\$15,000< \$75,000	2	Purchase Order with terms and conditions & Conditions
5%	≥\$75,000<\$ <\$250,000**	3	Request for Quotation Purchase Order with terms and conditions & Conditions
5%	>\$250,000**		Request for Tender (RFT) Purchase Order with terms and conditions & Conditions

In determining the applicable threshold for a purchase, the gross value of the expenditure must be used.

1. * Emergency or critical works are excluded and do not require a written quote but works must be approved by someone with financial delegation prior to contractor engagement.

2. **Where the contract involves a provision of services where those services are, at the time of entering the contract, being provided by employees of the Council the limit of the contract is \$150,000. This is specifically related to replacing or impacting works of current employees by contractors.

7. RESPONSIBILITIES

7.1 Authorisation

The General Manager is responsible for determining purchasing delegations of staff.

7.2 Policy Custodian

The Director Finance and Corporate Strategy is the officer accountable for managing policy compliance, initiating the policy review process, internal auditing requirements, and has responsibility for all aspects of policy implementation, unless appropriately delegated to another officer.

7.3 Compliance

Supervisors, Managers and Directors are responsible for ensuring employees comply with the Procurement Policy & Procedure.

8. LEGISLATION, POLICIES, PROCEDURES

Council will comply with Government legislation, guidelines, Acts and Council policies, procedures including but not limited to:

- Local Government Act 1993 [Local Government Act 1993 No 30 - NSW Legislation](#)
- Local Government (General) Regulations 2021 [Local Government \(General\) Regulation 2021 - NSW Legislation](#)
- Environmental Planning & Assessment Act 1997 [act-1997-152 \(nsw.gov.au\)](#)
- Work Health & Safety Act 2011 [Work Health and Safety Act 2011 \(legislation.gov.au\)](#)
- NSW Government Policy Procurement Framework [NSW Government Procurement Policy Framework | NSW Treasury](#)
- OLG Tendering Guidelines of NSW Local Government October 2009 [Department of Premier and Cabinet \(Local Government\) - Tendering Guidelines for NSW Local Government](#)
- Public Interest Disclosures Act 2022 No 14 [Public Interest Disclosures Act 2022 No 14 - NSW Legislation](#)
- Council Statement of Business Ethics Statement [Policies - Narromine Shire Council \(nsw.gov.au\)](#)
- Council Code of Conduct Policy and Procedures [Policies - Narromine Shire Council \(nsw.gov.au\)](#)

**MINUTES OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING
HELD ON MONDAY, 27 MAY 2024 AT TOMINGLEY MEMORIAL HALL**

PRESENT: Cr Les Lambert (Chair), Phil Johnston (Director, Community and Economic Development), Melanie Slimming (Director Infrastructure and Engineering Services), Rodney Smith, Cheryl Smith, Doreen Dart, Max McNiven, Anne McNiven, Anthony Everett (Manager Waste and Community Facilities) and Alison Attwater (Minute Secretary).

1. WELCOME

The Chair welcomed those present and declared the meeting open at 6.00 pm.

2. APOLOGIES

RECOMMENDED Doreen Dart/Rodney Smith that the apologies of Jane Redden (General Manager Narromine Shire Council), Elaine Buckley and Gavin Dart be accepted.

3. DECLARATION/CONFLICTS OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

RECOMMENDED Anne McNiven/Doreen Dart that the minutes from the meeting held on 18 December 2023 be adopted as a true and accurate record of the meeting.

5. BUSINESS ARISING FROM THE MINUTES

Nil

6. REPORT TO TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE

1) Follow-up items

- Council advised that the drainage upgrade in Burril Street was ongoing.

RECOMMENDED Rodney Smith/Doreen Dart that the information be noted.

2) WHS

Nil

3) Bookings

Nil

**MINUTES OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING
HELD ON MONDAY, 27 MAY 2024 AT TOMINGLEY MEMORIAL HALL**

REPORT TO TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE Cont'd.

4) Financial Report

Council advised that if committee members had ideas for the funds in the TAAC account, they should bring them forward. This was discussed, and it was decided that further thought needed to be given to these funds.

RECOMMENDED Anne McNiven/Doreen Dart that the information be noted.

7. GENERAL BUSINESS

- Council advised that they are currently liaising with contractors to add a tennis practice wall at the multipurpose court.
- Council advised that funds are still available for a town monument, and if the committee has ideas for this monument, they should present them to Council.
- Council advised that they are working on a water pressure upgrade in Tomingley.
- It was advised that trucks are parking overnight in Myall Street, proving problematic to the residents. Council advised that this would be raised at the next Local Traffic Committee meeting for direction.

Action: Council will raise the issue of trucks parking overnight in Myall Street at the next Local Traffic Meeting and ask for direction on this matter.

8) NEXT MEETING

The next meeting of the Tomingley Advancement Association Committee will be held on Monday, 2 December 2024 at the Tomingley Memorial Hall, commencing at 6.00pm.

There being no further business for discussion, the meeting closed at 6.20 pm.

The Minutes (pages 1 – 2) were confirmed at the meeting held on the _____ day of _____ 2024, and are a true and accurate record of proceedings of the meeting held on 27 May 2024.

CHAIR

**REPORT TO TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING TO BE HELD AT
TOMINGLEY MEMORIAL HALL ON MONDAY 27 MAY 2024 AT 6PM**

1. FOLLOW-UP UP ITEMS

ITEM	ACTION/STATUS
Overgrown Allotment	<p>Action: It was advised that there is an overgrown allotment in the spare block next to 42 Myall Street Tomingley can this owner be notified</p> <p>Outcome: Council have notified the landowners, and the block has been slashed</p>
Cemetery Road	<p>Action: Council to inspect potholes on cemetery road</p> <p>Outcome: The road has been inspected, and Council has liaised with the relevant landowners</p>

RECOMMENDATION

That the information be noted.

2. WORK HEALTH AND SAFETY ISSUES

Have any other Work Health and Safety Issues arisen for further consideration.

Nil

RECOMMENDATION

That the information be noted.

3. BOOKINGS

Since the last meeting in December 2023, there have been four (0) functions at the Tomingley Memorial Hall. There is one (1) forward booking for the next six (6) months up to December 2024.

TOMINGLEY MEMORIAL HALL BOOKINGS	
NAME	EVENT DATE
Local Government Election	14 September 2024

**REPORT TO TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE MEETING TO BE HELD AT
TOMINGLEY MEMORIAL HALL ON MONDAY 27 MAY 2024 AT 6PM**

RECOMMENDATION

That the information be noted.

4. FINANCIAL REPORT

The Tomingley Advancement Association Committee Financial Report is reflected in **Attachment No. 2.**

RECOMMENDATION

That the Financial Report as presented be adopted.

5. NEXT MEETING

The next Tomingley Advancement Association Committee meeting will be held on Monday, 2 December 2025, at 6 pm at the Tomingley Memorial Hall.

RECOMMENDATION

That the information be noted.

Phil Johnston
Director, Community and Economic Development

TOMINGLEY ADVANCEMENT ASSOCIATION

Bank Reconciliation

30/04/2024

Balance of Bank Account as at 01.07.23	\$ 6,327.59
Add Receipts	\$ -
Less Payments	\$ -
	-
Balance of Working Funds 30/04/2024	\$ 6,327.59
Bonds Held	\$ -
Sub Total	\$ 6,327.59
Balance as Per Bank Statement 30/04/2024	\$ 6,327.59
Reconciled Balance	\$ 6,327.59
Check:	\$ -
 <u>Balance Sheet Check:</u>	
Reconciled Bank Balance 1 July 2023	\$ 6,327.59
Profit Year to Date	\$ -
Security Bonds Held	\$ -
	-
Reconciled Bank Balance 30/04/2024	\$ 6,327.59
Reconciled Balance	\$ 6,327.59
Check:	\$ -

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD AT THE NARROMINE SHIRE COUNCIL
CHAMBERS ON MONDAY 3 JUNE 2024**

PRESENT: Cr Dawn Collins (Chair, Narromine Shire Council), Ewen Jones (Delegate for State Member), Melanie Slimming (Director Infrastructure and Engineering Services, Narromine Shire Council); Jason Nicholson (Transport for NSW); Jordan Richardson (Manager Engineering, Narromine Shire Council); Peter van der Wel (Manager Infrastructure Delivery, Narromine Shire Council); Geraldine Prince (Minute Taker)

IN ATTENDANCE:

1. WELCOME

The Chair welcomed those present and declared the meeting opened at 9.37am.

2. APOLOGIES

Jane Redden (General Manager, Narromine Shire Council); Rachel Coman (Senior Constable, Orana Mid-Western Police District, NSW Police).

3. MINUTES OF THE PREVIOUS MEETING

RECOMMENDED Ewen Jones/Jason Nicholson that the Minutes of the previous meeting of the Local Traffic Committee held on 2 April 2024 be accepted as a true and accurate record of the discussions held at that meeting.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

DECLARATION OF PECUNIARY/CONFLICT OF INTEREST

Nil

5. REPORT TO LOCAL TRAFFIC COMMITTEE

1. DANDALOO ROAD, NARROMINE – ADVISORY SPEED SIGNAGE

RECOMMENDED Cr Ewen Jones/Cr Dawn Collins that cautionary signage to be installed to advise drivers to reduce speed to 55km/hr on Dandaloo / Corry Road, Trangie.

2. DANDALOO STREET, NARROMINE – PARKING SIGNAGE

RECOMMENDED was moved by Cr Collins, seconded by Cr Jones that No action will be taken from Council in regard to moving the parking sign.

3. CORNER HARRIS AND MULLAH STREET, TRANGIE – NO PARKING

RECOMMENDED Cr Dawn Collins/Jason Nicholson that installation of "No Parking" sign approximately 15 meters from the corner and 60° Angle Parking along Harris Street.

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD AT THE NARROMINE SHIRE COUNCIL
CHAMBERS ON MONDAY 3 JUNE 2024**

GENERAL BUSINESS**1. TRAFFIC COUNT DATA, MANILDRA STREET – 28 FEBRUARY – 18 MARCH 2024****ClassMatrix-70**

Site: MANILDRA STREET.0.1NS
Description: HEAVY VEHICLE SIGNAGE ON WEST SIDE OF MANILDRA STREET
Filter time: 11:15 Wednesday, 28 February 2024 => 9:08 Monday, 18 March 2024
Scheme: Vehicle classification (AustRoads94)
Filter: Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

km/h	Class												Total	
	SV 1	SVT 2	TB2 3	TB3 4	T4 5	ART3 6	ART4 7	ART5 8	ART6 9	BD 10	DRT 11	TRT 12		
10- 20	243	8	2	5	4	1	.	.	263	0.8%
20- 30	1515	50	48	38	6	.	.	.	3	4	2	.	1666	5.2%
30- 40	3073	137	187	99	15	.	10	20	124	281	264	1	4211	13.3%
40- 50	12879	606	837	236	78	12	48	102	607	1346	912	6	17669	55.6%
50- 60	5982	271	263	90	28	6	29	17	118	182	64	1	7051	22.2%
60- 70	732	28	36	12	4	.	1	.	4	2	.	.	819	2.6%
70- 80	73	.	3	76	0.2%
80- 90	9	9	0.0%
90-100	1	1	0.0%
100-110	1	1	0.0%
110-120	2	2	0.0%
120-130	0	0.0%
130-140	0	0.0%
140-150	0	0.0%
150-160	0	0.0%
Total	24510	1100	1376	480	135	18	88	139	856	1816	1242	8	31768	
	77.2%	3.5%	4.3%	1.5%	0.4%	0.1%	0.3%	0.4%	2.7%	5.7%	3.9%	0.0%		

This is the traffic count data (that also has speed) from a recent investigation on Manildra Street. We can see that approximately 22.2% of vehicles are travelling above 60 km/h and quite a few are going above 70 km/h.

2. SPEEDING THROUGH THE STREETS OF TRANGIE

Discussion regarding speeding in Trangie, particularly Harris, Dandaloo and Derribong Streets. This was raised at the Trangie Action Group on the 2 May 2024 and would like this communicated to the NSW Police.

3. TRUCK PARKING IN TOMINGLEY

It has been reported that trucks are not using the truck stop and are parking on side streets.

Council to advise Tomingley Community Meeting Group to record when trucks are parking in the side streets to understand frequency and location of the incidents. Council will review further information as it becomes available.

4. DANDALOO RAILWAY CROSSING

ARTC will have work completed by Friday 6 June 2024. They are also looking to upgrade the road either side of the crossing.

5. CBD DANDALOO STREET PEDESTRIAN CROSSING

Cr Dawn Collins raised concerns about the state of the pedestrian crossing in the main street. It is all uneven and chipped. Council to reach out to TfNSW with proposal for maintenance to the crossing.

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD AT THE NARROMINE SHIRE COUNCIL
CHAMBERS ON MONDAY 3 JUNE 2024**

7. NEXT MEETING

The next Meeting of the Local Traffic Committee will be held on **Monday 5 August 2024** commencing at **9.30am** in the Narromine Shire Council Chambers.

There being no further business, the meeting closed at 10.17am.

The Minutes (pages 1-3) were confirmed on _____ and are a full and accurate record of proceedings of the meeting held on 3 June 2024

CHAIR

**NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 3 JUNE 2024**

1. DANDALOO ROAD – ADVISORY SPEED SIGNAGE

Author *Manager Infrastructure Delivery*
Responsible Officer *Manager Infrastructure Delivery*

Executive Summary

The purpose of this report is to discuss with the Local Traffic Committee the installation of a new cautionary speed sign on Dandaloo Road.

Report

Council have undertaken an audit of road curves within the network. This audit showed the curve at the corner of Dandaloo Road and Corry Road is particularly sharp. Council would like to install cautionary signage to tell drivers to reduce speed to 55km/hr. *This road is a high-speed road that is highly trafficked and the curve is substandard, one of the worst in the shire.*

Standards

AS1742.2 – Traffic Control Devices for General Use
AS1742.6 – Service and Tourist Signs for Motorists

Financial Impacts

Signage will be installed under the maintenance budget.

Social Impacts

There is expected to be minimal impact.

Legal Impacts

Council is committed to providing information and safety improvements.

RECOMMENDATION

Recommendation:

That:

Advisory speed signage is installed on Dandaloo / Corry Roads.

Peter van del Wel
Manager of Infrastructure Delivery

NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 3 JUNE 2024

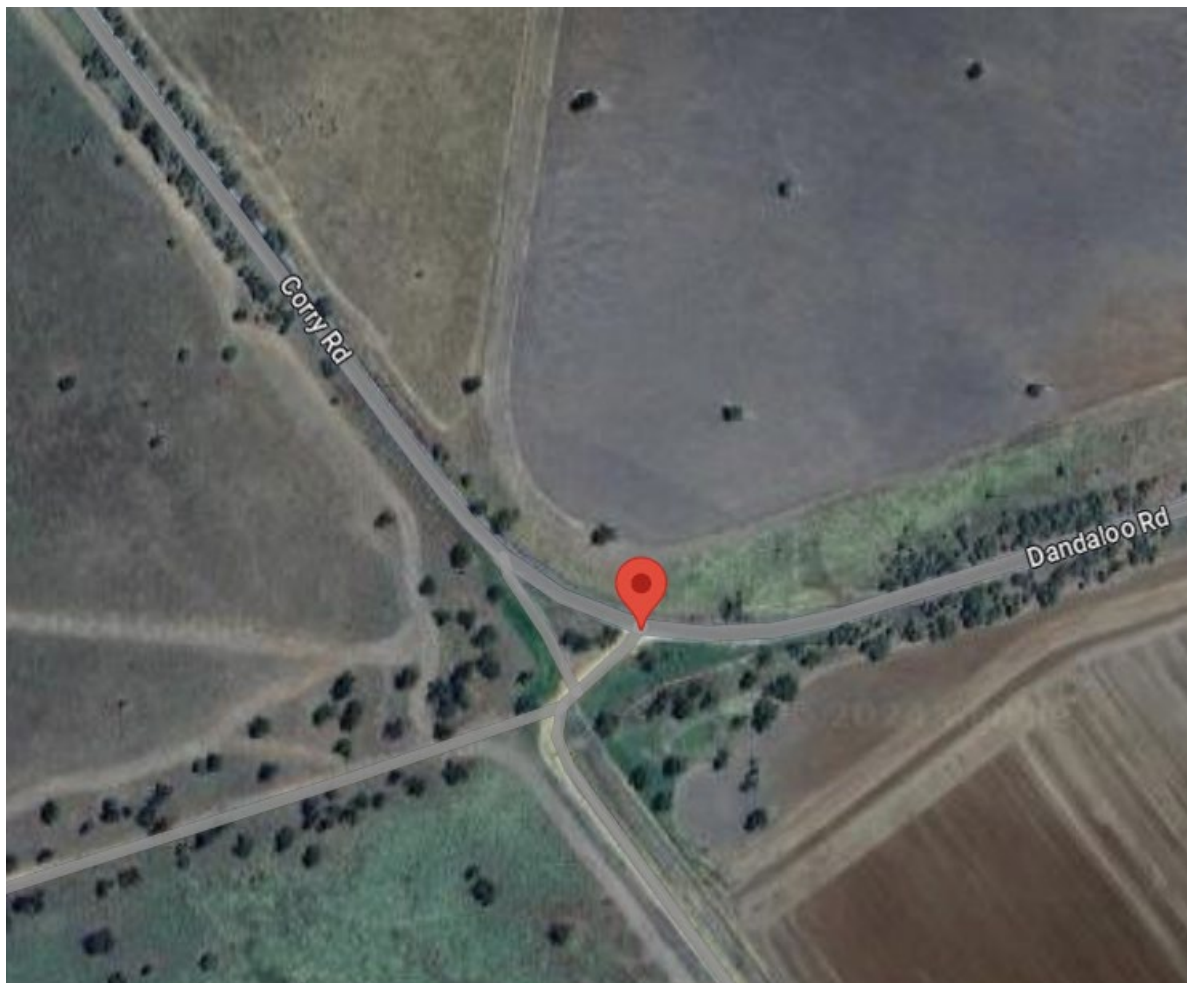


Figure 1: Location of Curve



Figure 2: Signage to be installed

NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 3 JUNE 2024

2. DANDALOO STREET – PARKING SIGNAGE

Author Director Infrastructure & Engineering Services
Responsible Officer Director Infrastructure & Engineering Services

Executive Summary

The purpose of this report is to discuss with the Local Traffic Committee the relocation of 60° Angle Parking Sign approximately 10m south along Dandaloo Street, Narromine.

Report

There is currently a 60° Angle Parking Sign located in front of 173 Dandaloo Street. The sign location is in an odd location as there is a driveway immediately next to the sign. Council would like to relocate the sign approximately 10 meters south such that the sign post is in front of 175 Dandaloo Street, pointing towards the lined parking area.

Standards

AS1742.11:2016
AS2890.5:2020

Financial Impacts

Signage will be installed under the maintenance budget.

Social Impacts

There is expected to be minimal impact.

Legal Impacts

Vehicles to obey the signed traffic parking.

RECOMMENDATION

Recommendation:

That:

Above mentioned signed be relocated south along Dandaloo Street.

Melanie Slimming
Director Infrastructure and Engineering Services

Figure 1: Location of Curve

**NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 3 JUNE 2024**



Figure 1: Signage outside 173 Dandaloo Street



Figure 2: Signage to be relocated outside 175 Dandaloo Street

**NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 3 JUNE 2024**

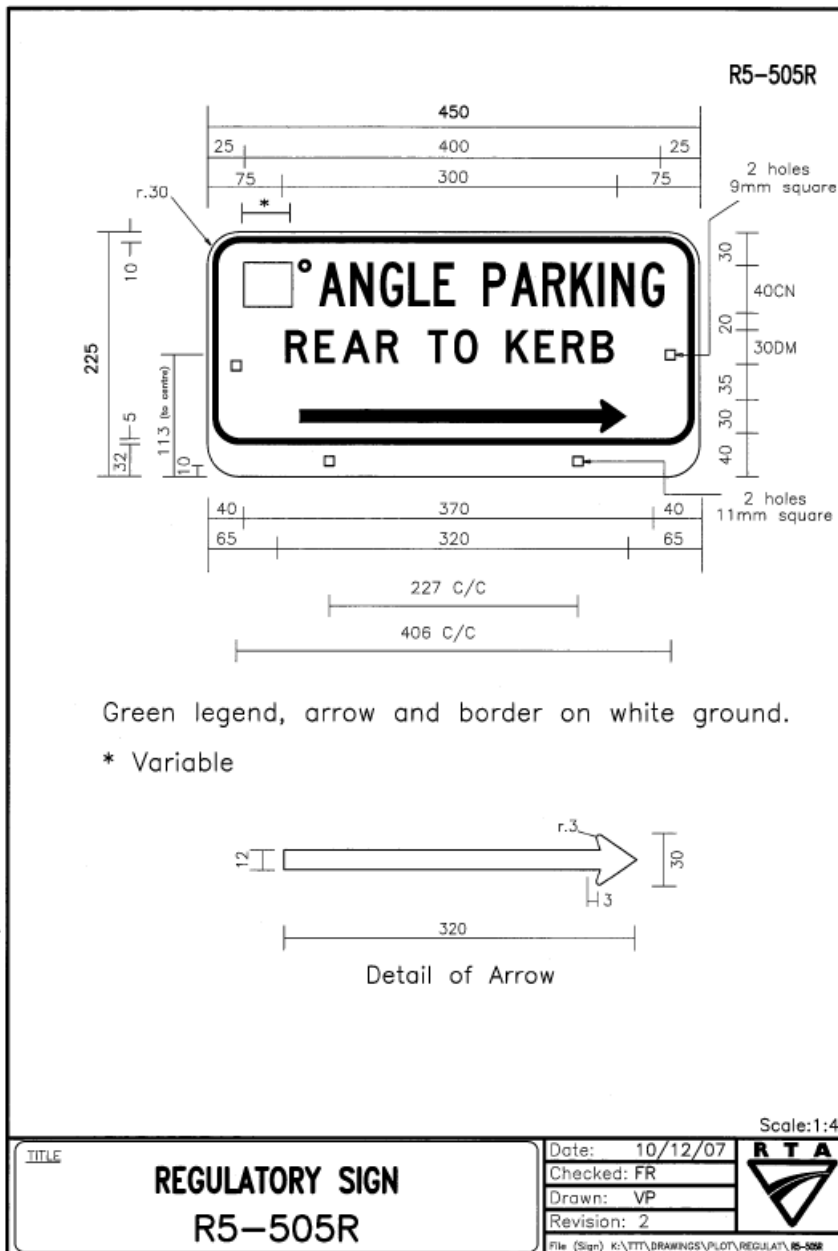


Figure 3: Signage to be installed in front of 175 Dandaloo Street

NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 3 JUNE 2024

3. CORNER HARRIS AND MULLAH STREET, TRANGIE – NO PARKING SIGNAGE

Author Director Infrastructure & Engineering Services
Responsible Officer Director Infrastructure & Engineering Services

Executive Summary

The purpose of this report is to discuss with the Local Traffic Committee the installation of “No Parking” sign approximately 15 meters in from the corner and 60° Angle Parking with guidelines along Harris Street.

Report

During scheduled safety inspections Council has found that the intersection of Mullah Street and Harris Street can be very dangerous. The line of sight is heavily impacted by cars parking on Harris Street very close to the corner.

To improve sight visibility and improve safety Council recommends installing “No Parking” Signs 15 meters from the corner of Harris Street and Mullah Street intersection and installing 60° Parking for the remainder of the street.

Standards

AS1742.11:2016
AS2890.5:2020

Financial Impacts

Signage will be installed under the maintenance budget.

Social Impacts

There is expected to be minimal impact.

Legal Impacts

Vehicles to obey the signed traffic parking.

RECOMMENDATION

Recommendation:

That:

Above mentioned signed be installed.

Melanie Slimming
Director Infrastructure and Engineering Services

**NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 3 JUNE 2024**



Figure 1: No Parking signage to be installed 15m from the corner, pointing towards Mullah Street.

**NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 3 JUNE 2024**

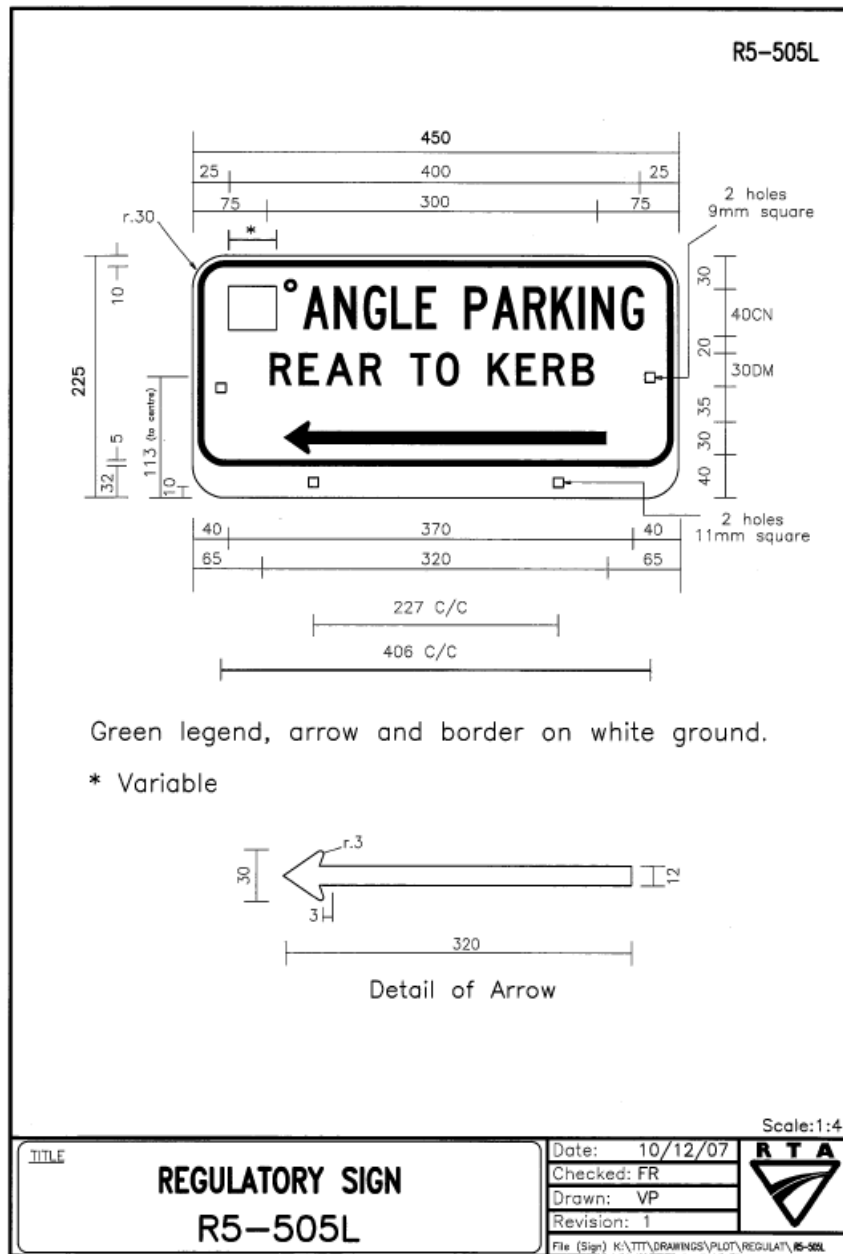


Figure 2: Signage to be installed approx. 15 meters from corner on Harris Street

**NARROMINE SHIRE COUNCIL
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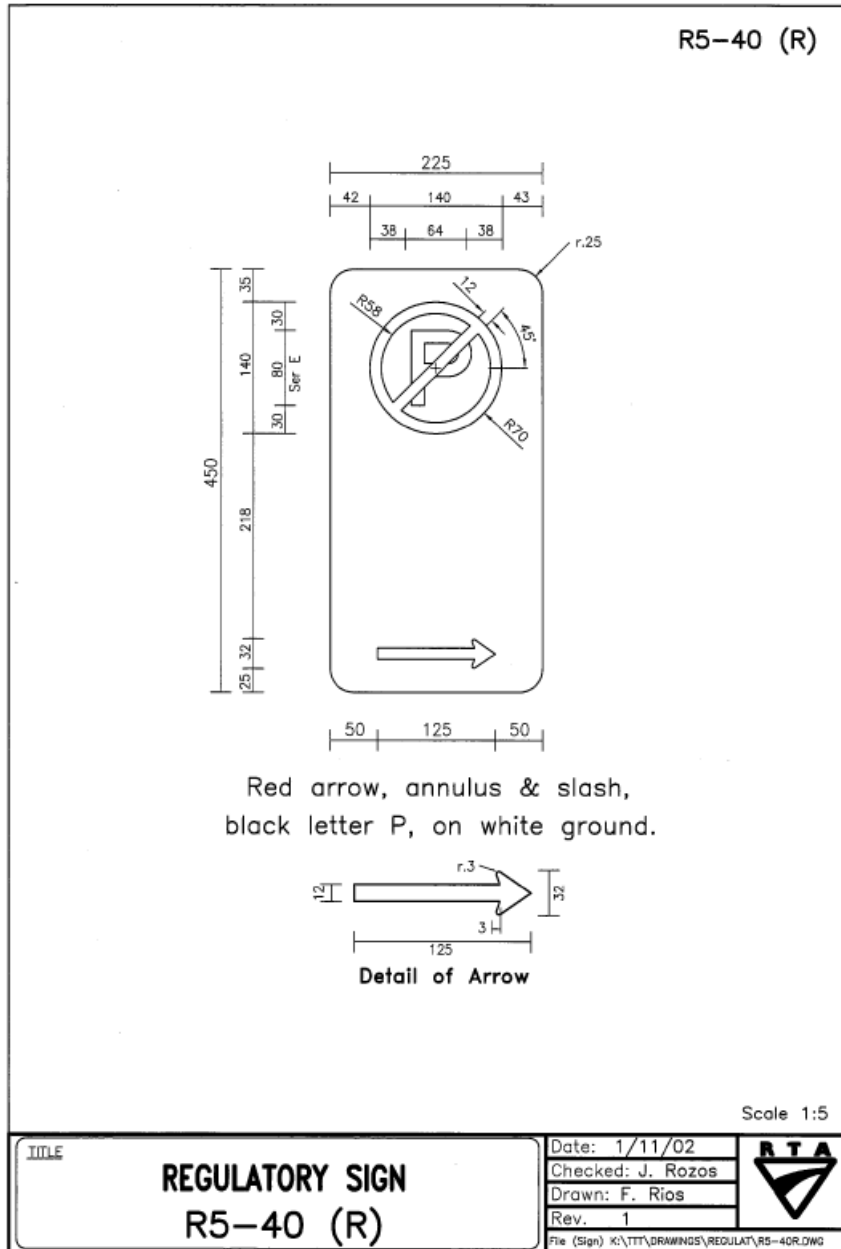


Figure 3: Signage to be installed approx. 15 meters from corner on Harris Street